



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING AGENDA

Date: Monday, August 19, 2024
Time: 7:00 pm; or immediately Following Budget Hearing
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

AGENDA

1. Call the meeting to order and establish a quorum.
2. Pledge of Allegiance
3. Principal's Report:
4. Public Comments
5. MONTHLY ACTION ITEMS:
 - A. Consider and Approve the Board of Trustees Meeting Minutes for the July 18, 2024 Budget Workshop and the July 18, 2024 Regular Board Meeting.
 - B. Approve Monthly Bills and Financial Statement
6. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:
 - A. Consider and Take Action on Proposed Final Budget Amendment for the 2023-2024 Fiscal Year
 - B. Consider and Take Action on the Adoption of the 2024 - 2025 Fiscal Year Budget
 - C. Consider and Take Action on a Resolution to Set the Tax Rate for Coupland Independent School District Tax Year 2024
 - D. Consider an Order Authorizing Redemption of Outstanding Bonds of the Coupland Independent School District
 - E. Consider Calling a Voter Approved Tax Ratification Election for the November 5, 2024 election
 - F. Consider and Take Action on Election Services Agreements with Travis and Williamson Counties

- G. Consider and Take Action to Adopt a Resolution for the Commitment of Fund Balance for the 2024-2025 Fiscal Year
 - H. Consider and Accept the Certified Appraisal Roll for Certified Taxable Values for Williamson and Travis County
 - I. Consider and Approve School Meal Prices for the 2024-2025 School Year
 - J. Consider and Take Action on the Adjunct Faculty Agreements for Texas A&M Agrilife County Extension Agents in Bastrop and Williamson Counties for the 2024-2025 School Year
 - K. Consider and approve Memorandum of Understanding with Williamson County Juvenile Services for 2024-2025
 - L. Consider and Take Action on the Appointment of a Delegate and Alternate Delegate for the 2024 TASB Delegate Assembly
 - M. Consider and Approve a Master Services Agreement for Technology Support for 2024-2025
7. Discussion Items
- A. Discuss Future Action and Discussion items
 - B. Board of Trustee Election
 - C. Discuss New and Current Board Member Training Requirements
 - D. Future Board Meeting Dates
 - E. txEDCON24 Conference
September 27-29, 2024
 - F. VATRE Communication Plan
 - G. Transportation
 - H. Construction Update (GMP)
8. Superintendent's Report
- A. A-F Rating Update
 - B. Team of 8 Training (Aug. 9 & 10)
 - C. First Week
 - D. New School Bus
 - E. Preliminary F.I.R.S.T. Report Rating
 - F. Efficiency Audit
9. Executive Session:
- As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code Chapter 551). An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session:

Personnel (Texas Gov't Code 551.074),
Student Discipline (Texas Gov't Code 551.082),

Attorney consultation (Texas Gov't Code 551.071),
Purchase, exchange, lease or value of real property (Texas Gov't Code 551.072),
Prospective gift (Texas Gov't Code 551.073),
Employee - Employee Complaint (Gov't code 551.082),
Student Discipline Complaint (Gov't Code 551.082),
Security (Gov't Code 551.076)

Any action will be taken in a public session.

- A. Discuss Evaluation of Superintendent of Schools
- B. Discuss New Hire Recommendations

10. ACTION ITEMS:

(Action Items post executive session are items that must be discussed in executive session. All actions must be taken in an open session.)

- A. Consider and Take Action on Evaluation of Superintendent of Schools
- B. Consider and Take Action to Approve New Hire Recommendations

11. Report Items

- A. Resignations
- B. Board Calendars

12. ADJOURNMENT:

This agenda was posted on the front door of the school building and on the school district website at: This agenda was posted on the 15th day of August, 2024 at 3:00p.m. on the front door of the school building and the school district website.

Dr. Earl W. Parcell, Superintendent

Adren Pilger, Interim Superintendent



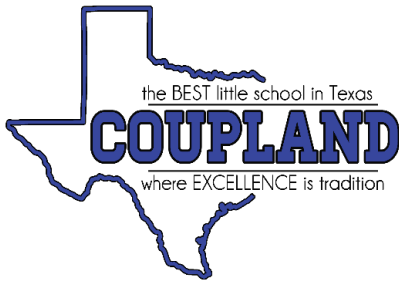
Board of Trustees

Date of Meeting
Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person E-Mail Address



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

BUDGET WORKSHOP MINUTES

Date: Thursday, July 18, 2024

Time: 6:15 PM

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Present

Misty Garwood – Present

Andrew Gonzales – Present

David Young – Present

Rev. Dr. Karen Holgersen - Present

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum. @ 6:15 pm**
2. **Public Comment**
No one signed up for public comment.

3. Budget Presentation - Preliminary Budget for 2024-25

Dr. Parcell presented the Preliminary budget with and discussed the impact a Voter-Approved Tax Ratification Election (VATRE) would have on the 2024-2025 budget as well as how it could have a positive financial impact on maintenance and operations for the new middle school which is scheduled to open in August 2026.

4. Adjourn @ 7:16 pm

I move that we Adjourn this meeting.

Motion made by: Rev. Dr. Karen Holgersen

Seconded by: Andrew Gonzales

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew

Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

Board President

Date

Board Secretary

Date



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING MINUTES

Date: Thursday, July 18, 2024
Time: Immediately Following Budget Workshop
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present
Michael Roepke – Present
Misty Garwood – Present
Andrew Gonzales – Present
David Young – Present
Rev. Dr. Karen Holgersen - Present

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum. @7:24 PM**
2. **Pledge of Allegiance**
Led by Crystal Ward

3. **Principal's Report:**

- 2024-2025 Educational Programming and Services Presentation**

- Dr. Parcell provided an overview of the Educational Programming and Services Plan (High Quality Tier 1 Instruction accompanied by Intervention and Progress Monitoring) presentation.

4. Public Comments

No one signed up for public comment.

5. MONTHLY ACTION ITEMS:

A. Consider and Approve the Board of Trustees Meeting Minutes for the June 25, 2024 Budget Workshop and the June 25, 2024 Regular Board Meeting

B. I move that we Approve the Board of Trustees Meeting Minutes for the June 25, 2024 Budget Workshop and the June 25, 2024 Regular Board Meeting

Motion made by: Andrew Gonzales

Seconded by: Rev. Dr. Karen Holgersen

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

C. Approve Monthly Bills and Financial Statement

I move that we Approve the Monthly Bills and the monthly financial report for June 2024.

Motion made by: David Young

Seconded by: Crystal Ward

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

6. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:

A. Consideration and Approval of the Order of Election for the November 5, 2024, General Election for the Coupland ISD Board of Trustees

I move that we Approve Order of Election for the November 5, 2024, General Election for the Coupland ISD Board of Trustees.

Motion made by: Michael Roepke

Seconded by: Rev. Dr. Karen Holgersen

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

B. Consideration and Approval of the Order of Election for the November 5, 2024, Special Election for the Coupland ISD Board of Trustees

I move that we Approve Order of Election for the November 5, 2024, Special Election for the Coupland ISD Board of Trustees.

Motion made by: Misty Garwood

Seconded by: Michael Roepke

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

C. Consider and Discuss Endorsing a Candidate for TASB Board of Directors Place C

I move that we endorse Brian Holubec as a candidate for TASB Board of Directors Place C for Region 13.

Motion made by: Rev. Dr. Karen Holgersen

Seconded by: Misty Garwood

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

D. Consider and Take Action to Approve the 2024-2025 Student Code of Conduct

Board requested mention of corporal punishment be removed from the SCOC (pg. 13).

- A. I move that we Approve the 2024-2025 Student Code of Conduct with change discussed.

Motion made by: Michael Roepke

Seconded by: David Young

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea

Yea – 6; Nay – 0

B. Items Over \$25K - TASB Risk Management Fund - 2024-2025 Property, Auto, School Liability, and Privacy and Information Security Insurance Coverage (TASB Insurance Cooperative)

I move that we Approve the TASB Risk Management Fund - 2024-2025 Property, Auto, School Liability, and Privacy and Information Security Insurance Coverage (TASB Insurance Cooperative).

Motion made by: David Young

Seconded by: Andrew Gonzales

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea
Yea – 6; Nay – 0

C. Items Over \$25K - Consider and Approve the Annual Services Contract with Region 13 for 2024-2025

I move that we Approve the Annual Services Contract with Region 13 for 2024-2025.

Motion made by: Michael Roepke

Seconded by: Rev. Dr. Karen Holgersen

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea
Yea – 6; Nay – 0

D. Consider and Approve a Contract with Trinity Educational Services for Bilingual Assessments and LSSP services.

I move that we Approve the Contract with Trinity Educational Services for Bilingual Assessments and LSSP services.

Motion made by: Rev. Dr. Karen Holgersen

Seconded by: David Young

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea
Yea – 6; Nay – 0

2. Discussion Items

A. Discuss Future Action and Discussion items

B. Discuss New and Current Board Member Training Requirements

C. Future Board Meeting Dates

August regular Board Meeting will be August 19, 2024

3. Superintendent's Report

A. Child Nutrition Meal Prices for 2024-2025

4. Executive Session:

As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code Chapter 551). An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session:

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Attorney consultation (Texas Gov't Code 551.071),
Purchase, exchange, lease or value of real property (Texas Gov't Code 551.072),
Prospective gift (Texas Gov't Code 551.073),
Employee - Employee Complaint (Gov't code 551.082),
Student Discipline Complaint (Gov't Code 551.082),
Security (Gov't Code 551.076)**

Any action will be taken in a public session.

The Board went into executive session at 9:44 PM.

The Board came out of executive session at 10:19 PM.

A. Discuss Evaluation of Superintendent of Schools

B. Discuss New Hire Recommendations

5. ACTION ITEMS:

(Action Items post executive session are items that must be discussed in executive session. All actions must be taken in an open session.)

A. Consider and Take Action on Evaluation of Superintendent of Schools

No Action taken

B. Consider and Take Action to Approve New Hire Recommendations

I move that we Approve the Approve New Hire Recommendations.

Motion made by: Misty Garwood

Seconded by: Rev. Dr. Karen Holgersen
Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew
Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea
Yea – 6; Nay – 0

6. Report Items

A. 2024-2025 Student Handbook

B. 2024-2025 Employee Handbook

C. Resignations

D. Board Calendars

7. ADJOURNMENT: @ 10:20 pm

I move that we Adjourn this meeting.

Motion made by: Michael Roepke

Seconded by: Misty Garwood

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew
Gonzales: Yea; Rev. Dr. Karen Holgersen: Yea, Misty Garwood: Yea
Yea – 6; Nay – 0

Board President

Date

Board Secretary

Date



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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COUPLAND INDEPENDENT SCHOOL DISTRICT

GENERAL FUND FINANCIAL STATEMENT

Fund 199

JULY 2024



	2023 - 2024			2022 - 2023		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 2,233,999	\$ 2,254,277	100.91%	\$ 2,223,928	\$ 2,209,331	99.34%
State Program Revenues	2,266,553	2,012,092	88.77%	2,025,678	821,384	40.55%
Federal Program Revenues	12,445	34,251	275.22%	12,495	19,251	154.07%
Other Financing Sources	-	-	0.00%	100	290	0.00%
Total Revenues	\$ 4,512,997	\$ 4,300,620	95.29%	\$ 4,262,201	\$ 3,050,256	71.57%
EXPENDITURE SUMMARY BY FUNCTION:						
11 - Instructional	\$ 2,672,594	\$ 1,976,555	73.96%	\$ 2,482,887	\$ 1,905,026	76.73%
12 - Instructional Resources and Media Services	7,217	7,217	100.00%	20,640	5,543	26.86%
13 - Curriculum and Instructional Staff Development	18,950	5,234	27.62%	21,652	3,974	18.35%
21 - Instructional Leadership	2,150	575	26.74%			
23 - School Leadership	285,307	256,034	89.74%	238,461	207,171	86.88%
31 - Guidance, Counseling and Evaluation	168,639	142,383	84.43%	28,100	28,000	99.64%
33 - Health Services	6,400	652	10.18%	18,400	5,607	30.47%
34 - Student Transportation	179,542	139,969	77.96%	197,639	105,796	53.53%
35 - Food Service	-	-	0.00%	-	7,836	
36 - Cocurricular/Extra Curricular Activities	33,022	22,540	68.26%	31,613	18,562	58.72%
41 - General Administration	400,670	374,796	93.54%	213,099	168,456	79.05%
51 - Plant Maintenance and Facility Services	394,505	326,454	82.75%	459,133	285,174	62.11%
52 - Security and Monitoring Services	39,000	29,974	76.86%	39,000	6,136	15.73%
53 - Data Processing Services	186,512	178,349	95.62%	303,655	211,651	69.70%
61 - Community Services	-	328		18,136	14,306	78.88%
71 - Debt Service	69,000	66,370	96.19%	66,286	66,286	100.00%
81 - Capital Outlay	-	-	0.00%	150,000	144,589	96.39%
93 - Payments to Fiscal Agents	10,363	10,363		103,500	103,982	100.47%
99 - Other intergovernmental Charges	14,000	20,000	142.85%	10,000	11,998	119.98%
Operating Transfer to Cafeteria	25,126	-	0.00%	10,000	-	0.00%
Total Expenditures	\$ 4,512,997	\$ 3,557,792	78.83%	\$ 4,412,201	\$ 3,300,094	74.79%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 3,504,349	\$ 2,705,064	77.19%	\$ 3,041,042	\$ 2,505,929	82.40%
62XX - Professional and Contracted Services	503,564	486,698	96.65%	327,740	268,838	82.03%
63XX - Supplies and Materials	246,971	156,494	63.37%	617,807	133,610	21.63%
64XX - Other Operating Expenses	97,987	72,647	74.14%	189,226	164,842	87.11%
65XX - Debt Service - Principal	69,000	66,370	96.19%	66,286	66,286	100.00%
66XX - Capital Outlay Expenses	66,000	70,519	106.85%	160,100	160,589	100.31%
Operating Transfers	25,126	-	0.00%	10,000	-	0.00%
Total Expenditures	\$ 4,512,997	\$ 3,557,792	78.83%	\$ 4,412,201	\$ 3,300,094	74.79%



COUPLAND INDEPENDENT SCHOOL DISTRICT
CHILD NUTRITION FUND FINANCIAL STATEMENT
Fund 240
JULY 2024

	2023 - 2024			2022 - 2023		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 67,300	\$ 57,484	85.41%	\$ 78,672	\$ 82,520	104.89%
State Program Revenues	26,854	25,619	95.40%	11,669	1,608	13.78%
Federal Program Revenues	139,506	141,276	101.27%	145,410	149,214	102.62%
Other Financing Sources	25,126	-	0.00%	10,000	-	0.00%
Total Revenues	\$ 258,786	\$ 224,379	86.70%	\$ 245,751	\$ 233,342	94.95%
EXPENDITURES:						
35 - Food Services	\$ 258,876	\$ 214,871	83.00%	\$ 244,552	\$ 211,480	86.48%
Total Expenditures	\$ 258,876	\$ 214,871	83.00%	\$ 244,552	\$ 211,480	86.48%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 135,912	\$ 120,378	88.57%	\$ 119,441	\$ 107,660	90.14%
62XX - Professional and Contracted Services	11,500	2,408	20.94%	11,500	5,045	43.87%
63XX - Supplies and Materials	110,674	91,843	82.98%	100,911	98,728	97.84%
64XX - Other Operating Expenses	700	242	34.61%	700	47	6.74%
64XX - Other Operating Expenses	-	-	0.00%	12,000	-	0.00%
Total Expenditures	\$ 258,786	\$ 214,871	83.03%	\$ 244,552	\$ 211,480	86.48%



COUPLAND INDEPENDENT SCHOOL DISTRICT
DEBT SERVICE FUND FINANCIAL STATEMENT
Fund 599
JULY 2024

	2023 - 2024			2022 - 2023		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 1,550,025	\$ 1,459,514	94.16%	\$ 244,559	\$ 232,785	95.19%
State Program Revenue	\$ -	\$ 92,245	0.00%	\$ 5,252	\$ 5,252	100.00%
Total Revenues	\$ 1,550,025	\$ 1,551,759	100.11%	\$ 249,811	\$ 238,037	95.29%
EXPENDITURES:						
71 - Debt Service	\$ 1,550,025	\$ 959,619	61.91%	\$ 222,750	\$ 141,775	63.65%
Total Expenditures	\$ 1,550,025	\$ 959,619	61.91%	\$ 222,750	\$ 141,775	63.65%
EXPENDITURE SUMMARY BY OBJECT CODE:						
65XX - Debt Service Expenses	1,550,025	959,619	61.91%	222,750	141,775	63.65%
Total Expenditures	\$ 1,550,025	\$ 959,619	61.91%	\$ 222,750	\$ 141,775	63.65%



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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**COUPLAND ISD
GENERAL FUND
PROPOSED BUDGET AMENDMENT
BOARD MEETING AUGUST 2024**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
Revenue:				
57XX	Local Revenue	2,233,999.00		2,233,999.00
58XX	State Revenue	2,266,553.00		2,266,553.00
59XX	Federal Revenue	12,445.00		12,445.00
79XX	Other Resources	0.00		0.00
	Revenue Budget	4,512,997.00	0.00	4,512,997.00
Expense:				
11	Instruction	2,672,594.40	(101,000.00)	2,571,594.40
12	Instruction Media/Library	7,217.00	2,000.00	9,217.00
13	Curriculum Development and Instructional Staff Development	18,950.00		18,950.00
21	Instructional Leadership	2,150.00		2,150.00
23	Campus Administration	285,307.00	10,000.00	295,307.00
31	Guidance & Counseling	168,639.00		168,639.00
33	Health Services	6,400.00		6,400.00
34	Student Transportation	179,542.00		179,542.00
36	Cocurricular Activities	33,022.00	5,000.00	38,022.00
41	General Administration	400,670.00	42,000.00	442,670.00
51	Plant Maintenance	394,505.00	10,000.00	404,505.00
52	Security & Monitoring Services	39,000.00		39,000.00
53	Data Processing	186,512.00	16,000.00	202,512.00
61	Community Services	0.00		0.00
71	Debt Service	69,000.00		69,000.00
93	Payments to SSA	10,362.60		10,362.60
99	Intergovernment Payments	14,000.00	16,000.00	30,000.00
89XX	Transfer to Food Service	25,126.00		25,126.00
	Expenditure Budget	4,512,997.00	0.00	4,512,997.00
FUND BALANCE				
	Fund Balance Increase (Decrease)	0.00	0.00	0.00



Board of Trustees

Date of Meeting


Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person

E-Mail Address

	FY 2024-2025 Proposed Budget	General Operating	Debt Service	Child Nutrition
		Fund	Fund	Services Fund
		Fund 199	Fund 599	Fund 240

Estimated Revenue

Maintenance & Operations Taxes	\$ 2,229,848		
Debt Service Interest & Sinking Taxes		\$ 1,547,519	
State Aid	\$ 2,560,479	\$ 92,381	\$ 11,058
Other Local Revenue			\$ 60,000
Transfer In (7XXX)			\$ 9,681
Federal Revenue (SHARS, eRate)	\$ 14,500		\$ 167,000
Total Revenue	\$ 4,804,827	\$ 1,639,900	\$ 247,739

Estimated Appropriations

11 Instructional	\$ 2,815,770		
12 Instructional Resources & Media Services	\$ 7,850		
13 Curriculum & Staff Development	\$ 19,700		
21 Instructional Leadership	\$ 12,362		
23 School Leadership	\$ 318,115		
31 Guidance, Counseling & Evaluation	\$ 176,740		
33 Health Services	\$ 3,550		
34 Student Transportation	\$ 155,663		
35 Child Nutrition Services			\$ 247,739
36 Extracurricular Student Activities	\$ 27,714		
41 General Administration	\$ 367,327		
51 Plant Maintenance & Operations	\$ 361,367		
52 Security & Monitoring Services	\$ 48,750		
53 Data Processing Services	\$ 259,144		
61 Community Services	\$ 3,000		
71 Debt Service	\$ 66,436	\$ 1,639,900	
81 Facilities Acquisition & Construction			
99 Other Intergovernmental Costs	\$ 25,000		
89XX Transfer to CNS	\$ 9,681		
Total Estimated Appropriations	\$ 4,678,169	\$ 1,639,900	\$ 247,739

1 Time Payment	\$ 29,000		
Estimated Fund Balance Draw	\$ 97,658	\$ -	\$ -

Budgeted Expenditure for legally-required newspaper notices:	\$ 4,500
Object code - 6491 (public notices)	
Budgeted Expenditure for lobbying activities:	
Object code - 6214	\$ 196



Board of Trustees

Date of Meeting
Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person E-Mail Address



COUPLAND ISD

620 S COMMERCE ST
COUPLAND, TX 78615
512-856-2422

Resolution of the Board to Set Tax Rate

For Coupland Independent School District for the Tax Year 2024

Date: August 19, 2024

On this date, we, the Board of Trustees of the Coupland Independent School District, hereby levy or set the tax rate on \$100 valuation for the District for the tax year 2024 at a total tax rate of \$1.196900, to be assessed and collected by the duly specified assessor and collector as follows:

\$0.696900 for the purpose of maintenance and operations, and

\$0.500000 for the purpose of payment of principal and interest on debts.

Such taxes are to be assessed and collected by the tax officials designated by the District.

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

Signed:

Crystal Ward, CISD Board President

Date

Attest:

David Young, CCISD Board Secretary

Date



Board of Trustees

Date of Meeting

Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person

E-Mail Address

ORDER AUTHORIZING REDEMPTION OF OUTSTANDING BONDS OF THE COUPLAND INDEPENDENT SCHOOL DISTRICT

WHEREAS, Coupland Independent School District (the *District*) has issued the following public securities:

Coupland Independent School District Unlimited Tax School Building Bonds, Series 2020 and Coupland Independent School District Unlimited Tax School Building Bonds, Series 2023 (collectively, the *Bonds*); and

WHEREAS, certain maturities of the Bonds are subject to redemption prior to stated maturity, at the option of the District, in whole or in part, in principal amounts of \$5,000 or any integral multiple thereof, at a redemption price equal to the principal amount thereof plus accrued interest to the date fixed for redemption; and

WHEREAS, Section 45.001, Texas Education Code, as amended, authorizes the District to levy, pledge, assess, and collect annual ad valorem taxes sufficient to pay the principal of and interest on its Bonds as or before the principal and interest become due; and

WHEREAS, this Board of Trustees of the District finds and determines that it is necessary and in the best interests of the District to use excess interest and sinking fund (I&S) tax collections to defease a portion of the Bonds, thus reducing the total dollar amount of debt service paid over the original life of the Bonds; and

WHEREAS, the District may establish an escrow fund for the deposit of funds from time to time for the defeasance and redemption of such Bonds; and

WHEREAS, the District is authorized to deposit any available funds or resources, directly with a trust company or commercial bank that does not act as a depository for the District, in order to make financial arrangements for the early defeasance and redemption of its outstanding bonds; and

WHEREAS, the orders that authorized the issuance of the Bonds provides that notice of redemption of the Bonds shall be mailed to the registered owners thereof at least thirty days prior to the redemption date; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Order was passed was open to the public, and public notice of the time, place, and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF COUPLAND INDEPENDENT SCHOOL DISTRICT:

Section 1. The District hereby exercises its option to defease and redeem a portion of the Bonds on their first eligible optional redemption date (the *Redemption Date*). The Superintendent (the *Authorized Officer*) is authorized to select, during the District's 2024-25 fiscal year and before or after the deadline has passed for tax collections to come due, the particular series of Bonds and the particular maturities of such series to be defeased to their Redemption Date (such Bonds so selected are herein referred to as the *Defeased Bonds*).

Section 2. On or before the Redemption Date applicable to the Defeased Bonds, the District shall deposit with or make available to the initial paying agent/registrar for the Defeased Bonds, or any successor paying agent/registrar (the *Paying Agent/Registrar*), funds in an amount sufficient to pay the redemption price of the portion of the Defeased Bonds selected and called for redemption on the Redemption Date.

Section 3. The portion of the Defeased Bonds so called for redemption shall be presented for redemption and payment to the Paying Agent/Registrar and shall not bear interest after the Redemption Date. Notice of redemption shall be mailed by the Paying Agent/Registrar at least thirty days prior to the Redemption Date by United States mail, first-class postage prepaid, to the registered owner of each Defeased Bond to be redeemed at its address as it appeared on the day such notice of redemption is mailed and to major securities depositories, national bond rating agencies and bond information services.

Section 4. The Authorized Officer is further authorized to enter into and execute on behalf of the District with an authorized escrow agent an escrow agreement, which escrow agreement will provide for the escrow of the funds until needed only to pay the portion of the Defeased Bonds so called for redemption. The Authorized Officer is authorized to purchase such securities in the escrow fund under the escrow agreement, to execute such subscriptions for the purchase of the United States Treasury Securities, State and Local Government Series and to transfer and deposit such cash from available funds, as may be necessary or appropriate for the escrow fund described in the escrow agreement. The District may obtain, at its sole discretion, a report or certificate verifying that any investments purchased under the escrow fund will mature and pay interest in such amounts which, together with any uninvested funds in the escrow fund, will be sufficient to pay, when due, the principal of and interest on the Defeased Bonds.

Section 5. The Authorized Officer is hereby authorized and directed to take such actions and to execute and deliver such documents, certificates and receipts, including without limitation notice of redemption and material events notices with respect to the Defeased Bonds, as necessary or appropriate to consummate the transactions authorized by this Order and to redeem the Defeased Bonds in accordance with the provisions and requirements of said Bonds.

PASSED AND APPROVED ON AUGUST _____, 2024

Secretary, Board of Trustees

President, Board of Trustees



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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RESOLUTION
ORDER OF ELECTION FOR A COUPLAND ISD
VOTER-APPROVAL TAX RATE ELECTION (VATRE) ON NOVEMBER 5, 2024

THE STATE OF TEXAS

COUNTY OF TRAVIS AND WILLIAMSON

COUPLAND INDEPENDENT SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the “Board”) of the Coupland Independent School District (the “District”) has adopted an Order setting a tax rate for tax year 2024 that exceeds the District’s voter-approval tax rate; and

WHEREAS, under Section 26.08 of the Texas Tax Code the adoption of such a tax rate may be submitted to the registered voters of the District at an election for the purpose of determining whether such voters approve the adopted tax rate election (the “Election”); and

WHEREAS, Section 26.08 of the Tax Code provides that the Board shall order that the Election be held on the next uniform election date prescribed by Section 41.001, Election Code, which occurs after the date of this Order and that, allows sufficient time to comply with the requirements of other law; and

WHEREAS, the Board adopted its Order setting the tax rate on August 19, 2024, which date of such Order is more than seventy-one (71) days before November 5, 2024; and

WHEREAS, the Board has the authority under Chapters 42 and 75 of the Texas Election Code to designate voting locations for election day and early voting locations, dates, and times; and

WHEREAS, the Board has the authority pursuant to Chapter 271, Texas Election Code to enter into joint election agreements with other political subdivisions also holding an election on the same date in all or part of the same territory; and

WHEREAS, the Travis and Williamson County Elections Administrator and the District have the authority pursuant to Chapter 31, Subchapter D, of the Texas Election Code and Chapter 791 of the Texas Government Code to enter into a contract for election services for the Travis and Williamson County Elections Administrator to conduct the District’s election; and

WHEREAS, November 5, 2024, is the next uniform election date under Section 41.001, which date is more than seventy-eight (78) days from the date of this Order and sufficient time remains for the District to comply with the requirements of other law related to the conduct of the Election; and

WHEREAS, the Board intends to use the additional funds for the following purposes:

1. Teacher and staff Compensation to ensure quality academic instruction
2. State-mandated updates to preserve a safe and secure learning environment

IT IS, THEREFORE, ORDERED BY THE BOARD OF TRUSTEES OF THE COUPLAND INDEPENDENT SCHOOL DISTRICT THAT:

Section 1. Call of Election; Date; Eligible Electors; and Hours.

The Election shall be held on Tuesday, November 5, 2024, which is seventy-eight (78) or more days from the date of adoption of this Order. This Order calls the Election within and throughout the territory of the District at which all residents, qualified electors of the District, shall be entitled to vote. The Board hereby finds that holding the Election on such date is in the public interest. The hours during which the polling places are to be open on election day shall be from 7:00 o'clock a.m. to 7:00 o'clock p.m. The voting locations forelection day are attached as Exhibit "A" to this Order and incorporated by reference herein.

Section 2. Conduct of Election; Joint Election Agreement; Contract for Election Services.

The Election shall be conducted by election officers, in accordance with the Texas Election Code and the Constitution and laws of the State of Texas and of the United States of America. Pursuant to Chapter 31 of the Texas Election Code, the Board orders that the Election be conducted under a Contract for Election services with Travis and Williamson County, which will be presented to the Board for its consideration and approval when available.

Chapter 271 of the Texas Election Code provides that the authorities of two or more political subdivisions that have ordered elections for the same day in all, or part of the same territory may enter into an agreement to hold the elections jointly in election precincts that can be served by common polling places, and the Board is expressly authorizing this action. Pursuant to Chapter 271 of the Texas Election Code the Board hereby denies that this Election be conducted under the terms and conditions of one or more agreements to conduct joint elections, which will be presented to the Board for its consideration and approval when available.

The District will utilize the ES&S ExpressVote voting system, which has been approved for use by the Texas Secretary of State for early voting by personal appearance, on election day, and for early voting by mail.

Section 3. Voting Precincts; Election Judges and Clerks and other Election Officials.

Except as otherwise provided herein, the presently existing boundaries and territory of the Travis and Williamson County election precincts that are wholly or partially within the District are hereby designated as the voting precincts of the District for the Election. The precinct numbers for the District's election precincts shall be the corresponding Travis and Williamson County precinct number of each precinct that is wholly or partially within the District.

The Board approves the appointment of persons designated by the Travis and Williamson County Elections Administrator to serve as election workers both during early voting by personal appearance and on election day. Such proposed presiding judges, alternate judges, and clerks shall meet the eligibility requirements of Chapter 32, Subchapter C of the Texas Election Code. The Travis and Williamson County Elections Administrator shall determine the rate of pay for judges, alternates and clerks of the election. The Board approves the appointment of persons designated

by the Travis and Williamson County Elections Administrator to serve on the early voting ballot board, at the central counting station, or in any other capacity needed in order to conduct the Election. Instruction for all election workers shall occur as provided in the Joint Election Agreement(s) and/or Contracts for Election Services.

In the event that the Superintendent or the Board's Agent (as defined in Section 6 below) shall determine from time to time that (a) the polling places hereby established and designated shall become unavailable or unsuitable for such use, or it would be in the District's best interests to relocate the polling places, or (b) that the Presiding Election Judge or Alternate Presiding Judge hereby appointed shall become disqualified or unavailable, the Superintendent or the Board's Agent is hereby authorized to designate and appoint in writing a substitute polling place, Presiding Election Judge or Alternate Presiding Election Judge, giving such notice as is required by the Election Code and as deemed sufficient. Furthermore, the Superintendent or the Board's Agent is hereby authorized to allow the Presiding Election Judge or Alternate Presiding Election Judge, upon request, to designate and appoint such additional clerks as may be required from time to time to assist at the polling places in order to efficiently carry out the duties of the office, giving such notice as is required by the Election Code and as deemed sufficient.

Section 4. Ballots.

The ballots shall be suitable for use with the ES&S ExpressVote voting system and shall otherwise conform to the requirements of the Election Code so as to permit the electors to vote "FOR" or "AGAINST" the measure which shall appear on the ballot. The ballot shall propose the adoption of a tax rate that exceeds the voter-approval tax rate. The ballot language is expected to be substantially similar to the following:

OFFICIAL BALLOT PROPOSITION

FOR

RATIFYING THE AD VALOREM TAX RATE OF \$1.196900 IN COUPLAND INDEPENDENT SCHOOL DISTRICT FOR THE CURRENT YEAR, A RATE THAT WILL RESULT IN AN INCREASE OF 4.5% PERCENT IN MAINTENANCE AND OPERATIONS TAX REVENUE FOR THE DISTRICT FOR THE CURRENT YEAR AS COMPARED TO THE PRECEDING YEAR, WHICH IS AN ADDITIONAL \$208,733.

AGAINST

Section 5. Election information to be provided in Spanish.

The Superintendent and all other election officers appointed by the Board responsible for the preparation of notices, instructions, orders, ballots, and other written material pertaining to the Election shall cause each such document to be translated into and furnished to voters in both the English language and the Spanish language in order to aid and assist voters speaking Spanish as a primary or an alternative language to properly participate in the election process. In addition, the Superintendent and other responsible election officers are hereby authorized and directed to make available to the voters having the need of an individual capable of acting as a translator and speaking both English and Spanish languages who will assist Spanish speaking voters in understanding and participating in the election process.

Section 6. Approval of Appointment of Agent.

The Secretary to the Board has appointed Earl Parcell, an employee of the District, as the Secretary's agent ("Agent") to perform the duties of the Secretary related to the conduct and maintenance of records of the Election as required under the Texas Election Code during the period beginning three days after the effective date of this Order and ending not earlier than the fortieth (40th) day after the day of the Election. Earl Parcell is authorized to designate staff in the District to perform any or all of the various responsibilities of the Board's Agent.

The Agent shall maintain an office open for election duties for at least three hours each day, during regular office hours, on regular business days during the period designated in this section. The Agent shall maintain in his office, the documents, records, and other items relating to the Election and shall be the Agent designated to receive documents on behalf of the District that are required by the Texas Election Code.

The Agent shall post notice of the location and hours of her office as required by the Texas Election Code.

Section 7. Early Voting.

The Early Voting Clerk for the District will be the Travis or Williamson County Elections Administrator. Applications for ballot by mail shall be mailed to the Joint Early Voting clerk at the following address:

Applications for ballots by mail for Travis or Williamson County voters shall be mailed to:

Travis County Early Voting Clerk, County Clerk, Dyana Limon-Mercado, 5501 Airport Boulevard, Austin, TX 78751-1410, P.O. Box 149325, Austin 78714-9325, (512) 854-4996, FAX: (512) 854-3969.

Williamson County Early Voting Clerk, Elections Administrator, Bridgette Escobedo, 301 S.E. Inner Loop, Suite 104, Georgetown 78626, P.O. Box 209, Georgetown 78627, (512) 943-1630, FAX: (512) 943-1634.

The Regular Early Voting Clerk shall forward those ballots by mail applications or ballots voted by mail received by the District to the Travis and Williamson County Elections Administrator. Early voting for the Election shall be conducted jointly with other entities. The Travis and Williamson County Elections Administrator shall serve as the Joint Early Voting Clerk and shall appoint any necessary deputy early voting clerks. If a voter submits an application for ballot by mail by fax or email, the original, hard copy of the application MUST be mailed and received by the regular early voting clerk no later than the 4th business day after it was originally submitted.

For the use of voters who are entitled by law to vote early by mail, the regular early voting clerk shall provide each voter with a ballot with instructions to mark the ballot indicating his or her vote for each candidate or measure on the same ballots utilized for early voting by personal appearance at the Election. An application for a ballot by mail must be received by October 25, 2024 (mere postmarking by the deadline is insufficient).

Early Voting by Personal Appearance

The dates, hours and locations for early voting by personal appearance, as well as the voting locations for election day are attached as Exhibit "A" to this Order and incorporated by reference.

herein.

Section 8. Delivery of Voted Ballots; Counting; Tabulation; Canvassing of Returns; Declaring Results.

In accordance with the requirements of the Texas Election Code, after the close of voting on Election Day, the presiding election judge for each respective election precinct shall deliver the ballot boxes and other materials for their respective precinct to the return center or central counting station, as applicable. The early voting ballot board, at a time and in the manner permitted under the Texas Election Code shall tabulate the early voting ballots and deliver the results to the central counting station or return center, as applicable. Further, the early voting ballot board shall reconvene, as necessary, to make a determination in relation to provisional ballots as required by the Texas Election Code. The Travis and Williamson County Elections Administrator shall make a written return of the Election results to the Board in accordance with the Election Code. The Board shall canvass the returns and declare the results of the Election.

In accordance with Sections 26.07 (c) and (d) of the Tax Code, if a majority of the resident, qualified electors of the District voting at the Election, including those voting early, shall vote in favor of the Proposition, then the tax rate for the current year is the rate that was adopted by the Board. If the Proposition is not approved, the Board may not adopt a tax rate for the District for the current year that exceeds the District's voter-approval tax rate.

Section 9. Notice of Election.

Notice of the Election, stating in substance the contents of this Order, shall be published one time in the English and Spanish languages, in a newspaper published within the District's territory at least 10 days and no more than 30 days before the Election and as otherwise may be required by the Texas Election Code. Notice of the Election shall also be posted on the bulletin board used by the Board to post notices of the Board's meetings, and on the District's website no later than the 21st day before the Election.

Section 10. Authority of the Superintendent.

The Superintendent shall have the authority to take, or cause to be taken, all actions reasonable and necessary to ensure that the Election is fairly held and returns properly counted and tabulated for canvass by the Board, which actions are hereby ratified and confirmed.

Section 11. Preamble Incorporation.

The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Order for all purposes and are adopted as a part of the judgment and findings of the Board.

Section 12. Inconsistent Provisions.

All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Order are hereby repealed to the extent of such conflict, and the provisions of this Order shall be and remain controlling as to the matters ordered herein.

Section 13. Governing Law.

This Order shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 14. Severability.

If any provision of this Order or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Order and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board hereby declares that this Order would have been enacted without such invalid provision.

Section 15. Notice of Meeting.

The Board officially finds, recites and declares that written notice of the date, hour, place and subject of the meeting at which this Order is adopted was posted in compliance with the Texas Open Meetings Act for at least 72 hours preceding the scheduled time of the meeting; and that such meeting was open to the public as required by law at all times during which this Order and the subject matter thereof was discussed, considered and finally acted upon. The Governor has suspended and modified certain open meeting requirements pursuant to his disaster declaration. These changes include allowing the District to establish procedures for telephonic or video-conferenced meetings that are accessible to the Public.

Section 16. Authorization to Execute.

The President of the Board is authorized to execute, and the Secretary of the Board is authorized to attest this Order on behalf of the Board; and the President of the Board, the Superintendent and the Associate Superintendent of Finance are authorized to do all other things legal and necessary in connection with the holding and consummation of the Election.

Section 17. Effective Date.

This Order is effective immediately upon its passage and approval.

PASSED AND APPROVED this 19th day of August 2024 by the Board of Trustees for the Coupland Independent School District.

Crystal Ward
President of the Board of Trustees
Coupland Independent School District

Attest:

David Young
Secretary of the Board of Trustees
Coupland Independent School District

**NOTICE OF SPECIAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS
 (AVISO DE ELECCIÓN ESPECIAL PARA OTRAS SUBDIVISIONES POLÍTICAS)**

To the registered voters of the County of _____, Texas:

(A los votantes registrados del Condado de _____, Texas)

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m.,
 ____ / ____ / _____ for voting in a special election to elect:

(Notifíquese por la presente, que los sitios de votación citados abajo se abrirán desde las 7:00 a.m.
 hasta las 7:00 p.m. el ____ / ____ / _____ para votar en la elección especial para elegir:

List Offices/Propositions/Measures on the ballot (Enumere los puestos/proposiciones/medidas oficiales en la boleta)

On Election Day, voters must vote in the precinct where registered to vote, unless the countywide polling place program is being used in the election.

(El Día de Elección, los votantes deberán votar en el precinto donde están inscritos para votar, a menos que el programa de sitios de votación del condado se está utilizando en la elección.)

Location of Election Day Polling Places Include Name of Building and Address (Sitios de votación el Día de Elección) (Incluir Nombre del Edificio y Dirección)	Precinct Number(s) (Número de precinto)

During early voting, a voter may vote at any of the locations listed below:

(Durante Votación Adelantada, los votantes podrán votar en cualquiera de los sitios de votación nombradas abajo.)

Location of Main Early Voting Polling Place Include Name of Building and Address (Sitio principal de votación adelantada) (Incluir Nombre del Edificio y Dirección)	Days and Hours of Operation Días y Horas Hábiles

Locations for Early Voting Polling Places Include Name of Building and Address (Sitios de votación adelantada) (Incluir Nombre del Edificio y Dirección)	Days and Hours of Operation Días y Horas Hábiles

**NOTICE OF SPECIAL ELECTION FOR OTHER POLITICAL SUBDIVISIONS
 (AVISO DE ELECCIÓN ESPECIAL PARA OTRAS SUBDIVISIONES POLÍTICAS)**

To the registered voters of the County of _____, Texas:

(A los votantes registrados del Condado de _____, Texas)

Notice is hereby given that the polling places listed below will be open from 7:00 a.m. to 7:00 p.m.,
 ____ / ____ / _____ for voting in a special election to elect:

(Notifíquese por la presente, que los sitios de votación citados abajo se abrirán desde las 7:00 a.m. hasta las 7:00 p.m. el ____ / ____ / _____ para votar en la elección especial para elegir:

List Offices/Propositions/Measures on the ballot *(Enumere los puestos/proposiciones/medidas oficiales en la boleta)*

On Election Day, voters must vote in the precinct where registered to vote, unless the countywide polling place program is being used in the election.

(El Día de Elección, los votantes deberán votar en el precinto donde están inscritos para votar, a menos que el programa de sitios de votación del condado se está utilizando en la elección.)

Location of Election Day Polling Places Include Name of Building and Address <i>(Sitios de votación el Día de Elección)</i> <i>(Incluir Nombre del Edificio y Dirección)</i>	Precinct Number(s) <i>(Número de precinto)</i>

During early voting, a voter may vote at any of the locations listed below:

(Durante Votación Adelantada, los votantes podrán votar en cualquiera de los sitios de votación nombradas abajo.)

Location of Main Early Voting Polling Place Include Name of Building and Address <i>(Sitio principal de votación adelantada)</i> <i>(Incluir Nombre del Edificio y Dirección)</i>	Days and Hours of Operation <i>Días y Horas Hábiles</i>

Locations for Early Voting Polling Places Include Name of Building and Address <i>(Sitios de votación adelantada)</i> <i>(Incluir Nombre del Edificio y Dirección)</i>	Days and Hours of Operation <i>Días y Horas Hábiles</i>



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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COUPLAND ISD

620 S COMMERCE ST
COUPLAND, TX 78615
512-856-2422

Resolution No. _____

THE COUPLAND INDEPENDENT SCHOOL DISTRICT FINDS AS FOLLOWS:

Section 61.012 of the Texas Election Code requires that the Board of trustees for Coupland Independent School District must provide at least one accessible voting system in each polling place used in a Texas election on or after August 1, 2023. This system must comply with state and federal laws setting the requirements for voting systems that permit voters with physical disabilities to cast a secret ballot.

The Office of the Texas Secretary of State has certified that the ExpressVote® Universal Voting System Version 6.3.0.0 provided by Election Systems & Software (ES&S) is an accessible voting system that may legally be used in Texas elections. Early voting and election day voting, including provisional ballots will take place on the ExpressVote® Universal Voting System, ballot marking device, in conjunction with the DS200 Digital® Precinct Scanner. The DS450, DS850 & DS950 Digital® Central Count Scanner will be used to process all by mail ballots.

Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of such voting systems.

THE BOARD OF TRUSTEES FOR COUPLAND INDEPENDENT SCHOOL DISTRICT HEREBY RESOLVES:

As chief elections officer of the COUPLAND INDEPENDENT SCHOOL DISTRICT, the Superintendent, Dr. Earl W. Parcell, shall provide at least one ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner in every early voting and election day polling place used to conduct any and every election ordered on or after August 1, 2023. The ES&S ExpressVote® Universal Voting System and DS200 Digital® Precinct Scanner may be acquired by any legal means available to Coupland Independent School District, including but not limited to lease or rental from the County of Travis or from any other legal source, as authorized or required by Sections 123.032 and 123.035, Texas Election Code.

PASSED BY VOTE AND APPROVED this 19th day of August, 2024

REQUIRED:

/s/ _____ Coupland ISD, Presiding officer

_____ Coupland ISD, Board Secretary

ADDITIONAL SIGNATURES REQUIRED:

ATTEST:

/s/ _____ City Secretary/ Clerk

APPROVED AS TO FORM: /s/ _____

City Attorney



COUPLAND ISD

620 S COMMERCE ST
COUPLAND, TX 78615
512-856-2422

Resolution No. _____

THE COUPLAND INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES FINDS AS FOLLOWS:

Section 61.012 of the Texas Election Code requires that the Board of Trustees for Coupland Independent School District must provide at least one accessible voting system in each polling place used in a Texas election on or after August 1, 2023. This system must comply with state and federal laws setting the requirements for voting systems that permit voters with physical disabilities to cast a secret ballot.

The Office of the Texas Secretary of State has certified that the ExpressVote® Universal Voting System Version 6.3.0.0 provided by Election Systems & Software (ES&S) is an accessible voting system that may legally be used in Texas elections. Early voting and election day voting, including provisional ballots will take place on the ExpressVote® Universal Voting System, ballot marking device, in conjunction with the DS200 and DS300 Digital® Precinct Scanner. The DS850 Digital® Central Count Scanner will be used to process all by mail ballots.

Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of such voting systems.

THE BOARD OF TRUSTEES FOR COUPLAND INDEPENDENT SCHOOL DISTRICT HEREBY RESOLVES:

As chief elections officer of the COUPLAND INDEPENDENT SCHOOL DISTRICT, the Superintendent, Dr. Earl W. Parcell, shall provide at least one ExpressVote® Universal Voting System and DS200 and DS300 Digital® Precinct Scanner may be acquired by any legal means available to, including but not limited to lease or rental from the County of Williamson or from any other legal source, as authorized or required by Sections 123.032 and 123.035, Texas Election Code.

PASSED BY VOTE AND APPROVED this 19th day of August, 2024

REQUIRED:

/s/ _____ Coupland ISD, Presiding officer

_____ Coupland ISD, Board Secretary

ADDITIONAL SIGNATURES REQUIRED:

ATTEST:

/s/ _____ City Secretary/ Clerk

APPROVED AS TO FORM: /s/ _____

City Attorney

**THE STATE OF TEXAS
COUNTY OF WILLIAMSON**

JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

This Election Agreement and Contract for Election Services (“Contract”) is made by and between the Williamson County Elections Administrator (“Elections Administrator”) and political subdivisions (“Participating Authority” or “Participating Authorities”) located entirely or partially inside the boundaries of Williamson County. The complete list of Participating Authorities will be available after the final day to cancel an election as prescribed by the Secretary of State’s election calendar and will be listed as **Attachment A**.

This Contract is made pursuant to Texas Election Code Sections 31.092 and 271.002 and Texas Education Code Section 11.0581 for an election to be held on the election date of November 5, 2024, and administered by Bridgette Escobedo, Williamson County Elections Administrator. This Contract supersedes any and all prior contracts and agreements to conduct an election between a Participating Authority and the Elections Administrator.

RECITALS

WHEREAS each Participating Authority listed above plans to hold an election on November 5, 2024;

WHEREAS, Williamson County owns an electronic voting system, the Election System and Software (ES&S) EVS 6300 Voting System, which includes the DS200 and DS300 precinct scanners, the DS850 central scanner and the ExpressVote ballot marking device and has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The Participating Authority’s desire to use Williamson County’s electronic voting system, to compensate Williamson County for such use, and to share in certain other expenses connected with elections, in accordance with the applicable provisions of Chapters 31 and 271 of the Texas Election Code, as amended; and

NOW THEREFORE, in consideration of the mutual covenants, agreements, and benefits to the parties, IT IS AGREED, as follows:

I. ADMINISTRATION

The Participating Authorities agree to hold an election on November 5, 2024, (“Election”) with Williamson County and each other in accordance with Chapter 271 of the Texas Election Code and this Contract. The Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Election as provided in this Contract. Each Participating Authority agrees to pay the Elections Administrator for equipment, programming, election personnel, supplies, services, and administrative costs as provided in this Contract. The Elections Administrator shall serve as the Election Officer for the Election; however, each Participating Authority shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each Participating Authority as necessary.

It is understood that other political subdivisions and districts may wish to participate in the use of Williamson County’s electronic voting system and polling places, and it is agreed that the Elections Administrator may enter into other contracts for election services for those purposes, on terms and conditions generally similar to those set forth in this Contract. In such cases, costs shall be pro-rated among the participants according to Section XII of this Contract.

II. LEGAL DOCUMENTS

Each Participating Authority shall be responsible for the preparation, adoption, and publication of all required election orders, resolutions, notices, and any other pertinent documents required by the Texas

Election Code and/or the Participating Authority's governing body, charter, or ordinances, except that the Elections Administrator shall be responsible for the preparation and publication of all voting equipment testing notices that are required by the Texas Election Code. Election orders should include language that would not necessitate amending the order if any of the Early Voting and/or Election Day polling places change.

Preparation of the necessary materials for notices and the official ballot language shall be the responsibility of each Participating Authority, including providing the text in English and Spanish. Each Participating Authority shall provide a copy of their respective election orders and notices to the Elections Administrator.

III. NONPERFORMANCE

The Elections Administrator will inform each Participating Authority of any problems or deficiencies in their respective performance of obligations under this Contract, including but not limited to non-adherence to deadlines for requests for information of each Participating Authority by the Elections Administrator, and may set a reasonable period of time to cure or obtain adequate assurance that any such problems or deficiencies will be timely addressed and corrected. **The Participating Authority's failure to cure problems or deficiencies related to its obligations, duties, and responsibilities in accordance with all terms and conditions of this Contract will be considered in any future contracts with Elections Administrator or Williamson County, and any Participating Authority failing to perform will reimburse Elections Administrator for any additional costs and expenses incurred by Williamson County, including all costs associated with interference of conducting the Election.**

IV. VOTING LOCATIONS

The Elections Administrator shall select and arrange for the use of and payment for all Election Day voting locations. Voting locations shall be compliant with the accessibility requirements established by the Texas Election Code Section 43.034 and the Americans with Disabilities Act (ADA). The proposed Election Day voting locations are listed in **Attachment B** of this Contract and may be amended. In the event a voting location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location. The Elections Administrator shall notify the Participating Authorities of any changes from the locations listed in **Attachment B**.

If polling places for the November 5, 2024 Election are different from the polling place(s) used by a Participating Authority in its most recent election, the Participating Authority agrees to post a notice no later than November 5, 2024 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and listing the Participating Authority's polling place names and addresses in effect for the November 5, 2024 Election. This notice shall be written in both the English and Spanish languages.

V. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

The Elections Administrator will recruit all election workers.

The Elections Administrator will take the necessary steps to ensure that all election judges appointed for the Election are eligible to serve and meet the eligibility requirements in Subchapter C of Chapter 32 of the Texas Election Code and meet any requirements to serve as an election worker set forth by the Williamson County Commissioners Court.

The Elections Administrator shall arrange for the training and compensation of all election judges, clerks, and election personnel. The Elections Administrator shall arrange for the date, time, and place for the presiding election judges to pick up their election supplies. As set forth in Sec. 32.009 of the Texas Election Code, each presiding election judge and alternate presiding judge shall be given written notice of their appointment. The notice from the Elections Administrator will include the polling location and the number of election clerks the presiding judge may appoint.

Each election judge and clerk will receive compensation for actual time working at a polling place and time spent preparing the polling place prior to the Election at the hourly rate established by Williamson County pursuant to Texas Election Code Section 32.091. The election judge, or his/her designee, will receive an additional sum of \$25.00 for picking up the election supplies prior to Election Day and for returning the supplies and equipment to the central counting station after the polls close.

The compensation rates established by Williamson County are:

Early Voting – Early Voting Deputy Clerk (\$17 an hour), Clerks (\$15 an hour)
Election Day – Presiding Judge (\$17 an hour), Alternate Judge (\$15 an hour), Clerk (\$15 an hour)

Election judges and clerks who attend voting equipment and procedures training shall be compensated at the hourly rates listed above.

The Elections Administrator may employ other personnel as necessary for the proper administration of the Election, including such part-time temporary help as is necessary to prepare for the Election, to ensure the timely delivery of supplies during Early Voting and on Election Day, for the efficient tabulation of ballots at the central counting station, and for the post- election processes conducted by warehouse personnel. Part-time personnel working in support of the Early Voting Ballot Board and/or central counting station on Election Night will be compensated at the hourly rate set by Williamson County in accordance with Texas Election Code Sections 87.005, 127.004, and 127.006.

In accordance with Sec. 31.098 of the Texas Election Code, the Elections Administrator is authorized to contract with third persons for election services and supplies. The actual cost of such third-person services and supplies will be paid by the Elections Administrator and reimbursed by the Participating Authorities.

It is agreed by all parties that at all times and for all purposes hereunder, all election judges, clerks, and all other personnel involved in this Election are independent contractors and are not employees or agents of Williamson County. No statement contained in this Contract shall be construed so as to find any judge, clerk, or any other election personnel an employee or agent of the Williamson County, and no election personnel shall be entitled to the rights, privileges, or benefits of Williamson County employees except as otherwise stated herein, nor shall any election personnel hold himself out as an employee or agent of the Williamson County, unless considered a county employee as determined by the Williamson County Human Resources Department. It is further agreed by all parties that at all times and for all purposes hereunder, all election judges, clerks, and all other personnel involved in this Election are independent contractors and are not employees or agents of a Participating Authority. No statement contained in this Contract shall be construed so as to find any judge, clerk, or any other election personnel an employee or agent of a Participating Authority, and no election personnel shall be entitled to the rights, privileges, or benefits of a Participating Authority employee except as otherwise stated herein, nor shall any election personnel hold himself out as an employee or agent of a Participating Authority, unless considered an employee of the Participating Authority as determined by the governing body of said Participating Authority.

VI. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator, subject to approval of the Williamson County Election Board, shall arrange for all election supplies and voting equipment including, but not limited to, Williamson County's electronic voting system and equipment, official ballots, sample ballots, voter registration lists, and all forms, signs, maps and other materials used by the election judges at the voting locations. The Elections Administrator shall be responsible for conducting all required testing of the electronic equipment, as required by Chapters 127 and 129 of the Texas Election Code.

Participants shall share voting equipment and supplies to the extent possible. A single ballot containing all the offices or propositions stating measures to be voted on at a particular polling place may be used in an election. A voter may not be permitted to select a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration

information, maps, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election.

Each Participating Authority shall furnish the Elections Administrator with a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles of offices and text in both English and Spanish languages). The Participating Authorities are required to submit these ballot details in a format or template requested by the Williamson County Elections Office. Each Participating Authority shall be responsible for proofreading and approving the ballot insofar as it pertains to that authority's candidates and/or propositions. Each Participating Authority shall also be responsible for proofing and approving the audio recording of the ballot insofar as it pertains to that authority's candidates and/or propositions. The approvals must be finalized with the Elections Office within five (5) calendar days of receipt of the proofs, or the provided proofs shall be considered approved.

In the event a Participating Authority identifies an error after approval of their respective ballot proof(s), and any programming and/or audio files require changes, the Participating Authority approving the original ballot and audio proof will be responsible for the full cost of reprogramming, if required. This will include the cost of reprogramming ballot language and/or audio files for other Participating Authorities as necessary due to software limitations.

Pursuant to Texas Election Code Section 43.007, Early Voting by Personal Appearance and/or the use of Vote Centers on Election Day shall be conducted exclusively on Williamson County's EVS 6300 Voting System. Provisional ballots will be cast on the EVS 6300 Voting System.

The Elections Administrator shall be responsible for the programming, preparation, testing, and delivery of the voting system equipment for the Election as required by the Texas Election Code.

The Elections Administrator shall conduct criminal background checks for relevant election officials, staff, and temporary workers upon hiring as required by Texas Election Code 129.051(g).

VII. EARLY VOTING

The Participating Authorities agree to conduct Early Voting and to appoint the Election Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Each Participating Authority agrees to appoint the Elections Administrator's permanent county employees as Deputy Early Voting clerks. The Participating Authorities further agree that the Elections Administrator may appoint other Deputy Early Voting clerks to assist in the conduct of Early Voting as necessary, and that these additional Deputy Early Voting clerks shall be compensated at an hourly rate set by Williamson County pursuant to Section 83.052 of the Texas Election Code. Deputy Early Voting clerks who are permanent employees of the Williamson County Elections Administrator may be paid from the election services contract fund for contractual duties performed outside of normal business hours (Sec. 31.100(e), Texas Election Code).

Early Voting by personal appearance will be held at the locations, dates, and times listed in **Attachment C** of this document and may be amended. In the event a voting location is not available or appropriate, the Elections Administrator will arrange for use of an alternate location. The Elections Administrator shall notify the Participating Authorities of any changes from the locations listed in **Attachment C**. Any Williamson County qualified voter of the Election may vote early by personal appearance at any one of the Early Voting locations.

As Early Voting Clerk, the Elections Administrator shall receive applications for Early Voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. Any requests for Early Voting ballots to be voted by mail received by the Participating Authorities shall be forwarded immediately by fax or courier to the Elections Administrator for processing. The address of the Early Voting Clerk is as follows:

Mailing Address:
Early Voting Clerk
Williamson County Elections Office
PO Box 209
Georgetown, TX 78627

Physical Location:
Early Voting Clerk
Inner Loop Annex
301 SE Inner Loop, Suite 104
Georgetown, TX 78626

In accordance with Section 87.121(g) of the Texas Election Code, after the first day of Early Voting, the Elections Administrator shall post on the Williamson County Elections Office webpage, the Early Voting turnout by Early Voting polling location by day and a cumulative final Early Voting turnout report following the close of Early Voting.

VIII. EARLY VOTING BALLOT BOARD

The Williamson County Election Board shall appoint members to an Early Voting Ballot Board (EVBB) to process Early Voting results from the Election. The Elections Administrator, as chair of the Election Board, shall determine the number of EVBB members required to efficiently process the Early Voting ballots.

IX. CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator will take the necessary steps for establishing and operating the central counting station to receive and tabulate the voted ballots in accordance with the provisions of the Texas Election Code and of this Contract.

The Counting Station Manager or an approved representative shall deliver timely cumulative reports of the Election results as precincts report to the central counting station and are tabulated. The Counting Station Manager shall be responsible for releasing unofficial cumulative totals and precinct returns from the Election to the participants, candidates, press, and general public by distribution of electronic copies at the central counting station and by posting to the Williamson County Elections Office webpage. To ensure the accuracy of reported election returns, results printed on the tapes produced by Williamson County's voting equipment will not be released to the Participating Authorities at any individual polling locations.

The Elections Administrator will prepare the unofficial canvass reports that are necessary for compliance with Texas Election Code Section 67.004, after all precincts have been counted and will deliver a copy of the unofficial canvass to each Participating Authority as soon as possible after all returns have been tabulated. Each Participating Authority shall be responsible for the official canvass of its respective election(s). The official canvass of the Election shall not take place before November 5, 2024, and no later than November 15, 2024, as per the Texas Election Code.

The Elections Administrator will prepare the electronic precinct-by-precinct results reports for uploading to the Secretary of State as required by Section 67.017 of the Texas Election Code. Each Participating Authority agrees to upload these reports.

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 127.201 of the Texas Election Code unless a waiver is granted by the Secretary of State. Notification and copies of the recount, if waiver is denied, will be provided to each Participating Authority and the Secretary of State's Office.

X. PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE WILLIAMSON COUNTY

The Elections Administrator will consider conducting elections in territories outside of Williamson County on a case- by-case basis; provided, however, the Elections Administrator shall administer only the Williamson County portion of the elections held by the Participating Authorities.

XI. RUNOFF ELECTIONS

Each Participating Authority shall have the option of extending the terms of this Contract through its runoff

election, if applicable. In the event of such runoff election, the terms of this Contract shall automatically extend unless the Participating Authority notifies the Elections Administrator in writing within three (3) business days of the original election.

Each Participating Authority shall reserve the right to reduce the number of Early Voting locations and/or Election Day voting locations in a runoff election. If necessary, any voting changes made by a Participating Authority between the original election and the runoff election shall be submitted by such Participating Authority making the change to the United States Department of Justice for the preclearance required by the Federal Voting Rights Act of 1965, as amended.

Each Participating Authority agrees to order any runoff election(s) at its meeting for canvassing the votes from the November 5, 2024 Election and to conduct its drawing for ballot positions at or immediately following such meeting in order to expedite preparations for its runoff election.

Each Participating Authority eligible to hold runoff elections after the November 5, 2024 Election agrees that the date of a necessary runoff election shall be held in accordance with the Texas Election Code.

XII. ELECTION EXPENSES AND ALLOCATION OF COSTS

Charges. In consideration for the election services provided hereunder by the Elections Administrator, the Participating Authorities will be charged a share of election costs, a staffing agency fee for election workers, an administrative fee, and for the lease of voting equipment.

1. Share of Election Costs. Each Participating Authority's share of election costs will be (i) a base fee of \$1,000.00, (ii) plus a pro rata share of the total of all costs incurred by the Elections Administrator in connection with the administration of elections of other entities held at the same time as the Election. The sum of the base charges from all Participating Authorities will be subtracted from the total of all costs before allocating the remaining costs to each Participating Authority. Each Participating Authority's share of the remaining (allocated) costs will be determined as follows: The number of registered voters in each individual Participating Authority will be divided by the number of all registered voters of all Participating Authorities to determine each entity's pro rata share expressed as a percentage, which will then be multiplied against each of the allocated costs (remaining costs after base charges are subtracted) as itemized on the final Total Cost report/invoice submitted to each Participating Authority after the Election. The end result will be a charge to the Participating Authority of \$1,000.00 plus the Participating Authority's allocated share of county-wide election costs not covered by the sum of all base fees received.
2. Each Participating Authority's share of the staffing agency fee for election workers will be determined on a pro rata basis. The staffing agency fee is based on a markup cost percentage of 27% of the gross wages of election workers not classified as employees of Williamson County.
3. Lease of Voting Equipment. Per Texas Election Code Section 123.032(d), the Williamson County Commissioners Court has established the following prices for leasing county-owned voting equipment:
 - \$250.00 per ExpressVote Ballot Marking Device
 - \$400.00 per DS200/DS300 Precinct Scanner;
 - \$6,000.00 per DS850 Central Count scanner to cover the duration of the Election;
 - \$250.00 per electronic pollbook.

The Participating Authority's share of voting equipment costs will be determined on a pro rata basis. Leasing cost will be calculated once for the Early Voting period and once for Election Day. If the County acquires additional equipment, different voting equipment, or upgrades existing equipment during the term of this Contract, the charge for the use of the equipment may be reset by the Williamson County Commissioners Court.

4. Administrative Fee. Each Participating Authority agrees to pay the Williamson County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs, less the staffing agency fee, in accordance with Section 31.100(d) of the Texas Election Code.

The Elections Administrator shall deposit all funds payable under this Contract into the appropriate fund(s) within the Williamson County treasury in accordance with Election Code Section 31.100.

XIII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any Participating Authority may withdraw from this Contract and the Election should it cancel its election in accordance with Sections 2.051 - 2.053 of the Texas Election Code. Participating Authority is fully liable for any expenses incurred by Williamson County on behalf of Participating Authority plus an administrative fee of ten percent (10%) of such expenses. Any monies deposited with Williamson County by Participating Authority shall be refunded, minus the aforementioned expenses and administrative fee if applicable.

XIV. RECORDS OF THE ELECTION

The Elections Administrator is hereby appointed general custodian of the voted ballots and all records of the Election as authorized by Section 271.010 of the Texas Election Code.

Access to the election records shall be available to each Participating Authority as well as to the public in accordance with applicable provisions of the Texas Election Code and the Texas Public Information Act. The election records shall be stored at the offices of the Elections Administrator or at an alternate facility used for storage of County records. The Elections Administrator shall ensure that the records are maintained in an orderly manner so that the records are clearly identifiable and retrievable.

Records of the Election shall be retained and disposed of in accordance with the provisions of Section 66.058 of the Texas Election Code. If records of the election are involved in any pending election contest, investigation, litigation, or open records request, the Elections Administrator shall maintain the records until final resolution or until final judgment, whichever is applicable. It is the responsibility of each Participating Authority to bring to the attention of the Elections Administrator any notice of pending election contest, investigation, litigation or open records request which may be filed with the Participating Authority.

XV. RECOUNTS OR CONTESTED ELECTION

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting Participating Authority agrees that any recount shall take place at the offices of the Elections Administrator or at a location of the Elections Administrator's choosing, and that the Elections Administrator shall serve as Recount Supervisor and the Participating Authority's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

In the event of a contested election, the expenses of a new election ordered by a court of competent jurisdiction or Participating Authority will be paid for and by the Participating Authority in accordance with Section 221.014 of the Texas Election Code.

The Elections Administrator agrees to provide advisory services to each Participating Authority as necessary to conduct a proper recount.

XVI. MISCELLANEOUS PROVISIONS

1. The Elections Administrator shall file copies of this document with the Williamson County Treasurer and the Williamson County Auditor in accordance with Section 31.099 of the Texas Election Code.
2. Nothing in this Contract prevents any party from taking appropriate legal action against any other

party and/or other election personnel for a breach of this Contract or a violation of the Texas Election Code.

3. This Contract shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Williamson County, Texas.
4. In the event that one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
5. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
6. The waiver by any party of a breach of any provision of this Contract shall not operate as or be construed as a waiver of any subsequent breach.
7. Any amendments of this Contract shall be of no effect unless in writing and signed by all parties hereto.
8. Participating Authority agrees to act in good faith in the performance of this Contract and shall immediately contact and notify the Elections Administrator of any potential problems or issues relevant to the subject matter of this Contract.
9. In the event that any legal action or a recount is filed concerning a Participating Authority's election under any provision of state or federal law, Participating Authority shall choose and provide, at its own expense, legal counsel for Williamson County, and its Elections Administrator or staff if named as a party, witness, or if other discovery or examination of ballots is ordered. Additionally, Participating Authority shall reimburse Williamson County, and its Elections Administrator, the actual costs of any recount or litigation expense and additional election personnel as necessary to complete tasks not otherwise covered under this contract but which are directly related to any recount, contest or other legal action.
10. It is understood that to the extent space is available, that other districts or political subdivisions may wish to participate in the use of Williamson County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to Williamson County by the Participating Authorities

XVII. COST ESTIMATES AND DEPOSIT OF FUNDS

The total *estimated* cost for the November 5, 2024 Election is \$ (TBD by Williamson County) and is based partly on the itemized costs of the November 5, 2024 joint general special election. After the final determination has been made of whom the Participating Authorities will be and the Contracts are fully executed, the Elections Administrator shall provide each Participating Authority with an official cost estimate. Each Participating Authority's percent share of the estimated total cost is based on the number of registered voters and further described in Section XII.1. of this Contract. Each Participating Authority agrees to pay the Williamson County Elections Administrator a deposit of 50% of the *estimated obligation* no later than thirty (30) days after receiving the official cost estimate. As soon as reasonably possible after the election, the Elections Administrator will submit an itemized invoice to each Participating Authority based on the actual expenses (supported by documentation such as time sheets, compensation forms, and invoices) directly attributable to the services provided by the Elections Administrator. The exact amount of each Participating Authority's obligation under the terms of this Contract shall be calculated after the election (or runoff election, if applicable); and, if the amount of an Authority's total obligation exceeds the amount deposited, the Participating Authority shall pay to the Elections Administrator the balance due within thirty (30) days after the receipt of the final invoice from the Elections Administrator. However, if the amount of the

Participating Authority's total obligation is less than the amount deposited, the Elections Administrator shall refund to the Participating Authority the excess amount paid within thirty (30) days after the final costs are calculated.

The Participating Authority agrees that it shall provide ballot details as required in Section VI above to the Elections Office not later than the 69th day (August 28, 2024) before the election. It is understood that if the ballot details are not provided to the Elections Office by the 63rd day before the election (September 2, 2024) that the Elections Office may impose a penalty fee of \$1000.00 assessed to the total cost. It is also understood that if the ballot details are not provided to the Elections Office by the 56th day before Election Day (September 10, 2024), this contract will be declared null and void and it will be the responsibility of the political entity to conduct a separate election.

XVIII. SIGNATURE PAGE

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

ELECTIONS ADMINISTRATOR:

Bridgette Escobedo, Elections Administrator
Williamson County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 20____.

PARTICIPATING AUTHORITY:

Name of Participating Authority: _____

By: _____

Printed Name: _____

Official Capacity: _____

ATTACHMENT A
(To be provided after the final day to cancel an
election as prescribed by the Texas Secretary of
State's Election Law Calendar)

List of Participating Authorities

ATTACHMENT B

Election Day Voting Locations

ATTACHMENT C

Early Voting Schedule with Voting Locations

Early Voting by personal appearance will be conducted beginning on Monday, October 21, 2024, and ending on Friday, November 1, 2024, at:

(La votación anticipada por presentación personal se llevará a cabo a partir del lunes 21 de octubre de 2024 y finalizará el viernes 1 de noviembre de 2024 en:)

Main Location - *ubicación principal*



Dates and Times for Full-Time Locations:

(Fechas y horarios para las localidades de tiempo completo)

_____, _____, 20____ through _____,
_____, 20____ :00 am – _____:00 pm
(_____, _____, 20____ through _____,
_____)

_____, _____, 20____ through _____,
_____, 20____ :00 am – _____:00 pm
(_____, _____, 20____ through _____,
_____)

_____, _____ _____ :00 am – _____:00 pm
_____, _____ _____

ELECTION AGREEMENT BETWEEN TRAVIS COUNTY AND COUPLAND INDEPENDENT SCHOOL DISTRICT

Pursuant to Chapter 31, Subchapter D, Chapter 123, and Chapter 271 of the Texas Election Code and Chapter 791 of the Texas Government Code, Travis County (the "County") and COUPLAND ISD ("Participating Entity") enter into this agreement (this "Agreement") for the Travis County Clerk, as the County's election officer (the "Election Officer"), to conduct the Participating Entity's elections, including runoffs, and for the Participating Entity's use of the County's current or future-acquired election equipment for any voting system that the County adopts, as authorized under Title 8 of the Texas Election Code, for all Participating Entity elections. The purpose of this Agreement is to maintain consistency and accessibility in voting practices, polling places, and election procedures in order to best assist the voters of the Participating Entity.

Section 1. GENERAL PROVISIONS

- (A) Except as otherwise provided in this Agreement, the term "election" refers to any Participating Entity election, occurring on any uniform election date prescribed by the Texas Election Code or a primary election date, along with any resulting runoff, if necessary, within all Participating Entity's territory located in Travis County. If a runoff is necessary, the Participating Entity shall work with the Election Officer to determine a mutually acceptable run-off date. In the event that the Participating Entity and the Election Officer do not agree on a run-off date, the Participating Entity agrees to the run-off date selected by the Election Officer.
- (B) If the Participating Entity determines it is necessary to conduct an election during a time other than that specified in Section 1(A), the Election Officer and a representative designated by the Participating Entity will meet as soon as possible thereafter to determine the feasibility of the Election Officer conducting such an election. If both parties agree that the Election Officer will administer the election, the new election will be based on all other applicable provisions of this Agreement except provisions that are inconsistent and cannot be feasibly applied.
- (C) Except as otherwise provided in this Agreement:
- (1) The term "Election Officer" refers to the Travis County Clerk; (2) The term "precinct" means all precincts in the territory of the Participating Entity located within Travis County.
 - (3) The term "election services" refers to services used to perform or supervise any or all of the duties and functions that the Election Officer determines necessary for the conduct of an election.
 - (4) The term "cost for election services" includes the costs for personnel, supplies, materials, or services needed for providing these services and

an administrative fee as permitted by the Texas Election Code but does not refer to costs relating to the use of the voting equipment

1

Revised December 2023

- (D) Except as otherwise provided in this Agreement, the cost for “use of voting equipment” for a particular election is the amount the County will charge the Participating Entity for use of the County’s voting equipment in use at the time of that election.
- (E) The Participating Entity agrees to commit the funds necessary to pay for all election-related expenses for Participating Entity elections in accordance with this Agreement.
- (F) The Election Officer has the right to enter into agreements with other entities at any time, including during the dates listed in Section 1(A).
- (G) As a condition for providing election services and equipment usage, the Election Officer may require authorities of political subdivisions holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Texas Election Code, and the Participating Entity agrees to enter into any joint election agreement required by the County.

SECTION 2. PARTICIPATING ENTITY’S USE OF VOTING EQUIPMENT; DUTIES OF THE ELECTION OFFICER AND OF THE PARTICIPATING ENTITY

The County shall make available to the Participating Entity the County’s current voting system and any future-acquired voting system as authorized under Title 8 of the Texas Election Code, subject to restrictions and conditions imposed by the Election Officer to ensure availability of the equipment for County-ordered elections, primary elections, special elections, and subsequent runoff elections, if applicable. The Election Officer may also impose restrictions and conditions to protect the equipment from misuse or damage.

SECTION 3. APPOINTMENT OF ELECTION OFFICER

- (A) The Travis County Election Officer (“Election Officer”) is appointed to serve as the Participating Entity’s Election Officer and Early Voting Clerk to conduct the Participating Entity’s elections described in Section 1.
- (B) As the Participating Entity’s Election Officer and Early Voting Clerk, the Election Officer shall coordinate, supervise, and conduct all aspects of administering voting in Participating Entity elections in compliance with all applicable laws, subject to Section 3(C) below.

(C) The Participating Entity shall continue to perform those election duties listed in (1) through (6) below and any other election duties, such as receipt of candidate applications, that are not allowed to be delegated to another governmental entity:

(1) Preparing, adopting, and publishing all required election orders, resolutions, notices, and other documents, including bilingual materials, evidencing

2

Revised December 2023

action by the governing authority of the Participating Entity necessary to the conduct of an election, except that:

- a. The Election Officer does not provide newspaper notices on behalf of the Participating Entity with respect to a specific election.
- b. With respect to each debt obligation election the Election Officer conducts for the Participating Entity pursuant to this Agreement:
 - i. The Election Officer, after receiving from the Participating Entity a copy of the debt obligation election order, shall post the notice required by and in accordance with Texas Election Code Section 4.003(f)(1) on election day and during early voting by personal appearance, in a prominent location at each polling place;
 - ii. The Election Officer shall provide written confirmation to the Participating Entity that the debt obligation election order was posted in accordance with Texas Election Code Section 4.003(f)(1); and
 - iii. The Participating Entity shall pay any applicable expenses incurred by the Election Officer that directly relates to the posting required by Texas Election Code Section 4.003(f)(1).

(2) Preparing the text for the Participating Entity's official ballot in English and Spanish and any other languages as required by law;

(3) Providing the Election Officer with a list of candidates or propositions showing the order and the exact manner in which the candidates' names and the propositions are to appear on the official ballot;

(4) Conducting the official canvass of a Participating Entity election;

(5) Administering the Participating Entity's duties under state and local campaign finance laws;

(6) Filing the Participating Entity's annual voting system report to the Secretary of State as required under Texas Election Code Chapter 123.

(D) The Participating Entity shall also be responsible for proofing and attesting to the accuracy of all ballot language, including any required language translations, and

format information programmed by the County. This includes any information programmed for use with the audio or tactile button features of the equipment. The Participating Entity may also monitor and review all logic and accuracy testing and mandatory tabulations. The Participating Entity will complete its duties within timeframes as prescribed by the County. If the Participating Entity finds any discrepancies or concerns, it will immediately report them to the Election Officer and work with her to resolve any issues so that final approval can be reached. The Participating Entity shall be responsible for any and all actual costs associated

3

Revised December 2023

with correcting the ballot and ballot programming if the error is discovered after the Participating Entity has signed off on its final proof containing the error.

- (E) The Coupland ISD Superintendent, Dr. Earl W. Parcell, will assist the County whenever possible when the conduct of the election requires assistance from Participating Entity departments and staff. The Coupland ISD Superintendent, Dr. Earl W. Parcell, will serve as the Regular Early Voting Clerk for the Participating Entity to receive requests for applications for early voting ballots and forward these applications to the Joint Early Voting Clerk. The Coupland ISD Superintendent, Dr. Earl W. Parcell, will serve as the Custodian of Records for the Participating Entity to complete those tasks in the Texas Election Code that the Election Officer will not perform.

SECTION 4. ELECTION WORKERS AND POLLING PLACES

- (A) For presentation to the governing body of the Participating Entity, the County shall provide a list containing the locations, times, and dates of early voting polling places suitable for consideration and adoption by the governing body in accordance with Texas Election Code Chapter 85. The Election Officer will designate and confirm all Election Day polling place locations.
- (B) The Election Officer will assume the responsibility for recruiting election personnel; however, if by the 5th day before the Election, the Election Officer reports vacancies in positions for election judges, alternate judges, election day clerks, early voting ballot board, receiving substation clerks, or any other key election personnel, the Participating Entity shall provide emergency personnel in these positions.
- (C) The Election Officer shall notify each of the election judges and alternates of their appointment and the eligibility requirements that pertain to them and to the selection of Election Day clerks. Included in this notification will be the number of clerks that each precinct should have in addition to the election judge and alternate judge. The election judges and/or the alternates are responsible for recruiting and supervising their clerks.

- (D) All election workers must agree to attend training sessions as determined by the Election Officer. Costs for these training sessions and compensation for attendees will be included as part of the election services costs.
- (E) During any election and any subsequent runoff election that involve entities in addition to the Participating Entity, the Election Officer will work with all parties to find a plan that can be agreed upon regarding the designation of polling places. If agreement cannot be reached, the Election Officer will resolve the differences. **In all cases, the Election Officer has sole discretion to determine whether polling place changes are necessary.**

SECTION 5. PAYMENTS FOR ELECTION SERVICES

4

Revised December 2023

- (A) Costs and payments for the use of voting equipment are addressed separately in Section 6 of this Agreement.
- (B) Requests for Election Services. For each election the Participating Entity desires the Election Officer to conduct, the Participating Entity must submit a written request to the Election Officer that describes the general nature of the election and specifies the date of the election.
- (C) Cancellations. On or before 11:59 p.m. on the 68th day before an election for which the Participating Entity has requested election services, the Participating Entity shall notify the Election Officer as to whether the Participating Entity anticipates the cancellation of its election, and on or before 11:59 p.m. on the 60th day before the election the Participating Entity shall notify the Election Officer as to whether the Participating Entity will cancel that election. If the Election Officer receives written notice from the Participating Entity on or before 11:59 p.m. of the 60th day before an election that the Participating Entity's election will be canceled in accordance with Subchapters C and D of Texas Election Code Chapter 2, the Contracting Officer shall only be entitled to receive the actual expenses incurred before the date of cancellation in connection with the election and an administrative fee of \$100.
- (D) Notice, Cost Estimate, Initial Invoicing, and Initial Payment.
- (1) Notwithstanding the provisions in Section 9(B), the County and the Participating Entity agree that notice under Section 5 can be provided via e mail. The following e-mail address will be used for e-mail communications to or from the County pursuant to Section 5: elections@traviscountytexas.gov, with a copy to ElectionEntities@traviscountytexas.gov. The Participating Entity has designated the CISD Superintendent, Dr. Earl W. Parcell, as the Participating Entity's representative for sending and receiving e-mail communications under Section 5, and the Participating Entity designates

the following e-mail address as the Participating Entity's email address for sending and receiving e-mail communications pursuant to Section 5: eparcell@couplandisd.org.

- (2) Initial Cost Estimate. On or before the 60th day before an election for which the Participating Entity has requested election services, the Election Officer will mail and/or email to the Participating Entity a cost estimate for conducting the election. The cost estimate will include an administrative fee that is equal to 10% of the total estimated cost of conducting the Participating Entity's election, excluding the costs of voting equipment. In the event of a joint election, the cost estimate will reflect that election costs will be divided on a pro rata basis among all entities involved in the election in the manner set forth in this Section 5. The proportional cost for the Election Officer to conduct each participating entity's election will be calculated by dividing the number of registered voters in the territorial jurisdiction of each participating

5

Revised December 2023

entity by the total number of registered voters for all of the participating entities involved in the joint election and multiplying that quotient by the total cost of the election. The product of these numbers is the pro rata cost share for each participating entity. The Participating Entity acknowledges and understands that if any other participating entity listed in the cost estimate cancels its election, each remaining participating entity's pro rata cost (including the Participating Entity's pro rata cost share) will result in a proportionate cost increase.

- (3) Initial Invoice and Initial Payment. Along with the initial cost estimate, the Election Officer will also include an initial invoice for the Participating Entity to pay 60% of the initial cost estimate. The Participating Entity must pay the County the amount specified in each invoice no later than 30 days after the Participating Entity's receipt of the invoice.
- (4) Runoff Elections. For each runoff election the Participating Entity has requested that the Election Officer conduct, the Participating Entity must make a payment equal to 60% of the projected costs for the runoff election no later than three business days after receiving that cost estimate from the Election Officer. The projected share of election costs will include an administrative fee that is equal to 10% of the total estimated cost of conducting the Participating Entity's runoff election, excluding the costs of voting equipment.
- (5) Each party may change its respective email addresses for e-mail communications under this Section 5, without the need to amend this Agreement, by sending notice to the other party in accordance with Section 9(B).

(F) Final Accounting and Final Invoice. The County will send the Participating Entity a final invoice of election expenses not later than 90 days after an election unless the Election Officer notifies the Participating Entity during that 90-day period following the election that the Election Officer requires additional time to send a final invoice to the Participating Entity. The final invoice will include a listing of additional costs incurred at the Participating Entity's behalf and specify the total payment due from the Participating Entity for any unpaid portion of the Participating Entity's costs.

(1) Within 30 days after receipt of an election cost invoice setting forth the Election Officer's actual contract expenses and charges incurred in the conduct of the election, the Participating Entity shall pay the Election Officer the balance due on each final invoice no later than 30 days after the Participating Entity's receipt of that invoice.

(2) A refund may be due from the County to the Participating Entity if the final costs are lower than the amount already paid by the Participating Entity or if,

6

Revised December 2023

at the end of the calendar year, the County Auditor's Office makes adjustments to the election workers' payroll and the amount already paid by the Participating Entity for election worker payroll costs exceeds the payroll amounts calculated by the County Auditor's Office.

(G) The Participating Entity shall promptly review an election invoice and any supporting documentation when received from the County. The Participating Entity may audit, during the County's normal business hours, relevant County election or accounting records upon reasonable notice to the County. The Participating Entity shall pay the entire final invoice or the undisputed portion of the final invoice not later than the 30th day after receiving the invoice. Failure by the Participating Entity to timely pay an invoice in full may impact the Election Officer's participation in future elections with the Participating Entity.

SECTION 6. PAYMENTS FOR USE OF VOTING EQUIPMENT

(A) The Election Officer shall conduct elections using a voting system certified by the Secretary of State in accordance with the Texas Election Code and that has been approved for use by the Travis County Commissioners Court unless otherwise agreed upon by the Participating Entity, the Travis County Clerk, and the Travis County Commissioners Court.

(B) The Participating Entity shall make payments to Travis County as consideration for the use of the County's voting equipment.

- (1) For each election the Election Officer conducts for the Participating Entity after January 1, 2024, through January 1, 2025, the Participating Entity shall pay (a) the sum of four percent of the cost of the electronic voting system equipment installed at a polling place and four percent for each unit of other electronic equipment used by the Travis County Clerk's Office to conduct the election or provide election services, if the sum is greater than \$100.00, and (b) \$100.00 if the sum described in (a) is \$100.00 or less.
 - (2) In this Agreement "other electronic equipment" includes ballot marking devices, ballot scanners, ballot printers, ballot tabulators, electronic pollbooks, and ballot programming software.
- (C) Payment by the Participating Entity to the County for voting equipment is due no later than 30 days after the Participating Entity's receipt of an invoice from the County.
- (D) If the County acquires additional equipment, different voting equipment, or upgrades to existing equipment during the term of this Agreement, the charge for the use of the equipment may be renegotiated.

SECTION 7. ADDITIONAL EARLY VOTING LOCATIONS

7

Revised December 2023

- (A) All of the Participating Entity's voters within Travis County will have access to all of the Travis County Early Voting sites in each election at no additional cost.
- (B) If the Participating Entity desires to have one or more early voting sites that are in addition to those sites the Election Officer has already selected for a specific election, the Participating Entity must submit the request to the Election Officer no later than 60 days before the election, and the Election Officer will thereafter provide a written estimate to the Participating Entity that sets forth the estimated cost for providing the additional early voting location(s) and the deadline by which the cost estimate must be paid. If, after receiving the cost estimate, the Participating Entity desires to move forward with having the additional early voting location(s), the Participating Entity will notify the Election Officer and include payment of the cost estimate with the Participating Entity's notice to the Election Officer no later than the deadline specified in the Election Officer's cost estimate. *Pursuant to Texas Election Code Section 85.064(b) and notwithstanding any provision to the contrary, the Election Officer has sole discretion to determine whether to provide any additional early voting sites requested by the Participating Entity.*

SECTION 8. COMMUNICATIONS

- (A) The Participating Entity and the Election Officer shall each designate a member of their staff to serve as the primary contact for the respective offices under this Agreement and provide the name and contact information for that individual to the other party. Each party may change their designated staff members by sending notice to the other party without the further need to amend this Agreement.
- (B) Throughout the term of this Agreement, the Participating Entity and the County will engage in ongoing communications on issues related to Participating Entity elections, the use of County's voting equipment, and the delivery of services under this Agreement and, when necessary, the County Clerk, Elections Division staff members, and other election workers shall meet with the Participating Entity to discuss and resolve any problems which might arise under this Agreement.
- (C) The Election Officer shall be the main point of media contact for election information related to election administration. The Participating Entity shall designate a contact to be the main point of contact for matters related to the content of the Participating Entity's ballot or candidates.

SECTION 9. MISCELLANEOUS PROVISIONS

(A) Amendment/Modification

Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing and

8

Revised December 2023

duly executed by the parties hereto. No official, representative, agent, or employee of the County has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the Commissioners Court of Travis County, Texas. No official, representative, agent, or employee of the Participating Entity has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the governing body of the Participating Entity. Dyana Limon-Mercado, Travis County Clerk (or her successor), may propose necessary amendments or modifications to this Agreement in writing in order to conduct a joint election smoothly and efficiently, except that any such proposals must be approved by the Commissioners Court of the County and the governing body of the Participating Entity.

(B) Notice

Unless otherwise provided herein, any notice to be given hereunder by any party to the other shall be in writing and may be affected by personal delivery, by certified mail, or by common carrier. Notice to a party shall be addressed as

follows:
Coupland ISD
620 S. Commerce Street
Coupland, TX 78615

TRAVIS COUNTY
Honorable Dyana Limon-Mercado, Travis County Clerk (or her
successor) 1000 Guadalupe Street, Room 222
Austin, Texas 78701

Cc: Honorable Delia Garza, Travis County Attorney (or her successor)
314 West 11th Street, 5th Floor
Austin, Texas 78701

Notice by hand-delivery is deemed effective immediately, notice by certified mail is deemed effective three days after deposit with a U.S. Postal Office or in a U.S. Mail Box, and notice by a common carrier, is deemed effective upon receipt. Each party may change the address for notice to it by giving notice of such change in accordance with the provisions of this Section. When notices by e-mail are permitted by this Agreement, (1) the notice is deemed effective upon the day it is sent if the e-mail is received before 5:00 p.m. on a business day; (2) the notice is deemed effective on the first business day after the e-mail was received if the email was received after 5:00 p.m. on a business day or anytime on a Saturday or Sunday. In this Agreement, "business day" means any weekday that is not a holiday designated by the Travis County Commissioners Court.

(C) Force Majeure

9

Revised December 2023

In the event that the performance by the County of any of its obligations or undertakings hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or condition of any persons not a party hereto or in privity thereof, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.

(D) Venue and Choice of Law

The Participating Entity agrees that venue for any dispute arising under this Agreement will lie in the appropriate courts of Austin, Travis County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.

(E) Entire Agreement

This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and also supersedes all prior agreements, including prior election services contracts and prior agreements to conduct joint elections. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force or effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.

(F) Severability

If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement. Parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.

(G) Breach

In the event that Participating Entity or County breaches any of its obligations under this Agreement, the non-breaching party shall be entitled to pursue any and all rights and remedies allowed by law.

(H) Payments from Current Revenues

Payments made by the Participating Entity in meeting its obligations under this Agreement shall be made from current revenue funds available to the governing body of the Participating Entity. Payments made by the County in meeting its

10

Revised December 2023

obligations under this Agreement shall be made from current budget or revenue available to the County.

(I) Other Instruments

The County and the Participating Entity agree that they will execute other and further instruments, or any documents as may become necessary or convenient to effectuate and carry out the purposes of this Agreement.

(J) Third Party Beneficiaries

Except as otherwise provided herein, nothing in this Agreement, expressed or

implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights or remedies under or by reason of this Agreement.

(K) Joint Election Agreements

The County and the Participating Entity expressly understand and acknowledge that each may enter into other joint election agreements with other jurisdictions, to be held on Election Day and at common polling places covered by this Agreement.

When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.053 of the Texas Civil Practice and Remedies Code unless both parties agree, in writing, to waive the confidentiality. Notwithstanding the foregoing, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term “confidential” as used in this Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.

(L) Addresses for Payments

Payments made to the County, or the Participating Entity under this Agreement shall be addressed to following respective addresses:

Travis County Clerk – Elections Division
P.O. Box 149325
Austin, Texas 78714

Coupland ISD
620 S. Commerce Street
Coupland, TX 78615

(M) This Agreement is effective upon execution by both parties and remains in effect until either party terminates this agreement for any reason upon providing 60 days written notice to the other party.

(N) All times referenced in this Agreement are to Central Time, and in all instances, the time-stamp clock used by the Travis County Clerk’s Office at 5501 Airport

Boulevard in Austin, Texas is the official clock for determining the correct time.

(O) The individuals below have been authorized to sign this Agreement.

IN TESTIMONY WHEREOF, the parties hereto have executed this Agreement in multiple copies, each of equal dignity, and this Agreement takes effect on the date it is fully executed by the Participation Entity, the Travis County Judge (on behalf of the Travis County Commissioners Court), and the Travis County Clerk.

[Signatures on following page]

Coupland Independent School District

BY: _____

DATE: _____

TRAVIS COUNTY

BY: _____

Dyana Limon-Mercado (or her successor)
County Clerk

DATE: _____

JOINT ELECTION AGREEMENT FOR NOVEMBER 5, 2024 ELECTIONS

Recitals

1. Travis County (the “County”) will be conducting general and special elections for the participating entities (each, a “Participating Entity,” and together, the “Participating Entities”) listed in Exhibit A, which is attached to and incorporated into this agreement, on November 5, 2024. Each Participating Entity requires elections to be held on November 5, 2024 in those portions the Participating Entity’s territory that are located in Travis County.
2. Under Texas Election Code Section 271.002, political subdivisions of the State of Texas are authorized to hold elections jointly in voting precincts that can be served by common polling places if elections are ordered by the authorities of two or more political subdivisions to be held on the same day in all or part of the same territory.
3. Texas Government Code Chapter 791 authorizes local governments to contract with one another and with state agencies for various governmental functions, including those in which the contracting parties are mutually interested.
4. It would benefit the County, the Participating Entities, and their respective citizens and voters to hold the elections jointly in the election precincts that common polling places can serve.

Pursuant to Texas Election Code Sections 271.002 and 271.003 and Texas Government Code Chapter 791, this Joint Election Agreement is entered into by and between Travis County, a political subdivision of the State of Texas acting by and through the Travis County Commissioners Court, and the Participating Entities, each acting by and through their respective governing bodies.

I. Scope of Joint Election Agreement

This agreement covers conducting the November 5, 2024 General and Special Elections for the Participating Entities. The Participating Entities will hold these elections on November 5, 2024 (“Election Day”) jointly for the Participating Entities’ voters who reside in Travis County.

II. Election Officer

The Participating Entities hereby appoint the Travis County Clerk, the election officer for Travis County, as the election officer to perform or supervise the County’s duties and responsibilities involved in conducting the joint election covered by this agreement. **III.**

Early Voting

Each of the Participating Entities agrees to conduct its early voting jointly. Each of the Participating Entities appoints the Travis County Clerk, the early voting clerk for Travis County, as the early voting clerk for the joint election. Early voting for the

Participating Entities will be conducted at the dates, times, and locations to be mutually agreed upon by the election officer and authorized and ordered by the governing body of each Participating Entity.

A. County Responsibilities

1. The County will provide to the governing body of each Participating Entity a list of places, times, and dates of early voting suitable for consideration and adoption by the governing body, under Texas Election Code chapter 85.
2. The Travis County Clerk, as the early voting clerk, will be responsible for conducting early voting by mail and by personal appearance for all Travis County voters voting in the joint election. The Travis County Clerk will receive from each Participating Entity's regular early voting clerk applications for early voting ballots to be voted by mail, under Texas Election Code Title 7. The Travis County Clerk will send early voting ballots by mail and receive early voting ballots for early voting by mail. The Travis County Clerk may appoint such deputy early voting clerks as necessary to assist the Travis County Clerk with voting to take place at the early voting locations.
3. The County will determine the number of election workers to hire to conduct early voting in the joint election. The Travis County Clerk will arrange or contract for training for all election workers and will assign all election workers employed for early voting in the joint election. The training of these election workers is mandatory; these individuals will be compensated for their time in training. The County will provide a training facility for election schools to train election workers employed in conducting early voting, including early voting by personal appearance at main and temporary branch early voting polling places, early voting by mail, and other aspects of the early voting program for the joint election. The County will name early voting deputies and clerks employed to conduct early voting.
4. The County will provide and deliver all supplies and equipment necessary to conduct early voting for the joint election, including ballots, election forms, any necessary ramps, utility hook-ups, signs, registration lists and ballot boxes, to early voting polling places. The County will designate and confirm all early voting polling place locations.
5. The County will be responsible for preparing and transporting the electronic voting equipment necessary to conduct early voting. The County will perform all tests of voting equipment as required, including posting notice of equipment testing.
6. Under Election Code sections 66.058 and 271.010, the Participating Entities appoint the Travis County Clerk as the joint custodian of records for the sole purpose of preserving all voted ballots securely in a locked room in

the locked ballot boxes for the preservation period that the Election Code requires.

7. The County will receive ballot language in both English and Spanish from each Participating Entity and format the ballots as needed to include these languages. The County will provide each Participating Entity with a final proof of ballot language for approval before printing the ballots. Upon final proof approval, ballots will be printed in an expedited timeframe so as to allow ballot allocations for the Early Voting by Personal Appearance Program, and the ballot mail outs for the Early Voting by Mail Program.
8. A single joint voter sign-in process consisting of a common list of registered voters, and common signature rosters will be used for early voting. A single, combined ballot and single ballot box will be used. The County will use an electronic voting system, as defined and described in Texas Election Code Title 8, and agrees to use ballots that are compatible with such equipment.
9. The County will be responsible for conducting the Early Voting Ballot Board. The County will designate a person to serve as the presiding judge for the Early Voting Ballot Board and will provide that information to the governing body of each Participating Entity for entry of an order by that authority appointing this official. The presiding judge for the Early Voting Ballot Board is eligible to serve in this capacity. The presiding judge for the Early Voting Ballot Board will appoint two or more election clerks, and the judge and clerks will comprise the Early Voting Ballot Board and will count and return early voting ballots, and perform other duties the Election Code requires of it.

B. Participating Entities' Responsibilities

1. Each Participating Entity will appoint a qualified person to serve as the regular early voting clerk for the Participating Entity. The regular early voting clerk for each respective Participating Entity will receive requests for applications for early voting ballots to be voted by mail and will forward in a timely manner, as prescribed by law, any and all applications for early voting ballots to be voted by mail, received in the Entity's office, to the Travis County Clerk.
2. Each Participating Entity will appoint a qualified person to act as custodian of records for the Participating Entity to perform the duties imposed by the Election Code on the custodian of records for its respective entity.
3. Each Participating Entity will provide ballot language for the respective portion of the official ballot to the County in both English and Spanish. The Participating Entity must make any additions, modifications, deletions, or other changes to such ballot contents or language before the Participating Entity's final proof approval. The County will provide the Participating Entity with a final proof of ballot language, as it is to appear on the ballot,

for final proof approval. Upon final proof approval, the ballot will be programmed for the voting equipment in an expedited timeframe so as to allow ballot allocations for the Early Voting by Personal Appearance Program, and the printed ballot mail outs for the Early Voting by Mail Program.

IV. Election Day

A. County Responsibilities

1. The County will designate and confirm all Election Day polling place locations for the joint election, and will forward such information to the Participating Entities in a timely fashion to allow the governing body of the respective Participating Entities to enter orders designating such polling places.
2. The County will designate the presiding election judge and the alternate presiding election judge to administer the election in the precinct in which a common polling place is to be used and will forward such information to the Participating Entities to allow the governing bodies of the respective Participating Entities to enter appropriate orders designating such officials before the election. The presiding election judge and alternate presiding election judge must be qualified voters of the Travis County election precinct in which the joint election is held. The presiding election judge for the precinct in which a common polling place is used may appoint election clerks as necessary to assist the judge in conducting the election at the precinct polling place. The alternate presiding election judge may be appointed as a clerk. The alternate presiding election judge may serve as the presiding election judge for the precinct in the presiding election judge's absence. Election judges and clerks will be compensated at the rate established by the County. The Texas Election Code and other applicable laws will determine compensable hours.
3. One set of election officials will preside over the election in the precinct using a common polling place. There will be a single joint voter sign-in process consisting of a common list of registered voters and common signature rosters in the precinct using a common polling place. A single, combined ballot and single ballot box will be used. The officer designated by law to be the custodian of the voted ballots for the County will be custodian of all materials used in common in the precinct using a common polling place. The County will use an electronic voting system, as defined and described by Texas Election Code Title 8, and agrees to use ballots that are compatible with such equipment.
4. The County will arrange for training and will provide the instructors, manuals and other training materials deemed necessary for training all judges and clerks. Training for election judges and alternate judges is mandatory, and these individuals will be compensated for their time in training.

5. The County will arrange for election-day voter registration precinct lists for the joint election. The County will determine the amount of election supplies needed for Election Day voting.
6. The County, by and through the County Clerk's Elections Division, and Administrative Operations, will be responsible for preparing and transporting voting equipment and election-day supplies for use on Election Day.
7. The County, by and through the County Voter Registrar, will provide the list of registered voters as needed in the overlapping jurisdictions identified in the attached exhibits, with designation of registered voters in each Participating Entity, for use at the joint election day polling place on Election Day.
8. The common polling place is designated as the polling place that the County uses. At the common polling place, a single ballot box will be used for depositing all ballots cast in the joint election. At this polling place, one voter registration list and one combination poll list and signature roster form will be kept for the joint election. The final returns for each Participating Entity and the County will be canvassed separately by each respective Participating Entity. The Travis County Clerk will maintain a return center on Election Day for the purpose of receiving returns from the County. The Travis County Clerk will provide unofficial election results to the qualified individual appointed by each Participating Entity.
9. On Election Day, the Travis County Clerk or the clerk's Elections Division will field all questions from election judges.
10. The County will make available translators capable of speaking English and Spanish to assist Spanish-speaking voters in understanding and participating in the election process in the territory covered by this agreement.

B. Participating Entities' Responsibilities

1. Before Election Day, each Participating Entity will answer questions from the public with respect to the Participating Entity's election during regular office hours of 8:00 a.m. – 5:00 p.m.
2. The custodian of records for each Participating Entity will receive returns from the Travis County Clerk on Election Day.

V. Election Night

A. County Responsibilities

1. The County will be responsible for all activities on election night, including setting up a central counting station, coordinating and supervising the results tabulation, coordinating and supervising the physical layout of the support stations that are the joint election's receiving substations, and coordinating and managing election media coverage.
2. The County is responsible for transporting voted ballot boxes to the central counting station.
3. The County will appoint the presiding judge and alternate presiding judge of the central counting station to maintain order at the central counting station, to administer oaths as necessary, to receive sealed ballot boxes, and to perform such other duties that the Texas Election Code requires, and will forward such information to each Participating Entity in a timely fashion to allow the governing body of each Participating Entity to enter appropriate orders designating such election officials before the election. The presiding judge of the central counting station may appoint clerks to serve at the central counting station. In addition, the County will appoint a tabulation supervisor to be in charge of operating the automatic tabulating equipment at the central counting station; an individual to serve as central counting station manager; and an assistant counting station manager to be in charge of administering the central counting station and generally supervising the personnel working at the central counting station. The County will forward such information to each Participating Entity in a timely fashion to allow the governing body of each Participating Entity to enter appropriate orders designating such election officials before the election.
4. The County will provide the Participating Entities with reasonable space in a public area adjacent to the central counting station at which each Participating Entity may have representatives or other interested persons present during the counting process.

B. Participating Entities' Responsibilities

Other than receiving returns from the Travis County Clerk, the Participating Entities have no role or responsibility on the night of the election.

VI. County Resources

- A. The County will provide the Elections Division permanent staff and offices to administer the joint election, under the Travis County Clerk's direction.
- B. For early voting, the County will provide a locked and secure area in which voted ballot boxes will be stored until the Early Voting Ballot Board convenes. The County, by and through Administrative Operations, will be responsible for transporting the ballot boxes to the central counting station for the Early Voting Ballot Board.

- C. The County will be responsible for providing and maintaining voting equipment and testing any voting equipment as required by the Texas Election Code.
- D. The County will process the payroll for all temporary staff hired to conduct the joint election. The payroll processing includes statutory reporting and providing W-2 forms where applicable.
- E. The County will conduct early voting as indicated in this agreement.

VII. Joint Election Costs; Payment

- A. Concurrently with its submittal of an executed copy of this agreement each Participating Entity must also submit payment via check or ACH, in the amount equal to the deposit identified for that Participating Entity in the Cost Estimate attached as Exhibit B, which is also incorporated into this agreement. The County is under no obligation to conduct a Participating Entity's elections until the County receives that Participating Entity's payment of Cost Estimate. All checks must be made payable to Travis County. This deposit represents approximately 60% of the costs of the Participating Entity's share of the estimated election costs, or \$100, whichever amount is greater. The County will submit an invoice to each Participating Entity for the balance of the Participating Entity's actual joint election expenses upon the election's completion. Joint-election expenses include expenses for facilities, personnel, supplies, and training that the County actually incurs for establishing and operating all early voting and election-day activities at the polling place in the joint election territory as well as activities related to tabulating votes, all as reflected on the Cost Estimate. Each Participating Entity will pay the total amount of its invoice no later than 30 days of receiving it.
- B. In the event of a recount, the expense of the recount will be borne by the Participating Entity involved in the recount on a pro-rata basis.
- C. In the event a Participating Entity cancels its respective election because of unopposed candidates under Texas Election Code Title 1, the Participating Entity will be responsible for its respective share of election expenses incurred through the date that the election is canceled as allocated to the cancelling entity based on the formula in the Cost Estimate, adjusted for the actual expenses incurred by the County through the date of the cancellation. If a Participating Entity cancels its election, the County will recalculate the allocation percentages among the remaining Participating Entities according to the formula used in the Cost Estimate.
- D. In the event there are any expenses associated with processing a ballot arising from a write-in candidate, the Participating Entity that received the declaration will bear the expenses.
- E. A Participating Entity that establishes an early voting polling place, other than one that was mutually agreed upon by all Participating Entities, will bear the expense of doing so. The Cost Estimate for each individual Participating Entity will include additional polling locations for each Participating Entity, as set forth in Exhibit B.

VIII. General Provisions

A. Legal Notices

Each of the Participating Entities will be individually responsible for preparing the election orders, resolutions, notices, and other pertinent documents for adoption or execution by its own respective governing board and for all related expenses. The Travis County Clerk will provide each Participating Entity information on changes affecting the Participating Entity's election, such as polling place changes and changes in voting equipment, when such changes are confirmed, verified, or otherwise become known to the clerk's office. Each of the Participating Entities will be individually responsible for posting or publishing election notices and for all related expenses. Each of the Participating Entities further will be individually responsible for election expenses incurred in relation to any polling place that is not a common polling place as designated in this agreement.

B. Communication

Throughout this agreement's term, the Travis County Clerk or the clerk's employee will meet as necessary with the designated representative of each Participating Entity to discuss and resolve any problems that might arise regarding the joint election.

C. Custodian

The Travis County Clerk will serve as the custodian of the keys to the ballot boxes for voted ballots in the joint election.

D. Effective Date

This agreement takes effect upon its complete execution by all Participating Entities and the County. The obligation of each Participating Entity to the County under this agreement will not end until that Participating Entity pays the County its share of the joint election costs.

IX. Miscellaneous Provisions

A. Amendment/Modification of Exhibits A and B

1. The Participating Entities acknowledge and agree that Exhibit A and Exhibit B may be amended to add or remove entities wishing to participate or cease participating in the agreement. The Participating Entities agree to future amendments of Exhibit A and Exhibit B and authorize the County to enter into such amendments without the Participating Entities' having to sign the future amendments. The County agrees to notify all Participating Entities of any amendments to Exhibit A and Exhibit B.

2. Except as otherwise provided, this Agreement may not be amended in any respect whatsoever except by a further agreement in writing, duly executed by the parties to this agreement. No official, representative, agent, or employee of the County has any authority to modify this Agreement except by express authorization from the Travis County Commissioners Court. No official, representative, agent, or employee of any Participating Entity has any authority to modify this agreement except by express authorization from the governing body of the respective Participating Entity. The Travis County Clerk may propose necessary amendments to this agreement in writing in order to conduct the joint election smoothly and efficiently, except that any such proposed amendment must be approved by the Travis County Commissioners Court and the governing body of each respective Participating Entity before the amendment will be effective.

B. Notice

Any notice to be given in this agreement, by any party to the other, must be in writing and delivered personally or by certified mail, return receipt requested, to the proper party at the addresses listed in Exhibit A.

Each party may change the address for notice to it by giving notice of the change under this section's terms.

C. Force Majeure

In the event that the County cannot perform any of its obligations in this agreement or is interrupted or delayed by any occurrence not occasioned by its own conduct, whether it be an act of God, the result of war, riot, civil commotion, sovereign conduct, epidemic, pandemic, or other event declared a disaster (including a disaster declared by the County Judge), or like reason, then the County will be excused from performing for such period of time as is reasonably necessary after such occurrence to remedy its effects.

D. Venue and Choice of Law

The Participating Entities agree that venue for any dispute arising under this agreement will lie in the appropriate courts of Austin, Travis County, Texas. This agreement is governed by and is to be construed under the laws of Texas and the United States of America.

E. Entire Agreement

This agreement contains the parties' entire agreement relating to the rights granted and the obligations assumed in it, and it supersedes all prior agreements, including prior election services contracts relating to each Participating Entity's May 4, 2024 election. Any prior agreements, promises, negotiations, or representations not expressly contained in this agreement are of no force or effect. Any oral

representations or modifications concerning this agreement have no force or effect, except a subsequent amendment in writing as this agreement provides.

F. Severability

If any provision of this agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality, or unenforceability will not affect the agreement's remaining provisions; and its parties will perform their obligations under the agreement's surviving terms and provisions.

G. Breach

In the event that any Participating Entity or the County breaches any of its obligations under this agreement, the non-breaching party will be entitled to pursue any and all rights and remedies allowed by law.

H. Payments from Current Revenues

Payments made by the Participating Entities in meeting their obligations under this agreement will be made from current revenue funds available to the governing body of the respective Participating Entity. Payments made by the County in meeting its obligations under this agreement will be made from current revenue funds available to the County.

I. Other Instruments

The Participating Entities agree that they will execute other and further instruments or any documents as may become necessary or convenient to effectuate and carry out this agreement's purposes.

J. Third-Party Beneficiaries

Except as otherwise provided in this agreement, nothing in this agreement, expressed or implied, is intended to confer upon any person, other than the parties to it, any of its benefits, rights, or remedies.

K. Other Joint Election Agreements

The County and the Participating Entities expressly understand and acknowledge that each may enter into other joint election agreements with other political subdivisions, to be held on Election Day and at common polling places covered by this agreement, and that the addition of other political subdivisions as parties to this agreement will require amending Exhibits A and B.

L. Mediation

When mediation is acceptable to both parties in resolving a dispute arising under this agreement, the parties agree to use a mutually agreed upon mediator, or a

person appointed by a court of competent jurisdiction, for mediation as described in Texas Civil Practice and Remedies Code section 154.023. Unless both parties are satisfied with the mediation's result, the mediation will not constitute a final and binding resolution to the dispute. All communications within the scope of the mediation will remain confidential as described in section 154.073, unless both parties agree, in writing, to waive the confidentiality. Despite this, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term "confidential" as used in this agreement has the same meanings as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act. Notwithstanding any provision to the contrary, nothing in this Agreement requires the County or a Participating Entity to waive any applicable exceptions to disclosure under the Texas Public Information Act.

M. Counterparts

This Agreement may be executed in multiple counterparts, all of which will be deemed originals and with the same effect as if all parties to it had signed the same document. Signatures transmitted electronically by e-mail in a "PDF" format or by DocuSign or similar e-signature service shall have the same force and effect as original signatures. All of such counterparts will be construed together and will constitute one and the same agreement.

TRAVIS COUNTY

BY: _____
Dyana Limon-Mercado
County Clerk

Date: _____

Joint election agreement for November 5, 2024 elections



Board of Trustees

Date of Meeting

Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
-------------	--

Contact Person E-Mail Address



COUPLAND ISD

620 S COMMERCE ST
COUPLAND, TX 78615
512-856-2422

STATE OF TEXAS COUNTY OF WILLIAMSON

RESOLUTION

The Board of Trustees of the Coupland Independent School District being convened in Regular Meeting Session at its regular meeting place within the boundaries of the Coupland Independent School District on the 19th day of August, 2024, with a quorum present in the persons of:

Crystal Ward, Board President
Michael Roepke, Board Vice President
David Young, Board Secretary
Misty Garwood
Andrew Gonzales
Rev. Dr. Karen Holgersen

Trustees being absent: None

WHEREAS Trustee _____ introduced the following order, moved its adoption, and the motion having been seconded by Trustee _____ was duly put and carried, said Order reading as follows:

IT IS HERE BY RESOLVED, ordered, and directed that the Coupland Independent School District commit the following additional portions of its General Fund unassigned fund balance for the 2023-2024 fiscal year.

BE IT RESOLVED that \$2,210,697 of the General Fund Balance be designated to the Unassigned Fund Balance to insure an adequate amount of funds are available to pay for four (4) months of general operating expenditures.

BE IT RESOLVED that \$250,000 of the General Fund Balance be committed for future facility construction projects.

BE IT RESOLVED that \$100,000 of the General Fund Balance be committed for emergency repairs and insurance deductibles related to possible large-scale facility damage due to wind, hail., fire, etc.

BE IT RESOLVED that \$175,000 of the General Fund Balance be committed for the purchase of a new school bus.

BE IT RESOLVED that \$100,000 of the General Fund Balance be committed for Capital Improvements needed due to long-term deferred maintenance.

Crystal Ward, Coupland ISD Board President

Attest:

David Young, Coupland ISD Board Secretary



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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TRAVIS CENTRAL APPRAISAL DISTRICT

BOARD OFFICERS
JAMES VALADEZ
CHAIRPERSON
DEBORAH CARTWRIGHT
VICE CHAIRPERSON
NICOLE CONLEY
SECRETARY/TREASURER



LEANA MANN
CHIEF APPRAISER

BOARD MEMBERS
TOM BUCKLE
DR. OSEZUA EHIYAMEN
BRUCE ELFANT
JETT HANNA
VIVEK KULKARNI
DICK LAVINE
JIE LI
ELIZABETH MONTOYA
SHENGAO "DANIEL" WANG
BLANCA ZAMORA-GARCIA

July 19, 2024

COUPLAND ISD

CRYSTAL WARD, PRESIDENT
620 S. COMMERCE ST
COUPLAND, TX 78615

In accordance with Tax Code Section 26.01(a-1), enclosed is the **2024 Certified Net Taxable Value** for your taxing unit. The values in the Certified Estimate shall be used to calculate the no-new-revenue tax rate and the voter-approval tax rate, per Tax Code Section 26.04(c-2). The value remaining under protest is reported, pursuant to Tax Code Section 26.01(c), as the owner's opinion of value or the preceding year's value, whichever is lower. Therefore, it is a conservative estimate.

The information page included with your Certified Value is based on the last available worksheet (Tax Year 2024). It provides the information to assist you in completing the Truth in Taxation calculations and postings. Line 15 of the TNT worksheet 50-859, which covers taxes refunded for years preceding the prior tax year, has been provided for entities with a collection agreement with the Travis County Tax Office.

The calculated tax rates and hearing date information should be posted to the taxing unit portal maintained by the appraisal district, as required in Tax Code Section 26.17(e). For taxing units required to comply with Tax Code Section 26.04(e), the 26.17(e) postings should be completed by August 7, 2024. Please feel free to contact me if you have any questions or need additional information.

Approved Freeze Adjusted Taxable	\$9,123,667
Certification Percentage	99.67%
Section 26.01(c) Value Under Protest	\$113,275
Freeze Adjusted Taxable Value	\$9,236,942

Sincerely,

A handwritten signature in cursive script that reads "Leana H. Mann".

Leana Mann, RPA, CCA, CGFO
Chief Appraiser
Lmann@tcadcentral.org
(512) 834-9317 Ext. 405

Form 50-859

Tax Rate Calculation Worksheet- School Districts without Chapter 313 Agreements

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude one-fourth and one-third over-appraisal corrections made under Tax Code Section 25.25(d) from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2).	\$8,586,353
2	Prior year tax ceilings. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled.	\$1,092,683
3	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$7,493,670
4	Prior year total adopted tax rate.	1.1692 /\$100
5	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year appraised value. A. Original prior year ARB values:..... \$ 0 B. Prior year values resulting from final court decisions:..... \$ 0 C. Prior year value loss. Subtract B from A	\$ 0
6	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: \$ 0 B. Prior year disputed value: \$ 0 C. Prior year undisputed value. Subtract B from A.	\$ 0
7	Prior year Chapter 42-related adjusted values. Add Line 5 and Line 6.	\$ 0
8	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$7,493,670
9	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2024, of the prior year. Enter the prior year value of property in deannexed territory.	\$ 0
10	Prior year taxable value lost because property first qualified for an exemption in the current year. If the school district increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport goods-in-transit or temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: \$ 0 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: \$ 0 C. Value loss. Add A and B	\$ 0
11	Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/ scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year for the first time; do not use properties that qualified in the prior year. A. Prior year market value: \$62,001 B. Current year productivity or special appraised value: \$ 654 C. Value loss. Subtract B from A.	\$61,347
12	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$61,347
13	Adjusted prior year taxable value. Subtract Line 12 from Line 8.	\$7,432,323
14	Adjusted prior year total levy. Multiply Line 4 by Line 13 and divide by \$100.	\$86,899
15	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the district for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year.	\$ 0
16	Adjusted prior year levy with refunds. Add Lines 14 and 15.	\$86,899

Tax Rate Calculation Worksheet- Taxing Units Other Than School Districts or Water Districts

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
17	<p>Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in line 19). These homesteads include homeowners age 65 or older or disabled.</p> <p>A. Certified values:..... \$9,123,667</p> <p>B. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property:..... \$ 0</p> <p>C. Total current year value. Subtract B from A.</p>	\$9,123,667
18	<p>Total value of properties under protest or not included on certified appraisal roll.</p> <p>A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest:..... \$113,275</p> <p>B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives school districts a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties are also not on the list of properties still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll:..... \$ 0</p> <p>C. Total value under protest or not certified. Add A and B.</p>	\$113,275
19	Current year tax ceilings. Enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled.	\$1,174,985
20	Current year total taxable value. Add Lines 17C and 18C. Subtract Line 19.	\$8,061,957
21	Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed by the school district.	\$ 0
22	Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement.	\$613,772
23	Total adjustments to the current year taxable value. Add Lines 21 and 22.	\$613,772
24	Adjusted current year taxable value. Subtract Line 23 from Line 20.	\$7,448,185
25	Current year NNR tax rate. Divide Line 16 by Line 24 and multiply by \$100.	1.166700 /\$100

Notice of Public Hearing – Budget/Tax Rate Information

2023 Average appraised value of properties with a homestead exemption	\$430,427
2023 Total appraised value of all property	\$33,346,102
2023 Total appraised value of all new property	\$72,426
2023 Average taxable value of properties with a homestead exemption	\$229,914
2023 Total taxable value of all property	\$8,586,353
2023 Total taxable value of all new property	\$61,626
2024 Average appraised value of properties with a homestead exemption	\$560,257
2024 Total appraised value of all property	\$130,731,928
2024 Total appraised value of all new property	\$613,772
2024 Average taxable value of properties with a homestead exemption	\$290,105
2024 Total taxable value of all property	\$9,236,942
2024 Total taxable of all new property	\$613,772

	NOT UNDER REVIEW	UNDER REVIEW	TOTAL
REAL PROPERTY & MFT HOMES	(Count) (68)	(Count) (1)	(Count) (69)
Land HS Value	3,275,048	0	3,275,048
Land NHS Value	7,738,606	428,588	8,167,194
Land Ag Market Value	113,405,096	0	113,405,096
Land Timber Market Value	0	0	0
Total Land Value	124,418,750	428,588	124,847,338
Improvement HS Value	4,110,776	0	4,110,776
Improvement NHS Value	1,609,836	0	1,609,836
Total Improvement	5,720,612	0	5,720,612
Market Value	130,139,362	428,588	130,567,950
BUSINESS PERSONAL PROPERTY	(11)	(0)	(11)
Market Value	412,566	0	412,566
OIL & GAS / MINERALS	(0)	(0)	(0)
Market Value	0	0	0
OTHER (Intangibles)	(0)	(0)	(0)
Market Value	0	0	0
	(Total Count) (79)	(Total Count) (1)	(Total Count) (80)
TOTAL MARKET	130,551,928	428,588	130,980,516
Ag Productivity	485,495	0	485,495
Ag Loss (-)	112,919,601	0	112,919,601
Timber Productivity	0	0	0
Timber Loss (-)	0	0	0
APPRAISED VALUE	17,632,327	428,588	18,060,915
	97.6%	2.4%	100.0%
HS CAP Limitation Value (-)	1,230,078	0	1,230,078
CB CAP Limitation Value (-)	3,337,290	158,876	3,496,166
NET APPRAISED VALUE	13,064,959	269,712	13,334,671
Total Exemption Amount	2,766,307	0	2,766,307
NET TAXABLE	10,298,652	269,712	10,568,364
TAX LIMIT/FREEZE ADJUSTMENT	1,174,985	0	1,174,985
LIMIT ADJ TAXABLE (I&S)	9,123,667	269,712	9,393,379
CHAPTER 313 ADJUSTMENT	0	0	0
LIMIT ADJ TAXABLE (M&O)	9,123,667	269,712	9,393,379

APPROX TOTAL LEVY = LIMIT ADJ TAXABLE * (TAX RATE / 100) + ACTUAL TAX
 \$112,886.44 = 9,393,379 * 1.169200 / 100) + \$3,059.05

COUPLAND ISD
Tax Limit Adjustment Breakdown
(Freeze)

NOT UNDER REVIEW

Limitation	Net Appr	Taxable	Act Tax (Prior Cmp)	Act Tax	Ceiling (Prior Cmp)	Ceiling	Count
OV65	1,713,361	1,041,361	2,933.57	2,933.57	3,302.65	3,302.65	6
OV65S	243,624	133,624	125.48	125.48	125.48	125.48	1
Total	1,956,985	1,174,985	3,059.05	3,059.05	3,428.13	3,428.13	7

Tax Rate: 1.169200

UNDER REVIEW

TOTAL

Limitation	Net Appr	Taxable	Act Tax (Prior Cmp)	Act Tax	Ceiling (Prior Cmp)	Ceiling	Count
OV65	1,713,361	1,041,361	2,933.57	2,933.57	3,302.65	3,302.65	6
OV65S	243,624	133,624	125.48	125.48	125.48	125.48	1
Total	1,956,985	1,174,985	3,059.05	3,059.05	3,428.13	3,428.13	7

Tax Rate: 1.169200

EXEMPTIONS Exemption	NOT UNDER REVIEW		UNDER REVIEW		TOTAL	
	Total	Count	Total	Count	Total	Count
Homestead Exemptions						
HS-Local	0	0	0	0	0	0
HS-State	1,300,000	14	0	0	1,300,000	14
HS-Prorated	0	0	0	0	0	0
OV65-Local	0	0	0	0	0	0
OV65-State	60,000	6	0	0	60,000	6
OV65-Prorated	0	0	0	0	0	0
OV65S-Local	0	0	0	0	0	0
OV65S-State	10,000	1	0	0	10,000	1
OV65S-Prorated	0	0	0	0	0	0
Subtotal for Homestead Exemptions	1,370,000	21	0	0	1,370,000	21
Disabled Veterans Exemptions						
DV1	12,000	1	0	0	12,000	1
Subtotal for Disabled Veterans Exemptions	12,000	1	0	0	12,000	1
Absolute Exemptions						
EX-XR	82,004	2	0	0	82,004	2
EX-XR-PRORATED	0	0	0	0	0	0
EX-XV	1,299,143	1	0	0	1,299,143	1
EX-XV-PRORATED	0	0	0	0	0	0
EX366	3,160	4	0	0	3,160	4
Subtotal for Absolute Exemptions	1,384,307	7	0	0	1,384,307	7
Total:	2,766,307	29	0	0	2,766,307	29

New Value

Total New Market Value: \$613,772
Total New Taxable Value: \$613,772

Exemption Loss

New Absolute Exemptions

Exemption Description	Count	Last Year Market Value
Absolute Exemption Value Loss:	0	0

New Partial Exemptions

Exemption Description	Count	Partial Exemption Amt
Partial Exemption Value Loss:	0	0
Total NEW Exemption Value		0

Increased Exemptions

Exemption Description	Count	Increased Exemption Amt
Increased Exemption Value Loss:	0	0
Total Exemption Value Loss:		0

New Special Use (Ag/Timber)

Count	2023 Market Value	2024 Market Value	2024 Special Use	Loss
2	62,001	null	654	-61,347

Average Homestead Value

Category	Count of HS	Average Market	Average Exemption	Average Taxable
A Only	4	560,257	97,491	290,105
A & E	13	437,243	99,228	243,394

Property Under Review - Lower Value Used

Count	Market Value	Lower Market Value	Estimated Lower Taxable Value
1	428,588	180,000	113,275

Not Under Review

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	Single-family Residential	4		0	1,799,964	799,319
D1	Qualified Open-Space Land	44	2,862.59	0	113,405,096	481,800
D2	Farm or Ranch Improvements on Qualified	2		0	292,320	292,320
E	Rural Land,Not Qualified for Open-Space Land	32		209,027	12,751,074	7,859,896
ERROR	ERROR	4		0	342,155	342,155
L1	Commercial Personal Property	2		0	63,719	63,719
M1	Mobile Homes	5		404,745	469,479	459,443
XB	Income Producing Tangible Personal	4		0	3,160	0
XR	Nonprofit Water or Wastewater Corporation	2		0	125,818	0
XV	Other Totally Exempt Properties (including	1		0	1,299,143	0
Totals:			2,862.59	613,772	130,551,928	10,298,652

Under Review

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
E	Rural Land,Not Qualified for Open-Space Land	1		0	428,588	269,712
		Totals:	0	0	428,588	269,712

Grand Totals

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	Single-family Residential	4		0	1,799,964	799,319
D1	Qualified Open-Space Land	44	2,862.59	0	113,405,096	481,800
D2	Farm or Ranch Improvements on Qualified	2		0	292,320	292,320
E	Rural Land,Not Qualified for Open-Space Land	33		209,027	13,179,662	8,129,608
ERROR	ERROR	4		0	342,155	342,155
L1	Commercial Personal Property	2		0	63,719	63,719
M1	Mobile Homes	5		404,745	469,479	459,443
XB	Income Producing Tangible Personal	4		0	3,160	0
XR	Nonprofit Water or Wastewater Corporation	2		0	125,818	0
XV	Other Totally Exempt Properties (including	1		0	1,299,143	0
Totals:			2,862.59	613,772	130,980,516	10,568,364

Rank	Owner ID	Taxpayer Name	Market Value	Taxable Value
1	1429245	STERN ROBERT C & KARIN J	\$2,134,920	\$698,325
2	1888772	CARRIZALES ELIEZER ARTURO	\$729,966	\$640,002
3	1924046	FLORES JESSICA & NORMA RAMOS DE	\$787,671	\$539,170
4	1934713	BELLO AGUSTIN JIMENEZ &	\$791,499	\$467,433
5	1385403	CHAVEZ SANTOS O & SANDRA	\$920,958	\$427,655
6	250245	VRABEL JOHNNY & IRENE FAMILY	\$2,142,603	\$345,315
7	1653188	MOKRY CLINT & HALEY	\$732,734	\$342,908
8	1884946	JLM GENERAL CONSTRUCTION LLC	\$577,403	\$330,024
9	1924038	TOVAR GABRIELA & JOSE ANTONIO	\$576,992	\$329,981
10	1888774	MARTINEZ AGUSTIN RODRIGUEZ &	\$576,927	\$329,974
11	1884948	MARTINEZ MAYRA VAZQUEZ &	\$576,469	\$329,923
12	1787620	GONZALEZ BENITO VAZQUEZ	\$575,476	\$329,806
13	1888769	CAMARILLO MANUEL CORENO &	\$594,575	\$329,467
14	2001146	NOGUEZ JUAN DANIEL MORALES &	\$519,234	\$296,977
15	321954	GING SCOTT A & JO ANN	\$1,129,082	\$286,336
16	250250	PFLUGER ERWIN A & RUTH	\$12,745,065	\$276,704
17	422973	GUTIERREZ JOSE DAVID G &	\$428,588	\$269,712
18	1687382	COCHRAN ROLAND P & JENNIFER L	\$558,468	\$259,202
19	1914100	JSMN CAPITAL LLC	\$2,089,517	\$248,809
20	1869718	WHITE REBECCA ANN ETAL	\$2,052,151	\$232,803
Total			\$31,240,298	\$7,310,526



Williamson Central Appraisal District

Board of Directors

CERTIFIED 2024 VALUES

Chairman: Jon Lux
 Vice-Chairman: Lora Weber
 Secretary: Hope Hisle-Piper

Board Members:
 Mason Moses
 Lisa Birkman
 Michael Sanders
 Michael Wei
 Harry Gibbs
 Larry Gaddes

Chief Appraiser:

Alvin Lankford

I, Alvin Lankford, Chief Appraiser of the Williamson Central Appraisal District, hereby certify that the 2024 value for the following jurisdiction:

Approved Appraisal Roll		Coupland ISD	Property Under Protest	
No. of Accounts	Market Value	SCO	No. of Accounts	Market Value
1,451	\$804,249,051	Real Property	50	\$17,753,636
78	\$102,650,050	Personal Property	6	\$382,828
1,529	\$906,899,101	Total	56	\$18,136,464

Exemptions

No. of Accounts	Exemption Amount		No. of Accounts	Exemption Amount
690	\$6,190,252	AgMkt	27	\$75,776
		Mineral		
		Auto		
382		HS Homestead Local	4	
382	\$34,911,834	HS HomesteadState	4	\$371,000
146		O65 Local		
146	\$1,156,146	O65 State		
12		DP Local		
12	\$90,000	DP State		
12	\$109,375	DV (disable vet)		
14	\$2,610,799	DV (disable vet 100%)		
2	\$157,875	DVXSS		
		DVXMAS		
		CDV		
		FRSS		
1	\$69,480	PRO(prorated)		
2	\$199,794	SOL		
1	\$128,525	PC		
		CHDO04		
		FP		
		MUV		
		AB		
		VEH		
19	\$18,108	HB366		
		WSA		
1	\$28,607	SPEcAuto		
		HT		
58	\$2,438,641	CBL	5	\$110,450
172	\$14,172,137	Homestead Cap Adjustment	1	\$145,967
	\$318,496,518	Net taxable (Before Freeze)		\$9,868,649
		Taxpayers Estimate of Value (under review)		\$5,921,189

Chief Appraiser:
Alvin Lankford

Williamson Central Appraisal District



Board of Directors
Chairman: Jon Lux
Vice-Chairman: Lora Weber
Secretary: Hope Hisle-Piper
Board Member: Michael Wei
Board Member: Harry Gibbs
Board Member: Larry Gaddes
Board Member: Mason Moses
Board Member: Lisa Birkman
Board Member: Michael Sanders

CERTIFICATION OF 2024 APPRAISED VALUES

I, Alvin Lankford, Chief Appraiser of the Williamson Central Appraisal District, hereby certify the 2024 value for the following jurisdiction:

Taxing Unit SCO - Coupland ISD

	Prior Year Total Taxable value	\$311,469,383
Taxable Value	Prior Year Tax Ceilings	\$22,402,559
	Current Year Tax Ceiling	\$21,206,686
	Preliminary Prior Year Adjusted Taxable Value	\$289,066,824
	Prior year Total Adopted Tax Rate	1.169200
Prior year taxable value subject to an appeal under chapter 42 as of July 25	Prior Year Certified Value	0
	Prior year Disputed Value	0
	Prior Year Undisputed Value	0
Prior year taxable value lost because property first qualified for an exemption in the current year.	Absolute Exemption	\$0
	Partial Exemptions	\$913,530
	Value Loss	\$913,530
Prior Year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the current year.	Prior year Market Value	\$2,805,784
	Current year Productivity or special appraisal value	\$10,794
	Value Loss	\$2,794,990
Total current taxable value on the certified appraisal roll today.	Current year Certified Values	\$318,496,518
	Current Year Taxable Value of Properties Under Protest	\$5,921,189
Total current year taxable value of properties in territory annexed after January.1, of the prior year.		\$0
	Original Prior Year ARB Values	0
Prior year taxable values lost because court appeals of ARB decisions reduced 2022 appraised value (As of 7/16/2024)	Prior year Values Resulting from Final Court Decisions	0
	Prior year Value Loss	0
	Current year Total Appraised value of new improvements	\$26,119,137
	Current year Total taxable value of new improvements	\$8,469,955

****For number 11 on the Effective Tax Rate Report form (Prior year value loss due to agricultural), please use the value on this document. The value in the supporting documents will be updated at the next supplement.**

Chief Appraiser:
Alvin Lankford

Williamson Central Appraisal District



CERTIFICATION OF 2024 APPRAISED VALUES

I, Alvin Lankford, Chief Appraiser of the Williamson Central Appraisal District, hereby certify the 2024 value for the following jurisdiction:

Taxing Unit SCO

Board of Directors
Chairman: Jon Lux
Vice-Chairman: Harry Gibbs
Secretary: Lora Weber
Board Member: Michael Wei
Board Member: Hope Hisle-Piper
Board Member: Larry Gaddes
Board Member: Mason Moses
Board Member: Lisa Birkman
Board Member: Michael Sanders

	A1 state code			Homestead		
	No. Properties	Value	Average	No. Properties	Value	Average
Prior Year Market Value	429	\$130,640,874	\$304,524	371	\$208,039,320	\$560,753
Prior Year Taxable Value	429	\$95,141,098	\$221,774	371	\$80,036,937	\$215,733
Current Year Market Value	431	\$121,110,888	\$281,000	376	\$198,777,782	\$528,664
Current year Taxable Value	431	\$90,488,815	\$209,951	376	\$76,102,546	\$202,400

****This report does not account for any prorated homestead exemptions.**



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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Adult Meal Calculator Worksheet

This worksheet provides the information needed to calculate adult meal prices using both approved methods. Choose the method of calculation (see the *Administrator's Reference Manual (ARM), Section 19, Meal Pricing* for additional information on which method to use). If the rate applies, record the rate in the *Amount CE Receives* cell. If using Method 1, record the local student paid charge in the designated *Local Student Paid Charge* cell. If using Excel, this worksheet will automatically calculate the amounts in the *Minimum Adult Charge* and *Total Federal Funds* cells. All amounts are carried to 4 digits and must be rounded up when determining the adult meal price. Non-pricing programs must always use Method 2. TDA posts the current reimbursement rates at SquareMeals.org.

Use the applicable rates for the school year when the adult meal prices will apply.

Method 1 Lunch	
Federal Funds/Reimbursement Rate	Amount CE Receives
Paid Reimbursement Rate	\$ 0.42
Performance-Based Rate	\$ 0.09
Severe Need Lunch Rate	\$ 0.02
USDA Foods Rate	\$ 0.45
Total Federal Funds Received	\$ 0.98
Highest Local Student Price Charged	\$ 2.75
Minimum Adult Charge	\$ 3.73
Method 2 Lunch	
Federal Funds/Reimbursement Rate	Amount CE Receives
Free Reimbursement Rate	\$ 4.43
Performance-Based Rate	\$ 0.09
Severe Need Lunch Rate	\$ 0.02
USDA Foods Rate	\$ 0.45
Total Federal Funds Received	\$ 4.99
Minimum Adult Charge	\$ 4.99

Method 1 Breakfast	
Federal Funds/Reimbursement Rate	Amount CE Receives
Paid Reimbursement Rate	\$ 0.39
Severe Need Breakfast Rate	\$ 0.47
USDA Foods Rate (Add if USDA Foods are used at breakfast)	\$ 0.45
Total Federal Funds Received	\$ 1.31
Highest Local Student Price Charged	\$ 1.50
Minimum Adult Breakfast Charge	\$ 2.81
Method 2 Breakfast	
Federal Funds/Reimbursement Rate	Amount CE Receives
Free Reimbursement Rate	\$ 2.37
Severe Need Breakfast Rate	\$ 0.47
USDA Foods Rate (Add if USDA Foods are used at breakfast)	\$ 0.45
Total Federal Funds Received	\$ 3.29
Minimum Adult Breakfast Charge	\$ 3.29



Food and Nutrition Service

U.S. DEPARTMENT OF AGRICULTURE

Date: March 20, 2024

Memo code: SP 14-2024

Subject: Paid Lunch Equity: Guidance for School Year 2024-2025

To: Regional Directors, Child Nutrition Programs, All Regions
State Directors, Child Nutrition Programs, All States

Purpose

The purpose of this memorandum is to provide guidance to State agencies and school food authorities (SFAs) on the paid lunch equity (PLE) requirements for school year (SY) 2024-2025. This memorandum explains the PLE exemption provided in the Consolidated Appropriations Act, 2024 (Public Law 118-42) (the Appropriations Act). This memorandum also provides guidance for SFAs that do not qualify for the exemption.

Guidance for Paid Lunch Pricing for SY 2024-2025

Under Section 748, of Division B of the Appropriations Act, for SY 2024-2025, only SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2023, shall be required to establish a price for paid lunches according to the PLE provisions in Section 12(p) of the Richard B. Russell National School Lunch Act (NSLA) ([42 U.S.C. 1760\(p\)](#)) and implemented in the National School Lunch Program (NSLP) regulations at [7 CFR 210.14\(e\)](#). Consistent with the terms of the Appropriations Act, this memorandum provides notice that any SFA with a positive or zero balance in its nonprofit school food service account as of June 30, 2023, is exempt from paid lunch equity pricing requirements found at [7 CFR 210.14\(e\)](#) for SY 2024-2025. Therefore, the guidance that follows is separated into two categories: SFAs that qualify for the exemption and SFAs that do not qualify for the exemption.

SFAs Qualifying for the SY 2024-2025 PLE Exemption

For SY 2024-2025, SFAs with a positive or zero balance in the nonprofit school food service account as of June 30, 2023, are exempt from PLE pricing requirements found at [7 CFR 210.14\(e\)](#).

Because the Appropriations Act affects one school year only, FNS recommends that State agencies maintain documentation that includes which SFAs are using the PLE exemption for SY 2024-2025 in order to demonstrate State agency oversight of this provision. This documentation should include a record that each SFA implementing the exemption had a positive or zero balance in the nonprofit school food service account as of June 30, 2023. This record could include documents such as a financial ledger or an attestation provided by the SFA. This documentation may be reviewed by FNS upon request.

While not required, exempt SFAs may still use the PLE tool to complete the steps necessary to determine their target SY 2024-2025 paid lunch price, consistent with Program regulations at [7 CFR 210.14\(e\)](#), and adjust their paid lunch prices accordingly. Please note, the SY 2024-2025 PLE tool and instructions will be provided in a separate communication.

SFAs Not Qualifying for the SY 2024-2025 PLE Exemption

SFAs that had a negative balance in the nonprofit school food service account as of June 30, 2023, must follow PLE requirements according to [7 CFR 210.14\(e\)](#) when establishing their paid lunch prices for SY 2024-2025. SFAs may use the forthcoming SY 2024-2025 PLE tool, or an equivalent procedure, to determine their required paid lunch prices.

In the PLE tool, or via the equivalent procedure, SFAs may use the prices they last charged students as the basis for their SY 2024-2025 paid lunch price calculation, even if those prices were charged during a year the SFA was not required to comply with PLE requirements. For

example, SFAs that were exempt based on the FY 2023 Appropriations Act¹ may use prices charged during SY 2023-2024 to determine their PLE requirement for SY 2024-2025.

If an SFA did not charge for meals during SY 2023-2024, such as an SFA that operated the Community Eligibility Provision, Provisions 2 or 3, or a State funded non-pricing option and is returning to standard counting and claiming in SY 2024-2025, it may use the most recent paid lunch price data as the basis for its SY 2024-2025 paid lunch calculation. If an SFA is unable to find documentation of the last paid meal price charged to students, then it must follow FNS guidance for new schools found in [Guidance on Paid Lunch Equity and Revenue from Nonprogram Foods | Food and Nutrition Service \(usda.gov\)](#).

Consistent with [7 CFR 210.14\(e\)\(4\)\(i\)](#), SFAs are not required to raise their paid lunch price by more than 10 cents for SY 2024-2025 from the last year they charged for paid lunches. SFAs can still choose to raise the price by more than 10 cents.

Reporting

As a reminder, while SFAs that meet the Appropriations Act's criteria are exempt from the PLE pricing requirements, all State agencies and SFAs must continue to report paid lunch prices for SY 2024-2025, as required in regulations at [7 CFR 210.14\(e\)\(7\)](#).

¹ On March 3, 2023, FNS issued SP 06-2023, CACFP 05-2023, SFSP 02-2023 - Consolidated Appropriations Act, 2023: Effect on Child Nutrition Programs, notifying States that as required by the 2023 Appropriations Act, any SFA with a positive or zero balance in its nonprofit school food service account as of June 30, 2022, was exempt from PLE pricing requirements found at 7 CFR 210.14(e) for SY 2023-2024. [Consolidated Appropriations Act, 2023: Effect on Child Nutrition Programs | Food and Nutrition Service \(usda.gov\)](#).

State agencies are reminded to distribute this memorandum to Program operators. Program operators should direct any questions concerning this guidance to their State agency. State agencies with questions should contact the appropriate FNS Regional Office.

Andrea Farmer

Director

School Meals Policy Division

Child Nutrition Programs



Board of Trustees

Date of Meeting

Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person

E-Mail Address



Texas A&M AgriLife Extension Services, Bastrop County

901 Pecan Street | PO Box 650 | Bastrop, Texas 78602

Phone: 512-581-7186 | Fax: 512-581-7187

TEXAS A&M
AGRI LIFE
EXTENSION

June 26, 2024

Dr. Earl Parcell, Superintendent
Coupland Independent School District
P.O. Box 217
Coupland, TX 78615

RE: Request for Extracurricular Activity Status

Dear Dr. Parcell:

On behalf of the 4-H members of Bastrop County, I/we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the Coupland Independent School District.

I/we further request that questions regarding this RESOLUTION be directed to me/us in a timely manner so that I/we may prepare and present an appropriate response so as not to delay action on this request.

Finally, I/we request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me/us for my/our files.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

Mellanie L. Mickelson
Bastrop County Extension Agent,
4-H & Youth Development
MLMickelson@ag.tamu.edu

Attachment(s):

1. Resolution for Extracurricular Status of 4-H Organization

RESOLUTION

EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

Coupland Independent School District

meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

Bastrop County Texas 4-H Organization

as approved for recognition and eligible
for extracurricular status consideration under 19 Texas Administrative Code,
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject
to all rules and regulations set forth under the 19 Texas Administrative Code
as interpreted by this Board and designated officials of this school district.

Texas A&M AgriLife Extension
will request academic eligibility for all 4-H competitive activities,
regardless if a school absence is or is not required, and
for non-competitive purposes when an absence is required.

Approved this _____ day of _____, 20_____.

Board of Trustee Signature

Superintendent



Texas A&M AgriLife Extension Services, Bastrop County

901 Pecan Street | PO Box 650 | Bastrop, Texas 78602

Phone: 512-581-7186 | Fax: 512-581-7187

TEXAS A&M
AGRI LIFE
EXTENSION

June 26, 2024

Dr. Earl Parcell, Superintendent
Coupland Independent School District
P.O. Box 217
Coupland, TX 78615

RE: Request for Adjunct Faculty Status

Dear Dr. Parcell:

On behalf of the Bastrop County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Coupland Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 (j). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

(1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:

(A) has a minimum of a bachelor's degree; and

(B) is eligible for participation in the Teacher Retirement System of Texas.

Bastrop County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct staff member status for the period of time indicated on the agreement.

I hope Coupland Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

Mellanie Mickelson
Bastrop County Extension Agent,
4-H & Youth Development
MLMickelson@ag.tamu.edu

Attachment(s): Resolution for Extracurricular Status of 4-H Organization

ADJUNCT FACULTY REQUEST

THE STATE OF TEXAS
COUNTY OF BASTROP

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Coupland Independent School District hereinafter referred to as "District." A quorum having been established, the Board proceeded to consider the appointment of the herein named individual(s) as an adjunct member of the Coupland Independent School District.

Upon consideration and vote of _____ in favor, Dakota Kempken, Mellanie Mickelson, and Amanda Ortega are hereby named as adjunct faculty member(s) of the Coupland ISD subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the _____ day of _____, 20____ and remain in effect until the _____ day of _____, 20____.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE(S)	INSTITUTION	DATE
Dakota Kempken	County Extension Agent, Agriculture & Natural Resources	B.S. Animal Sciences	Sam Houston State University	May 2018
Mellanie Mickelson	County Extension Agent, 4-H & Youth Development	B.S. Animal Science M.S. Management & Leadership	Oklahoma State University Tarleton State University	May 2009 May 2017
Amanda Ortega	County Extension Agent, Family & Community Health	B.S. Kinesiology (Exercise Science)	Texas A&M University Kingsville	August 2022

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from the District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District 10 or Mellanie Mickelson, County Extension Director.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the

activities and/or participation of such Bastrop County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Bastrop County Extension Agent(s), Dakota Kempken, Mellanie Mickelson and Amanda Ortega (Extension employees), is/are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Coupland Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this _____ day of _____, 2024

Coupland Independent School District

By: _____

EXTRACURRICULAR STATUS REQUEST
SAMPLE LETTER: Request for Extracurricular Status for 4-H



WILLIAMSON COUNTY EXTENSION SERVICE

Date: July 30, 2024

To Whom It May Concern:

On behalf of the 4-H members of Williamson County, I/we hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the (name of school district). I/we further request that questions regarding this RESOLUTION be directed to me/us in a timely manner so that I/we may prepare and present an appropriate response so as not to delay action on this request.

Finally, I/we request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me/us for my/our files.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads 'Brittany Allen'.

Brittany Allen, CEA 4-H Youth Development

Attachment: Resolution for Extracurricular Status of 4-H Organization

Williamson County Extension Office
100 Wilco Way Ste AG201 | Georgetown, Texas 78626
<http://texas4-h.tamu.edu> | Tel. 512.943.3300

EXTRACURRICULAR STATUS REQUEST
SAMPLE RESOLUTION: Resolution requesting Extracurricular Status for 4-H

RESOLUTION
EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

Williamson

County Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under
19TexasAdministrative Code,
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to all rules and regulations set forth under the
19Texas Administrative Code as interpreted by this Board and designated officials of this school district.

Texas A&M AgriLife Extension

will request academic eligibility for all 4-H competitive activities, regardless if a school absence is or is not required, and
for non-competitive purposes when an absence is required.

Approved this ____ day of _____, 20 ____.

Board of Trustee

Superintendent

ADJUNCT FACULTY REQUEST

SAMPLE LETTER: Cover Letter requesting Adjunct Faculty Status

**WILLIAMSON COUNTY EXTENSION SERVICE**

Date: July 30, 2024

Coupland Independent School District

To Whom It May Concern:

On behalf of the _____ County Extension Staff, I/we hereby respectfully request approval of the attached Adjunct Faculty Agreement with the _____ Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 U). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:

- (1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:
- (A) has a minimum of a bachelor's degree; and
 - (B) is eligible for participation in the Teacher Retirement System of Texas.

_____ County requests the agents listed on the enclosed Adjunct Faculty Agreement be awarded adjunct faculty staff members status for the period of time indicated on the agreement.

I hope _____ Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

A handwritten signature in cursive script that reads "Brittany Allen".

Brittany Allen, CEA 4-H Youth Development

Attachment: Resolution for Extracurricular Status of 4-H Organization

Williamson County Extension Office

ADJUNCT FACULTY REQUEST

SAMPLE TEMPLATE: Adjunct Faculty Agreement

THE STATE OF TEXAS

COUNTY OF: _____

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the _____ Independent School District, hereinafter referred to as "District." A quorum having been established; the Board proceeded to consider the appointment of the herein named individual(s) as an adjunct member of the _____ Independent School District.

Upon consideration and vote of _____ in favor, _____ is hereby named as adjunct faculty member(s) of the _____ Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the 15 day of _____, 2024 and remain in effect until the _____ day of _____, 2025
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE

3. Adjunct faculty member(s) will receive no compensation, salary, or remuneration from _____ Independent School District.
4. Adjunct faculty member(s) is and shall remain an employee, in good standing, of the Texas A&M AgriLife Extension Service.
5. Adjunct faculty member(s) is and shall remain under the direct supervision of either the District Extension Administrator of District or _____ County Extension Director.
6. Adjunct faculty member(s) shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member(s) shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator or County Extension Director. Adjunct faculty member(s) is not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such _____ County Extension Agent(s) who have/has been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M AgriLife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(1) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named _____ County Extension Agent(s), _____ (Extension employee) is/are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by _____ Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this ___ day of _____, 20

_____ Independent School District

By: _____

ACADEMIC ELIGIBILITY PROCESS

Procedures for securing Academic Eligibility Information and Excused Absences for 4-H Members to participate in 4-H Event or Activity

This procedure applies to ALL 4-H events or activities (competitive or non-competitive) and all 4-H members in public, private, and/or home school that requires a 4-H member to be absent from school. For instance, if a 4-H member is a member of a state planning task force and needs to miss a day of school to participate, the 4-H member would have to be eligible according to the Texas Education Code to be excused from school.

There are two ways a County Extension Office can request academic eligibility for 4-H members. One is on an individual basis using the Declaration of Eligibility Form (Attachment F) for times when only one or two 4-H members may be needing an absence. The second option is for situations when a large number of youths may be needing an excused absence, such as a county or major stock show. The steps below outline how the county office needs to proceed with each of the processes.

BEGINNING OF THE SCHOOL YEAR	
August/September	County Extension Agents should meet with school officials to determine the steps the agent needs to take to assist 4-H members in obtaining excused absences to participate in 4-H events and to determine eligibility of 4-H members for competitive events.
30 DAYS PRIOR TO ANY 4-H EVENT/ACTIVITY NEEDING ACADEMIC ELIGIBILITY CHECKED	
Declaring academic eligibility for small number of 4-H members	<ol style="list-style-type: none"> 1. Ensure that all members needing an excused absence are ACTIVE 4-H members. 2. Complete the County Agent section of the Declaration of Eligibility Form. Pro-vide the form to either the 4-H member and request they submit to the school for completion or have the 4-H parent/guardian complete the first section, return to the County Extension Office and then submit as a group to the respective school campuses. 4-H member then returns completed form back to the County Extension Office within the timeframe given by the office.
Declaring academic eligibility for large number of 4-H members	<p>Extension agents should prepare a document on official letterhead which includes the items listed below and submit to each school/campus requesting eligibility status for each 4-H member.</p> <ol style="list-style-type: none"> a) Name of 4-H member(s) involved b) School they attend c) Current grade level in school d) Dates of proposed absence(s) e) Name of event f) Educational value g) Chaperone <p>List is returned back to County Extension Office by school/campus.</p>
RESPONSE FROM SCHOOL ON DECLARATION OF ACADEMIC ELIGIBILITY	
Eligible	The school should respond to CEA if there are any students who are academically eligible. County Extension Office should follow up with the school/campus if no response is received.
Ineligible	If a 4-H member is academically ineligible for a 4-H competitive event, the agent must notify the 4-H member, their parents and the sponsoring agency, in writing – letter/email (a phone call can also be made but should be followed up with a written notification).

If county Extension faculty and schools develop and agree on procedures the deem more efficient and effective and still ensures 4-H's compliance with the Texas Education Code requirements, they should inform their District Administrator/County Extension Director of the plan to be followed.

DECLARATION OF ELIGIBILITY FORM INSTRUCTIONS

4-H'ers should complete a separate form for each competitive event/activity in which they plan to participate. The original form should be returned to the county Extension office by the deadline established by the County Extension Office.

NOTE: Schools requiring a copy of this form should make their copy before returning it to the student.

Parent/Guardian Section:

1. Parent/Guardian will select the information requested. It is either:
 - a. Academic eligibility information only. {Used to verify academic eligibility only for 4-H competitive events/activities.}, or
 - b. Academic eligibility information and authorization to receive an excused absence from school. {Used to verify academic eligibility as well as receive authorization to receive an excused absence. This would be used for events held during school hours such as stock shows, state and national 4-H contests and events, etc.}
2. Complete the date and name of the activity. {Used to notify school officials of exact dates/times a student would be participating in a 4-H activity or representing 4-H at an event.}
3. Parent/Guardian signature is required. The signature of the parent/guardian confirms that this person is aware of the academic eligibility and excused absence requirements of the Texas Education Code.

County Extension Agent Section:

1. Extension Office will complete this section and certify the youth is a 4-H member and his/her participation in the event.
2. County Extension Agent (with adjunct faculty status) will sign the form.

School Principal/Designee Section:

1. Principal, or designee, will indicate the 4-H members eligibility status, options are:
 - a. Academically eligible to participate
 - b. Not academically eligible to participate
2. The principal, or designee, will indicate whether or not an excused absence will be granted.
3. The principal, or designee, will provide the date being used to determine eligibility.
4. Principal, or designee, will sign and date the form in order to be valid.

4-H family should follow instructions provided by the County Extension Office on returning form to the Extension Office by the given deadline.



PRAIRIE VIEW A&M UNIVERSITY
COLLEGE OF AGRICULTURE AND HUMAN SCIENCES



Cooperative Extension Program

Texas 4-H Youth Development Program
DECLARATION OF ELIGIBILITY FORM

This form is requested in accordance with the requirement of the Texas Education Code and in cooperation with the Texas Education Agency and local school board policies.
Instructions: Complete one form per activity. The original form should be returned to the County Extension Office.

PARENT/GUARDIAN SECTION

In accordance with 4-H policy, provided by our local Extension office, I respectfully request:
(CHECK ONE)

- Academic eligibility information only.
- Academic eligibility information and authorization to receive an excused absence from school.

Date of Activity: _____ Name of Activity: _____

Signature of Parent/Guardian: _____

COUNTY EXTENSION AGENT SECTION

I hereby certify that _____ is a member of 4-H in _____ County and is scheduled to participate in this activity representing 4-H. He/she will be under the supervision of the Texas A&M Agrilife Extension Service faculty or agency's designated volunteer leader.

Date: _____ Signature: _____

SCHOOL PRINCIPAL OR DESIGNEE SECTION

ACADEMIC ELIGIBILITY (CHECK ONE)

- I do certify that the student is academically eligible to participate in the above-mentioned activity.
- I do not certify the student because he/she is **NOT** academically eligible to participate in the above-mentioned activity.

EXCUSED ABSENCE (CHECK ONE) EDUCATIONAL STATUS (CHECK ONE)

- | | |
|--|---|
| <input type="checkbox"/> An excused absence will be granted | <input type="checkbox"/> Face-to-Face (on campus) |
| <input type="checkbox"/> An excused absence will NOT be granted. | <input type="checkbox"/> Virtual Option |
| <input type="checkbox"/> Does not apply | <input type="checkbox"/> Homeschooled |

Date used to determine eligibility: _____

Date: _____ Signature of Principal or Designee: _____

Name of School: _____



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
-------------	--

Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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**SUCCESSFUL TRANSITION EDUCATION PROGRAM
WILLIAMSON COUNTY JUVENILE SERVICES
MEMORANDUM OF UNDERSTANDING 2024-2025**



PURPOSE

As Williamson County, Texas, has a population greater than 125,000, the Williamson County Juvenile Board and the Williamson County Independent School Districts’ (ISDs’) Board of Trustees (hereinafter “Parties”) adopt this memorandum of understanding to operate a Juvenile Justice Alternative Education Program in compliance with the Texas Education Code (TEC Section 37.011). Successful Transition Education Program (S.T.E.P.) educates the Williamson County J.J.A.E.P., C.O.R.E., and Detention students from all ISDs in Williamson County and is for residents of Williamson County only.

S.T.E.P. J.J.A.E.P. is an alternative education campus which allows continued education for students who have committed expellable offenses, Mandatory or Discretionary, in accordance with Texas Education Code Chapter 37 (*Appendix A*). The Parties agree that S.T.E.P. (J.J.A.E.P., C.O.R.E., and Detention) is a cooperative effort between the educational community and Juvenile Services with the primary goals being education, progress toward grade-level performance, rehabilitation, personal accountability, and character development. Students are removed from their home campus and attend school in a facility where behavior is closely monitored, students engage in counseling sessions, and staff works to teach reintegration skills in addition to their academic endeavors.

PARTICIPATING PARTIES

Bartlett ISD	Granger ISD	Liberty Hill ISD
Coupland ISD	Hutto ISD	Round Rock ISD
Florence ISD	Jarrell ISD	Taylor ISD
Georgetown ISD	Leander ISD	Thrall ISD

ADMINISTRATION OF THE PROGRAM

In consideration of mutual covenants, the Parties agree as follows:

- I. The Williamson County J.J.A.E.P. will serve:
 - A. Juveniles as defined by Title 3 of the Family Code and
 - B. All students who qualify under State compulsory attendance law.
- II. S.T.E.P. will operate in a facility owned by Williamson County, Texas, and all costs for furniture, maintenance, and operation of the facility is at the sole cost and expense of the County as approved by the Juvenile Board and Commissioner’s Court.

- III. The development and daily administration of S.T.E.P. will be conducted by Georgetown ISD in compliance with the Texas Education Code and in cooperation with Williamson County Juvenile Services as it exists or may be amended.
- IV. Georgetown ISD will operate S.T.E.P. for the benefit of all participating Parties. A handling fee of \$25,000 shall be credited to Georgetown ISD as part of the budget for provision of the services listed below. All ancillary costs associated with administration of S.T.E.P. over and above the handling fee will be outlined in the budget and be the combined financial obligation of all districts other than Georgetown ISD. The handling fee covers:
 - A. All fiscal requirements.
 - B. Selection, training, supervision, and evaluation for all educational personnel.
 - C. Acquisition of educational materials and instructional technology in accordance with Georgetown ISD standards.
 - D. Instructional and administrative computers (laptop hardware, printers, and classroom projection in educational spaces) in accordance with Georgetown ISD technology standards.
 - i. Laptops are the property of Georgetown ISD and are managed in that inventory. Replacement of old hardware is in accordance with Georgetown ISD technology life-cycle timelines.
 - 1. Purchasing and warranty agreements are made by Georgetown ISD.
 - 2. Williamson County staff will image and support the hardware and software according to the standards required for operation on their network. Georgetown ISD will support the hardware only when the repairs qualify for warranty service.
 - ii. Printer services are subject to the contract agreements. Georgetown ISD has in place contracted service providers.
 - 1. Williamson County is responsible for purchase of print supplies.
 - 2. S.T.E.P. staff will schedule repairs and maintenance with the contracted service provider.
 - 3. Printers will be replaced in accordance with Georgetown ISD life-cycle timelines.
 - iii. Physical installment of classroom projection devices and other technology into the facility, including providing the necessary electrical or facility modifications, will be completed by Williamson County.
 - E. Supervision and assessment of S.T.E.P. to include plans to address Special Education, Section 504, and EB/ELL/ESL services.
 - i. Each ISD shall retain the responsibility for their students served through Special Education, Section 504, and EB/ELL/ESL with assistance from S.T.E.P. staff, including providing special services, in accordance with IDEA which guarantees the provision of a Free Appropriate Public Education (FAPE).
 - ii. S.T.E.P. will provide feedback to assist the home campus in developing, reviewing, and revising an individualized education plan (IEP) or individualized accommodation plan (IAP) for each student with a disability to ensure he/she receives all accommodations, modifications, and related services as designated by the IEP or IAP.

- iii. A S.T.E.P. representative must be invited to and will attend ARDs, MDRs, and Section 504 meetings in an advisory capacity to provide information but will not be considered deciding members regarding student placement.
 - iv. Special Education services will be provided in the least restrictive environment appropriate to meet the student's educational needs.
 - v. A continuum of placement options is available to meet the unique needs of each eligible student. The availability of S.T.E.P./ Williamson County staff, allowed student groupings, and court advisements will be taken into account when determining placement.
 - vi. Special Education instruction is provided by appropriately certified staff within an instructional day commensurate with that of students without disabilities.
 - F. Report cards at the conclusion of grading periods (2 per semester) to each student's home campus and the parent/guardian. Grades will be calculated accordingly using all grades provided by the home campus, interim placement(s), and grades earned at S.T.E.P.
 - G. Attendance reporting to the student's home campus.
 - i. Students who are absent 10 consecutive days will be considered inactive in the J.J.A.E.P. program. After 30 consecutive absences, the student will be withdrawn.
 - ii. The home campus is responsible for filing truancy charges for students in discretionary placements. S.T.E.P. and Williamson County will provide records to assist in this process. Williamson County will file truancy charges for students in mandatory placements.
- V. Williamson County Juvenile Services will provide:
 - A. Supervision in the form of Juvenile Supervision Officers at a rate no less than 1 officer per 8 students.
 - i. The ratio may temporarily increase to 1:12 for no more than 30 school days if the Juvenile Services Chief, S.T.E.P. Principal/Director of Education, and Facilities Director agree.
 - ii. Teachers may provide 1-to-1 education supervision at the discretion of the S.T.E.P. Principal and Facility Administrators if they are trained in CPI, given a facility radio, and are comfortable without a Juvenile Supervision Officer present. The ratio may temporarily increase to 1:4 if the Juvenile Services Chief, S.T.E.P. Principal/Director of Education, and Facilities Director agree.
 - B. The required school uniform consisting of two pair of pants, fitted undershirts, and S.T.E.P. polo-style shirts. The parent/guardian is responsible for providing undergarments, socks, and shoes.
- VI. As part of the consideration of this Agreement, and until modification of the Parties, the Parties agree to provide funding for the 2024-2025 school year per the budget as listed in the Agreement (*Appendix B & C*).
 - A. All funds paid to Georgetown ISD to be expended on S.T.E.P. counselor, support staff, nurse, case managers, and fringe benefits for these positions will be transferred to Williamson County for disbursement.
 - B. Application for all state and federal funding relating to education for delinquent youth (Title I, Part D, Subpart 2) will be the responsibility of

Georgetown ISD. All funds received shall be expended on reasonable and applicable budget requests outlined in the annual Campus Improvement Plan. A portion of Title I funds will be allocated to continue funding of:

- i. 2 Case Managers serving all districts. Up to \$25,000 will be requested towards covering the cost of these services. In the event the Title I fund request is not approved at the federal level, or the funds awarded do not cover the cost for the Case Managers, the cost for the services may be included in the general budget to be shared by all Parties.
- ii. Character Education Teacher during the school year and summer school (up to \$50,000).

EXPULSION CRITERIA

- I. Expellable Offenses
 - A. For a list of the most common mandatory and discretionary offenses, see *Appendix A*. The full regulations are outlined in TEC 37.007.
 - B. Students may be placed at the J.J.A.E.P. through order of the Court, conditions of release from a detention facility, or a Deferred Prosecution Agreement.
 - C. In the event that charges are not filed, the Juvenile Prosecutor declines to prosecute the case, the case is dismissed by the Court, or adjudication determines the charge to be "not true," the sending district shall be notified and they shall determine if the expulsion will be upheld or if the responsibility for educational services shall be returned to the sending district, relative to TEC Chapter 37. If the expulsion is upheld, the maximum expulsion length will be 30 days.
- II. Expulsion Length
 - A. A student who commits a mandatory offense, preferably verified by a report generated by local law enforcement, **MUST** be expelled to the J.J.A.E.P. for up to 1 school year at the sending district's discretion, consistent with their Student Code of Conduct.
 - B. A student who commits a Title 5 Felony offense off campus, preferably verified by a report generated by local law enforcement, **MAY** be expelled to the J.J.A.E.P. for up to 1 school year at the sending district's discretion, consistent with their Student Code of Conduct.
 - C. A student who commits an offense listed in TEC 37.007 other than a mandatory offense or a Title 5 Felony offense **MAY** be expelled to the J.J.A.E.P. for up to 120 school days at the sending district's discretion, consistent with their Student Code of Conduct.
 - D. If the district decides to include summer school in the expulsion, it must be stated in the Placement Order and the expulsion may not extend beyond the summer program of the current school year unless the student fails to complete the summer program as ordered.
 - E. Expelled students may earn an extension of up to 25 days (see chart in III.B.i) for unacceptable conduct in accordance with the J.J.A.E.P. Student Code of Conduct.
 - F. Expelled students may earn time off their expulsion up to 25 days (see chart in III.B.i) for outstanding conduct in accordance with the J.J.A.E.P. Student Code of Conduct.

- G. The length of placement for students Court-ordered to the J.J.A.E.P. is subject to judicial discretion. Students placed through Deferred Prosecution Agreements shall not exceed 6 months.
- III. Release from the J.J.A.E.P.
- A. Court-Ordered J.J.A.E.P. students must abide by the Court's decision, but behavior and Observation Log reports shall be made available to the Court by request. These students shall not be released until designated by the Court.
 - B. Students expelled by their school district must meet the expected conduct criteria as outlined in the J.J.A.E.P. Student Code of Conduct to be released on time.
 - i. Students can reduce or extend their placement time based on expected conduct as outlined in the J.J.A.E.P. Student Code of Conduct. The maximum amount of earned early release or extended time corresponds to the original expulsion length.
 - 1. 30-day expulsion = max 5 days early release/extension
 - 2. 45-day expulsion = max 10 days early release/extension
 - 3. 60-day expulsion = max 15 days early release/extension
 - 4. 90 to 100-day expulsion = max 20 days early release/extension
 - 5. Expulsions 120 days plus = max 25 days early release/extension
 - ii. In the event a student is not successfully meeting conduct expectations on a consistent basis, a minimum of 10 days prior to the student's scheduled return date (after completion of original number of expulsion days plus extension) the J.J.A.E.P. Transition Team will contact the sending district to determine if the expulsion should be extended further. If so, a due process hearing should be held and updated expulsion orders submitted.
 - iii. Students whose release date has been extended past the end of the school year may be provided the opportunity to earn days towards release in summer school.
 - iv. Students who reach their last day must attend the full day unless given specific permission by the J.J.A.E.P. Administration.
 - v. Home districts have discretion to waive extensions earned and allow a student to return to their home campus upon completion of the original expulsion days regardless of the student's conduct at the J.J.A.E.P. The J.J.A.E.P. Transition Team will periodically update the home district of the student's standing.
 - vi. If a student is scheduled to return to their home campus near the end of the semester but in a collaborative team approach the parent, home district, and J.J.A.E.P. Administration determine it is in the best interest of the student to finish the semester at the J.J.A.E.P., an extension will be allowed.
 - vii. Students with 10 or fewer days remaining on their expulsion at the end of the school year will be released to begin the new school year at their home campus.

ADMISSION PROCEDURES

I. School District Responsibilities

Contact the J.J.A.E.P. Transition Team upon notification of the alleged expellable offense in order to schedule a date/time for an expulsion hearing (a Juvenile Services representative MUST be present at the hearing and have had the opportunity to review the expulsion paperwork prior to the scheduled hearing):

John Rinn	Case Manager	512-943-3593	john.rinn@wilco.org
Tara Stewart	Principal/Director of Ed	512-943-3268	tara.stewart@wilco.org
Amy Jordan	Facilities Administrator	512-943-3227	ajordan@wilco.org

- a. Provide required paperwork to the J.J.A.E.P. Transition Team at least 48 hours in advance of the hearing, to include:
 - i. Notice of Expulsion Hearing Letter
 - ii. Waiver of Rights Letter (if applicable)
 - iii. Birth Certificate
 - iv. Social Security card
 - v. Health/Immunization Records
 - vi. Disciplinary Record including Behavior Threat Assessment
 - vii. Attendance Record
 - viii. Cumulative Report Card (current year)
 - ix. Student Schedule with Withdrawal Grades
 - x. Transcript & Graduation Plan (if HS credits have been earned)
 - xi. STAAR/STAAR EOC Records
 - xii. Special Programs Records
 1. EB/ELL/ESL/LEP – LPAC & TELPAS
 2. Section 504 – current IAP including BIP if applicable
 3. Special Education – current IEP including BIP, FIE, and/or psychological evaluation if applicable
- b. Invite the S.T.E.P. Special Programs Coordinator and Principal to participate in the Manifestation Determination Review (MDR) proceedings regarding the potential expulsion:

Elyse Tatum	Special Programs Coord.	512-943-3272	elyse.tatum@wilco.org
Tara Stewart	Principal/Director of Ed	512-943-3268	tara.stewart@wilco.org

- c. At the conclusion of the expulsion hearing, email a copy of the Expulsion Order to the J.J.A.E.P. Transition Team, who will schedule an intake with the family.
- d. If the parent waives the right to a hearing, send the waiver with the expulsion paperwork. The J.J.A.E.P. Transition Team will review the paperwork and schedule an intake with the family within 48 hours.
- e. If attempts to contact the designated Juvenile Services/S.T.E.P. representatives are unsuccessful, please contact one of the following:

James Morrison	Asst. Facilities Administrator	512-943-3233	james.morrison@wilco.org
Jamie Maas	Director of Facilities	512-943-3249	jamie.maas@wilco.org

- II. Juvenile Services Responsibilities
 - a. Upon notification of an expulsion hearing, the Department will assign a representative to be present at the hearing.
 - b. If the student is expelled, the representative will inform the student and parent/guardian of action, if any, to be taken by the Department.
 - c. An intake meeting will be scheduled as soon as possible following the expulsion hearing, preferably immediately following the hearing or within 24 hours/the next school day. Intake includes a review of all J.J.A.E.P./S.T.E.P. requirements and expectations, a tour of open facilities, and an opportunity for questions to be answered.
 - d. If the student is already under court supervision, the Juvenile Court will decide whether to amend the conditions of probation to incorporate J.J.A.E.P. placement.
 - e. If the student is not under prior court supervision, the Court Officer may refer the case to the Juvenile Prosecutor who will give prompt notice of the deferred prosecution or file a petition alleging the student is in need of supervision or has engaged in delinquent conduct. If a petition is filed, the Juvenile Prosecutor may include J.J.A.E.P. placement in the disposition order.
 - f. If a student fails to complete their term of expulsion, his/her case may be referred to the Juvenile Prosecutor for court action.

TRANSPORTATION

- I. The sending school district is responsible for transportation to and from S.T.E.P. each day in regular session based on the S.T.E.P. school calendar. In cases where the sending district's calendar is not aligned with the S.T.E.P. calendar, the sending district is still responsible for transporting students to S.T.E.P.
 - a. The S.T.E.P. school calendar is separate from the Georgetown ISD school calendar.
 - b. In the case of inclement weather or other emergency circumstances, S.T.E.P. will close only if Georgetown ISD or Williamson County closes their facilities.
- II. If a student's behaviors are disruptive to the extent that his/her school district transportation is suspended, the parent/guardian will assume responsibility for transportation. Ineligibility will be coordinated through the designated Juvenile Services representative and the sending school district.
- III. If the sending school district includes the summer school session in the Expulsion Order, transportation arrangements shall be made according to the specific ISD policy.
- IV. Parents/guardians will be responsible for transportation for students whose release date has been extended past the end of the school year and are choosing to earn points/days towards release during summer school.
- V. Transportation should deliver and pick up students to S.T.E.P. per the decided school hours, with delivery no later than 8:10 am. Problems with transportation will be reported to the school district by S.T.E.P. staff.

TRANSITION FROM S.T.E.P.

- I. Every student assigned to the J.J.A.E.P. is assigned a Case Manager and a S.T.E.P. Teacher Advocate who will assist the student as they return to their

- home campus. A Field Juvenile Probation Officer may also be assigned to assist with the transition.
- II. The Case Manager and/or Juvenile Probation Officer and S.T.E.P. Registrar are responsible for notifying the home school district of the student's progress at the J.J.A.E.P. In anticipation of the student's return to their home campus, information will be forwarded including:
 - a. Attendance Record
 - b. Behavioral Reports
 - c. Grades/Report Cards (including current schedule)
 - III. All districts are encouraged to contact S.T.E.P. at 512-943-3255 to inquire about student progress while assigned to the J.J.A.E.P. To ensure a continuity of services and support, the Case Manager or designee will coordinate a transition meeting with the home campus prior to the student's release.

INTER-AGENCY SHARING OF EDUCATIONAL RECORDS

- I. A school district superintendent or designee shall disclose information contained in a student's educational record to a juvenile service provider as required by section 58.0051 of the Texas Family Code. Educational Records include information related to the student's:
 - a. Identity
 - b. Special needs
 - c. Educational accommodations
 - d. Assessment or diagnostic test results
 - e. Attendance records
 - f. Disciplinary records
 - g. Medical records
 - h. Psychological diagnoses
- II. A juvenile service provider that receives confidential information under this section shall:
 - a. Certify in writing that the juvenile service provider receiving the confidential information has agreed not to disclose it to a third party, other than another juvenile service provider, and
 - b. Verify the identity of a student involved in the juvenile justice system, and
 - c. Provide delinquency prevention or treatment to the student.
- III. Per Section 58.106 of the Texas Family Code (HB 1106), information contained in the juvenile justice information system is confidential for the use of the department and may not be disseminated by the department except:
 - a. With the permission of the juvenile offender to military personnel of the state or the United States.
 - b. To a person or entity to which the department may grant access to adult criminal history records as provided by Section 411.083, Government Code.
 - c. To a juvenile justice agency.
 - d. To the Texas Juvenile Justice Department (T.J.J.D.) for analytical purposes.
 - e. To the office of the Independent Ombudsman of the T.J.J.D.
 - f. To a county justice or municipal court exercising jurisdiction over a juvenile.

TERMS OF THE AGREEMENT

- I. Each participating ISD will adopt a Student Code of Conduct in accordance with the Texas Education Code's definition of serious and what constitutes the same.
- II. The Parties agree that the prescribed order of agreement to participate in the J.J.A.E.P. shall be incorporated into each student's case prior to admission and no student shall be exempted from any requirement in those documents. The J.J.A.E.P. Student Handbook outlines staff expectations of students and proper disciplinary actions for violations.
- III. Each student placed at the J.J.A.E.P. must participate in the J.J.A.E.P. program for the full period ordered by the Juvenile Court or the Deferred Prosecution Agreement unless the student's home district agrees to accept the student before that date. Any request for continued placement at the J.J.A.E.P. following successful completion of a Juvenile Court Order or Deferred Prosecution Agreement shall be handled on an individual basis.
- IV. The J.J.A.E.P. will operate at least 7 hours per day and no less than 180 days per school year unless a waiver is obtained through TJJD to shorten the number of instructional days/hours.* The school personnel and students will adhere to the S.T.E.P. school calendar provided at intake. Students with disabilities will be provided a commensurate day with that of students without disabilities in Georgetown ISD.
- V. Summer school will be provided for all C.O.R.E. residents. Summer school for J.J.A.E.P. students is contingent upon the availability of State funding. Summer school will operate in June for approximately 100 hours. Emphasis will be on reading and math instruction in addition to credit recovery.
- VI. The average daily attendance for Detention residents, C.O.R.E. residents, and J.J.A.E.P. students shall remain with the ISD in which the student is enrolled, excluding the mandatory expulsions which shall be retained by the County (*Appendix C*).
- VII. Students who have moved out of Williamson County since their offense and are brought to Detention or C.O.R.E. by law enforcement for that same offense will be attributed to the school of residence where the student was enrolled at the time of the offense. The average daily attendance for the resident will remain with that school.
- VIII. Georgetown ISD and Juvenile Services shall develop, adopt, and enforce written operation policies for the operation of the J.J.A.E.P. which will conform to T.J.J.D.'s standards for J.J.A.E.P.s.
- IX. This Agreement contains the entire agreement of the Parties with respect to the matters contained herein and may not be modified except by the mutual written agreement of the Parties hereto.
- X. This Agreement shall remain in effect for the duration of the 2024-2025 school year.
- XI. This Agreement will be reviewed and updated if necessary at the conclusion of the 2024 fall semester and 2025 spring semester.
- XII. The Parties agree to meet annually to discuss the progress of the program and revise this agreement to address any additional needs.

- XIII. This Agreement shall be construed in accordance with the laws of the State of Texas and all obligations created hereunder shall be performable in Williamson County, Texas.
- XIV. Any notice provided for under the terms of this Agreement by either Party to the other shall be in writing, may be by registered or certified mail, return receipt requested, properly addressed to the entity. Any Party may change the address to which notice may be sent to that Party by giving notice of such change to the other Parties in accordance with the provisions of this Agreement.
- XV. This Agreement shall refer to and be binding upon the herein listed entities and their successors and assigns. All participants in expulsion hearings are required to follow the guidelines established in this Agreement.
- XVI. The individuals executing the Agreement on behalf of the respective Parties represented to each other and to others that all appropriate and necessary action has been taken to authorize the individual executing the Agreement to do so on behalf of the Party for which his or her signature appears, that there are no other parties or entities required to execute this Agreement in order for the same to be an authorized and binding agreement on the Party, and that each individual affixing his or her signature hereto is authorized to do so and such authorization is valid and effective on the date hereof.
- XVII. This Agreement may be executed in a number of identical counterparts, each of which shall be deemed as original for all purposes.

CONFIRMATION OF AGREEMENT

Approved by the Williamson County Juvenile Board on the 26TH day of JUNE, 2024.

 Chairperson, Juvenile Board

Approved by the _____ ISD Board of Trustees on the _____ day of _____, 2024.

_____ Chairperson, District Board of Trustees

TEXAS JJAEP EXPULSION OFFENSE LIST as of 8/15/23

OFFENSE	LOCATION	EXPULSION	TEC CODE	NOTES
Bullying encourages a student to commit or attempt suicide; incites violence against a student through group bullying; releases or threatens to release intimate visual material of a student	(Involving Students) (Involving the School)	Discretionary	37.0057(b)	Reference: Penal Code 42.06
False Emergency Alarm/Report	On Campus	Discretionary	37.007(b)(1)	Must have documented continued serious misbehavior despite documented behavioral interventions tried while at the DAEP.
Serious Misbehavior While in DAEP deliberate violent behavior, extortion, coercion, public lewdness, indecent exposure, criminal mischief, personal hazing, or harassment of a student or district employee	On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(2)(B)	
Abusable Volatile Chemical	On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(2)(A)	
Alcohol, THC, or Marijuana: selling, giving, delivering, possessing, using, or being under the influence	On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(2)(A)	
Misdemeanor Controlled Substance or Dangerous Drug: selling, giving, delivering, possessing, using, or being under the influence	On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(a)(3)	
Felony Controlled Substance or Dangerous Drug: selling, giving, delivering, possessing, using, or being under the influence	(ISD System)	Discretionary	37.007(b)(5)	
Breach of Computer Security equipment or system owned by or operated on behalf of a school district AND knowingly alters, damages, or deletes district property or information or commits a breach of any other computer, network, or system	On Campus	Discretionary	37.007(f)	Reference: Penal Code 28.03
Criminal Mischief: Punishable as a Felony	On Campus	Mandatory	37.007(e)	1yr expulsion unless special circumstances
Possession of a Firearm	Within 300 ft	Discretionary	37.007(b)(3)(B)	
Unlawfully Carrying a Weapon or offense relating to prohibited weapons	On Campus OR at School Activity	Mandatory	37.007(a)(1)	Reference: Penal Code 46.02/46.05.

NOTE: If law enforcement is not involved, the maximum expulsion length is 30 days per the MOU.

OFFENSE	LOCATION	EXPULSION	TEC CODE	NOTES
Aggravated Assault, Sexual Assault, Aggravated Sexual Assault, Arson, Murder, Capital Murder, Attempted Murder, Indecency with a Child, Aggravated Kidnapping, Aggravated Robbery, Manslaughter, Criminally Negligent Homicide, Continuous Sexual Abuse of a Young Child or Disabled Individual	On Campus OR at School Activity	Mandatory	37.007(a)(2)	
Assault with Bodily Injury <i>Against a School District Employee or Volunteer</i>	Within 300 ft On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(3)(A)	
Deadly Conduct	On Campus / Within 300 ft OR at School Activity	Discretionary	37.007(b)(2)(C)	Reference Penal Code 22.01(a)(1) and 22.053
Offense Against Another Student Aggravated Assault, Sexual Assault, Aggravated Sexual Assault, Murder, Capital Murder, Attempted Murder, or Aggravated Robbery	Off Campus	Discretionary	37.007(b)(2)(D)	Recklessly places another in imminent danger of serious bodily injury. Reference Penal Code 22.05
Retaliation Against a School Employee/Volunteer Assault with Bodily Injury	On or Off Campus	Discretionary	37.007(d)	Reference Penal Code 36.06
Retaliation Against a School Employee/Volunteer Aggravated Assault, Sexual Assault, Aggravated Sexual Assault, Arson, Murder, Capital Murder, Attempted Murder, Aggravated Kidnapping, Aggravated Robbery, Manslaughter, Criminally Negligent Homicide	On or Off Campus	Mandatory	37.007(d)	
Terroristic Threat	Involving/Against the School	Discretionary	37.007(b)(1)	Reference: Penal Code 22.07

NOTE: If law enforcement is not involved, the maximum expulsion length is 30 days per the MOU

TEC 37.0081 DISCRETIONARY PLACEMENT: The school district Board of Trustees may expel a student for involvement* in a Title 5 offense or Aggravated Robbery, regardless of the date, location, or student enrollment status at the time of the offense, if the student's presence in the regular classroom threatens the safety of other students or teachers, will be detrimental to the educational process, or is not in the best interest of district students.

A student expelled by the Board of Trustees for these reasons shall be subject to that placement until the student graduates from high school, the charges are dismissed or reduced to a misdemeanor offense, or the student completes the term of the placement or is assigned to another program.

*involvement includes arrested for or charged with, referred to a juvenile court for allegedly engaging in, received deferred prosecution for, found by a court or jury to have engaged in, has been convicted of, or received probation or deferred adjudication for the offense.

S.T.E.P. STAFF		\$1,230,792	NOTES
Principal / Director of Education (220)		\$113,641	(#contract days)
Generalist / Social Studies / Special Education / Tech Apps (187)*		\$71,493	Education staff salaries include an approximate raise proposed by Georgetown ISD.
ELA / ESL / Social Studies / Tech Apps (187)* + Technology Coordinator		\$69,600	Education Specialist salary covered by Title I funds up to \$50,000
ELA / ESL / Health / PE / Social Studies (187)*		\$69,100	
Bilingual / ESL / Generalist / Math / Spanish (187)*		\$68,800	
Generalist / Science / Special Education (187)*		\$68,800	WCJS Admin Asst: Stipend = \$5,000
Health / Science (187)* + Testing Coordinator		\$68,700	Lead Teacher Stipend = \$3,000
ELA / ESL / Generalist / Math / Special Education (187)* + Lead Teacher		\$68,500	Special Programs Coordinator Stipend = \$3,000
PE / Service Learning (187)*		\$68,450	Testing Coordinator Stipend = \$1,000
ELA / Generalist / Math / Special Education (187)*		\$67,375	Technology Coordinator Stipend = \$1,000
Art / ESL / Social Studies (187)*		\$66,750	* indicates \$1,700 stipend for extra duties/training required in residential facilities
ESL / Math (187)*		\$65,450	
Math / Special Education (187)* + Special Programs Coordinator		\$65,350	
Art / Electives (187)*		\$60,350	
PE / Special Education (187)*		\$60,050	Doctoral degrees indicated in green; Masters degrees indicated in blue.
ELA (187)*		\$58,350	
Administrative Assistant/Registrar (215)		\$50,891	
Administrative Assistant/Registrar (215)		\$38,372	
Instructional Asst / GED Coordinator (192)		\$30,770	
Education Specialist (192)		\$0	
ADDITIONAL COSTS		\$364,600	
Case Managers (2)		\$101,000	
Fringe Benefits: Education Staff		\$114,000	
J.J.A.E.P. Counselor		\$49,500	Budget increase due to education salary raises only.
J.J.A.E.P. LVN		\$42,500	
J.J.A.E.P. Receptionist		\$33,000	
Staff Training		\$1,800	
Sudden Link (T-1 Line / Students)		\$3,000	
Summer GED Coordinator Extra Duty		\$800	
Summer School (3 Teachers): 100 hours @ \$30/hr		\$9,000	
Supplies/Materials		\$10,000	
GEORGETOWN ISD HANDLING FEE		\$25,000	
TOTAL ESTIMATED BUDGET FOR 2024-2025:		\$1,620,392	

WILLIAMSON COUNTY JUVENILE SERVICES PLACEMENTS APRIL 2023 - MARCH 2024

	J.J.A.E.P. C.O.R.E.										DETENTION					
	Mandatory					Discretionary										
	General #	SPED #	General #	SPED #	General #	SPED #	General #	SPED #	General #	SPED #	General #	SPED #	Days	Days		
BARTLETT	0	0	0	0	0	0	0	0	0	0	0	0	0	1	10	
COUPLAND	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
FLORENCE	1	74	1	20	3	116	0	0	0	0	0	2	2	0	0	
GEORGETOWN	56	1604	17	518	16	324	10	205	4	374	2	120	28	454	15	
GRANGER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
HUTTO	3	32	1	46	4	143	0	0	0	0	2	103	11	118	10	
JARRELL	2	17	2	174	2	31	2	41	2	118	1	132	6	85	4	
LEANDER	0	0	1	26	1	8	1	48	3	252	4	257	16	182	18	
LIBERTY HILL	2	27	5	108	17	234	3	89	0	0	3	283	7	37	2	
ROUND ROCK	5	154	0	0	10	325	5	139	9	764	13	979	30	604	33	
TAYLOR	0	0	0	0	1	32	1	34	0	0	1	49	9	102	5	
THRALL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTALS	69	1908	27	892	54	1213	22	556	18	1508	26	1923	109	1584	88	1513

FISCAL RESPONSIBILITY

BILLABLE DAYS	% OF TOTAL PLACEMENT DAYS	SUBTOTAL (COST OF DAYS)	% OF INDIRECT COST	SUBTOTAL (HANDLING FEE)
10	0.12%	\$1,923	0.15%	\$38
0	0.00%	\$0	0.00%	\$0
118	1.42%	\$22,690	1.80%	\$451
1755	21.15%	\$337,461	n/a	\$0
0	0.00%	\$0	0.00%	\$0
519	6.26%	\$99,796	7.93%	\$1,983
509	6.13%	\$97,873	7.78%	\$1,945
939	11.32%	\$180,556	14.35%	\$3,588
653	7.87%	\$125,562	9.98%	\$2,495
3436	41.41%	\$660,693	52.52%	\$13,131
358	4.31%	\$68,838	5.47%	\$1,368
0	0.00%	\$0	0.00%	\$0
8297	100%	\$1,595,392	100%	\$25,000

TOTAL RESPONSIBILITY
\$1,961
\$0
\$23,141
\$337,461
\$0
\$101,779
\$99,818
\$184,144
\$128,058
\$673,823
\$70,206
\$0
\$1,620,392

% SURTOTAL DAYS (excluding GISD days) X \$75,000 (GISD Handling Fee) +
 % TOTAL DAYS (including GISD days) X \$1,595,392 (remaining budget)
 = TOTAL RESPONSIBILITY

DATE 5/20/24



**WILLIAMSON COUNTY J.J.A.E.P. & S.T.E.P.
OBSERVATION LOG**



Student:

Group:

Date:

	Meal 1	Flex	1 st	2 nd	Meal 2	Rec/Group	3 rd	4 th	Level Up
Class Expectations*									
Work Completion*									
Hallway Movement									
Physical Control									
Verbal Control									
Peer Interactions									
Adult Interactions									
Breaks from Class									

Arrival	DC

E: _____ +
M: _____ +
D: _____ = 68

Overall:
E M D

E's and/or D's both require documentation.

MRV or sent home due to behavior = D for the day

Students in ISS may earn no more than an M in any grading period.

*Teachers will assign scores in these areas. Overrides may be made by Principal ONLY.

	EXCEEDS – no corrections or prompting needed	MEETS - baseline	DOES NOT MEET – unresponsive to prompts
Arrival	on time	excused tardy	unexcused tardy
Dress Code	clean uniform; no prompting needed to maintain standards; no personal items	basic expectations met with prompting (tuck in shirt; no sagging; hair up)	jewelry; nail polish; incorrect uniform; brings personal items; multiple prompts to comply
Mealtimes	meets expectations and cleans without prompting	follows staff direction; no talking; cleans with prompting	refusal to follow directions; talking, leaves a mess
Group	encouraging & supportive in addition to other expectations	appropriate communication; pro-social; maintains boundaries; on-task	hurtful comments; not paying attention
Breaks from Class	Only necessary requests to regulate or not needed	asks politely; waits patiently; respectful of time boundaries	excessive requests or time used; demanding
Rec Time	engages in the activity & cheers on others	participates appropriately or sits quietly	physically or verbally disruptive
Hallway Movement	follows expectations patiently with no prompts	no talking; hands behind back; in line; follows directions; only one prompt needed	talks; leaves the line; wandering hands; multiple redirection prompts
Class Expectations	actively contributes to class discussion/activities	alert & paying attention; stays on track with activities	sleeps; stays zoned out; no paying attention to class activity; headphone refusal
Work Completion	quality completion of assigned work without prompting	steady progress and effort on assigned work; chooses correct activity in tutorials	more idle time than productivity on assigned work or priority work in tutorials
Physical Control	stays seated; keeps area clean; treats materials with respect	appropriate with movement, direction of energy, materials & fidgets; hands to self	out of seat without permission; touching other persons or property; physical aggression
Verbal Control	positive language & content, no profanity used, speaks at appropriate times	appropriate volume, language, content & timing; quick & sustained correction with slip ups	use of profanity, inappropriate content, volume or timing; refusal to correct; verbal aggression
Peer Interactions	encouraging words & actions	minds own business & space	negative words or actions; encourages negativity of others
Adult Interactions	polite & respectful; responds quickly; offers to help	reasonably responds to requests;	negative or disrespectful words or actions; delay in response



S.T.E.P.

Successful Transition Education Program

2024 - 2025

Williamson County Juvenile Services

JJAEP * CORE * DETENTION

July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						12

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
						19

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						21

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						14

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						15

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						18

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
						18

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					16

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						20

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						17

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Student/Staff Holiday
- A Days
- B Days

- Staff Comp Day/Student Holiday
- Staff Development/Student Holiday
- Early Release Day

- Grading Periods
- C Days (all classes seen)

Student Days: 180 (Sem 1 = 81; Sem 2 = 89; Waiver = 10)
 Teacher Days: 187
 Waiver Days: 9/23; 10/11; 10/14; 11/1; 11/11; 11/25-27; 2/14; 4/18

192 Day Instructional Aide 8/6 - 6/6
 192 Day Serv Lrn Specialist 8/6 - 6/6
 215 Day Admin Assist/Registrars 7/25 - 6/27

updated 4/3/2024



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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Understand why it's important.

1

About Delegate Assembly

Simply put, the TASB Delegate Assembly is your annual membership meeting. Most importantly, this event is where all members have a voice in the overall direction of the organization — from electing who will serve on the TASB Board to approving the education issues that will be included in the TASB Advocacy Agenda.

Your board's voice

As an Active Member of TASB, your board has the exclusive right to have a voting Delegate at the Assembly. Your Delegate will be the voice for your board, ensuring the priorities for your district and community are reflected in TASB's work.

Your Delegate must be a trustee on your board. You also may select a second trustee to serve as an Alternate. Your representatives may trade off time on the Assembly floor to ensure your board's voting privileges are covered.

2024 Assembly

WHEN:
Saturday, Sept. 28

12:30 p.m.
Regional Caucuses

2 p.m.
Delegate Assembly

WHERE:
Grand Hyatt, San Antonio

Delegate Assembly is held in conjunction with txEDCON24 in San Antonio.

Lunch is provided to Delegates and Alternates during the caucuses.

**Your Association.
Your Voice.**

**TASB Delegate
Assembly**

 tasb.org/delegate



Name your Delegate.

2



Place an item on your upcoming board agenda.

Take action now, so you are prepared when registration opens in July.

Suggested agenda language:

- **Item name:** Discuss and consider board approval of a Delegate and Alternate to the 2024 Texas Association of School Boards (TASB) Delegate Assembly.
- **Background:** TASB's 2024 Delegate Assembly will be held Sept. 28, 2024, during txEDCON24 in San Antonio. Attending Delegate Assembly gives the board the chance to participate in the democratic process that governs TASB. Delegates will elect TASB officers and directors, vote on TASB's Advocacy Agenda, have the opportunity to interact with other board members in our region, and earn continuing education training credit.
- **Recommended Action:** I recommend that the Board of Trustees name [INSERT NAME] as the Official Voting Delegate and [INSERT NAME] as the Alternate to the 2024 TASB Delegate Assembly.



Select your Delegate and Alternate.

Your Delegate, or Alternate, will be voting on important Association business, so carefully consider who you want representing your board and district. As school board members, all of you already have the most important qualification: a passion for Texas public schools and the students they serve. Now, think about who would best fit these qualities:

- **Knowledge:** The Assembly will consider a wide range of advocacy issues. Who has the best background on the challenges and concerns for your district and community?
- **Voice:** Delegates may submit amendments to proposed action items. Who would be best equipped to consider how amendments may affect your district and then take action based on your board's priorities?
- **Commitment:** The Regional Caucuses and Assembly are held during the Saturday of txEDCON24. Who can commit their time to the full meeting?

Name your delegate.

Step 2 continued



Register your representatives

New this year, registration will open in July as part of txEDCON24 registration. Make sure your board takes action now to select your representatives, so you are ready as soon as registration opens!

Your superintendent or superintendent secretary will be able to submit your board's Delegate and Alternate at the same time as they register your team for convention.

More information will be shared in late June.

“ My favorite time is when we review our legislative priorities, and the important, thoughtful discussions that arise from different viewpoints, different experiences, different needs. One thing that never fails to shine through is the common belief about doing the best for our children — all children.”

***– Sandy Hughey
North East ISD***



Watch for your Assembly materials.

In early September, the *Delegate Handbook* and Nominations Committee Report will be posted at tasb.org/delegate. Your registered Delegate and Alternate, as well as your board president and superintendent, will receive an email when the materials are available.

Questions?

If you have any questions about Delegate Assembly or naming your board's representatives, contact TASB Board and Management Services at **800-580-8272** or membercommunications@tasb.org.

**Your Association.
Your Voice.**

**TASB Delegate
Assembly**

 tasb.org/delegate

Discover the Delegate experience.

3



The role of a Delegate

TASB's Delegate Assembly is the once-a-year opportunity for TASB members to have a voice in the overall direction of the Association. Each Active Member sends a Delegate to participate in the Assembly. This ensures that every school and education service center board that is a TASB Active Member has a vote on the issues under consideration.

" Make sure that the person representing has reviewed the resolutions and talked to the board and superintendent about issues affecting their district."

***– Josie Smith-Wright
Gonzales ISD***

As your board's representative, you serve as the voice not just for your board, but also your district, your students, and your community.

Here are the key things you need to know to prepare for your role as a Delegate.



20 days before the assembly

The *Delegate Handbook* and Nominations Committee Report will be posted in early September. These materials cover the action items under consideration by this year's Assembly. You will receive an email when the materials are available. Then, it's time to prepare for the meeting.

- 1. Review the materials.** Make sure you are familiar with all the items under consideration.
- 2. Come prepared to share your district's voice.** Work with your fellow board members to determine how your board stands on the action items and if you have concerns to take to the Assembly.
- 3. Study the Delegate Assembly rules and Action Form.** Like any governing body, there are rules and processes to ensure a productive meeting.
- 4. Watch your mail!** You will receive an envelope with your Delegate ribbon, which you can attach to your name badge when you arrive at the txEDCON. This ribbon will grant you access to all of the Delegate Assembly activities.

Discover the Delegate experience.

Step 3 continued



Day of the assembly

12:30-1:30 p.m., Regional Caucus:

You will start your Delegate duties by attending your regional caucus. This is a great opportunity to meet with colleagues from your region, including your TASB Directors. You will discuss the agenda items and get answers to any questions you may have about the Assembly and processes.

Lunch will be provided!

1:45 p.m., Action Forms: You may use the Action Form at the back of the *Handbook* to pull items for individual consideration or to propose an amendment to an item. The forms must be turned in to the Information Center near the Assembly floor entrance by 1:45 p.m.

2-4:30 p.m., Assembly: The Assembly will convene promptly at 2 p.m. You should plan to arrive by 1:45 p.m. so you can find your section on the floor, which is divided by TASB region. TASB staff members, holding red clipboards, are assigned to each area to check you in and assist you during the meeting.

“ At the caucuses, you get to meet other school board members from your region — and maybe do a little bragging about your sport teams!”

*– Fred Contreras
Grape Creek ISD*



But what about...?

If you have any questions about Delegate Assembly, we are here to help! Your TASB Directors will be with you every step of the way, leading your regional caucus and sitting near you on the Assembly floor. TASB staff will be stationed at the Information Center near the main entrance of the Assembly floor from noon until the end of the meeting.

If you have questions before the meeting, contact the TASB Board and Management Services team at **800-580-8272** or membercommunications@tasb.org.

**Your Association.
Your Voice.**

**TASB Delegate
Assembly**

 tasb.org/delegate

Henry B. Gonzalez
Convention Center
San Antonio
Sept. 27-29



TASA | TASB

TXEDCON24



[\(/Home.aspx\)](#)

[Home \(/Home.aspx\)](#) > [Program \(https://www.tasa.tasb.org/program/schedule.aspx\)](https://www.tasa.tasb.org/program/schedule.aspx) > [Schedule](#)

Schedule

Thursday, Sept. 26, 2024

2-5 p.m. Preconference Sessions*

5-6:30 p.m. Opening Reception in the Exhibit Hall

Friday, Sept. 27, 2024

7:30-8:30 a.m. Concurrent Sessions

7:30-11:30 a.m. Small School District Seminar*
(continental breakfast included)

7:30 a.m.-
3:30 p.m. Board Officer Institute (BOI)**
(continental breakfast and lunch included)

7:30 a.m. -
3:30 p.m. Texas Trustee Institute (TTI)**
(continental breakfast and lunch included)
continues on Sat. at 7:30 a.m.

8:45-9:45 a.m. Concurrent Sessions

9:45-10:30 a.m. Designated Exhibit Hall Viewing

10:30 -11:30 a.m. Concurrent Sessions

11:30 a.m.-
1 p.m. School Board Advocacy Network (SBAN) Luncheon (*[SBAN members only](https://www.tasb.org/advocacy/sban)*)
(<https://www.tasb.org/advocacy/sban>)

1-2 p.m. Concurrent Sessions

2:15-3:15 p.m. Concurrent Sessions

3:15-4 p.m. Designated Exhibit Hall Viewing

4-5:30 p.m. Friday General Session

Tomball ISD Student Performance

*Outstanding School Board Award and
TSPRA Key Communicator Recognition*

Saturday, Sept. 28, 2024

7:30-8:30 a.m. Concurrent Sessions

8:45-9:45 a.m. Concurrent Sessions

7:30-10 a.m. Texas Trustee Institute (TTI)**
(continental breakfast included)
continued from Friday

9:45-10:30 a.m. Designated Exhibit Hall Viewing

10:30 a.m.-Noon Saturday General Session

Canutillo ISD Student Performance

Superintendent of the Year Award

Noon-1:30 p.m. TASB Delegate Assembly Caucuses
(Grand Hyatt)

Noon-1:45 p.m. Designated Exhibit Hall Viewing

12:30 -
4 p.m. Texas Trustee Institute (TTI)**
(lunch included)
continued from Saturday morning

1:45-2:45 p.m. Concurrent Sessions

2-4:30 p.m. TASB Delegate Assembly (Grand Hyatt)

3-4 p.m. Concurrent Sessions

4:15-5 p.m. Commissioner Mike Morath

Sunday, Sept. 29, 2024

7:30 a.m. Continental Breakfast

8-9 a.m. Concurrent Sessions

9:15-10:15 a.m. Concurrent Sessions

10:30-
11:30 a.m. Sunday General Session

*Preregistration and additional fee required

**Preregistration required

Note: This schedule is tentative and subject to change.



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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STATEMENT OF WORK #4
SUBJECT TO AND PROVIDED UNDER THE MASTER SERVICES AGREEMENT
BETWEEN The Coupland ISD AND SERVICE PROVIDER DATED 7.30.24

A. PROJECT NAME:

The Coupland ISD Technology Support Retainer

B. SERVICES PROVIDED FOR:

The Coupland ISD

C. LOCATION OF WORK:

The Coupland ISD and remote support

D. BACKGROUND:

The Coupland ISD would like strategic planning and support for its technology program. This includes regular meetings with The Coupland ISD staff, as well as email and phone support.

E. Scope of Work:

Service Provider will provide the following:

1. Capacity Building: Advising and support of existing district technology personnel.
2. Perform a high-level technology audit of network, systems, cybersecurity, PEIMS, and classroom technology.
3. Strategic Planning: Develop detailed long range strategic plan.
4. Tactical Planning: Develop actionable roadmap for one, three, and five years.
5. Digital Review: Review of technology products, services, and initiatives
6. Twenty (20) hours per month of targeted engineering support including data science, cybersecurity, telephony, and network engineering. These hours cannot be carried over.

Out of scope engagements must be approved in writing by the superintendent or designee.

F. DUTIES:

The Service Provider will report directly to the Director and to any other party designated by the Director in connection with the performance of the duties under this Agreement and shall fulfill any other duties reasonably requested by Superintendent.

G. SPECIAL REQUIREMENTS / SUPPORT REQUESTED BY SERVICE PROVIDER

Full Cooperation of The Coupland ISD ISD Staff.

H. TERM / PERIOD OF PERFORMANCE:

- I. This engagement shall commence on August 1, 2024-July 31, 2025. Either party can terminate this agreement with 30 days written notice. This SOW supersedes all former or current agreements.

J. COMPENSATION / PAYMENT SCHEDULE:

As compensation for the services rendered pursuant to this SOW, The Coupland ISD shall pay Service Provider \$4,000 per month, for a total of \$48,000, which includes all travel and usual expenses.

Renaissance Institute, Inc.

The Coupland ISD

By: _____
Its: President

By: _____
Its:

Dr. Andrew Berning
Date:

Date:

	Current	Proposed
January	Annual Audit report for Prior Year (PY)	Consider budget plan/timeline
	Approve audit firm for upcoming year	Superintendent Annual (Summative) Evaluation
	Consider budget plan/timeline	Superintendent Contract Consideration
	Superintendent Annual (Summative) Evaluation	Public Hearing FIRST
	Superintendent Contract Consideration	
		Superintendent's evaluation form approved if changes needed
	Superintendent's evaluation form approved if changes needed	Set Superintendent Goals for following year
	Set Superintendent Goals for following year	Begin District Goal Setting
	Begin District Goal Setting	Determine/plan summer projects
	Determine/plan summer projects	
February	Public Hearing FIRST	Public Hearing TAPR
	Public Hearing TAPR	Adopt School Calendar
	Adopt School Calendar	Approve audit firm for upcoming year
		Determine/plan summer projects
	Proposed school calendar	Proposed school calendar
Discipline Report	Discipline Report	
March	Teacher contract renewal	Teacher contract renewal
	Finalize district goals	Finalize district goals
	Review Technology Plan Updates	Review Technology Plan Updates
Set calendar for end of year activities/graduations	Set calendar for end of year activities/graduations	
April	Review compensation/benefits package	Review compensation/benefits package
	Board Self Evaluation	Board Self Evaluation
		Approve summer projects
		CNS-Meal-Prices
		ESL/Summer School Plan
		IMA & TEKS Certification
	Estimated Certified Values	Estimated Certified Values
May	Bank depository bids (Every other year)	Bank depository bids (Every other Odd year)
	Approve summer projects	Approve summer projects
		MOU with McDade for Sped Shared Services
	Begin budget planning	Begin budget planning
	Review Professional Development Report	Review Professional Development Report
Review District/Campus Improvement Plan	Review District/Campus Improvement Plan	
June	Superintendent Annual (Summative) Evaluation	Superintendent Annual (Formative) Evaluation
	Superintendent Contract Consideration	Superintendent Contract Consideration
	Cafeteria Services Report and Prices for the next year	Cafeteria Services Report and Prices for the next year
		Intent to Apply for ESSA/Grant Funds
		MOU for DAEP?
	Budget Planning Continued	Budget Planning Continued/ Budget Workshop
	Consider new or modified programs for upcoming school year	Consider new or modified programs for upcoming school year
Review Employee/Staff Handbook Draft	Review Employee/Staff Handbook Draft	

	Review Student Handbook & Code of Conduct Draft	Review Student Handbook & Code of Conduct Draft
	Superintendent's mid-year review (Executive Session)	Superintendent's mid-year review (Executive Session)
July	Approve Employee/Staff Handbook	Approve Employee/Staff Handbook
	Approve Student Handbook & Code of Conduct	Approve Student Handbook & Code of Conduct
	Order Trustee election and approve contract for election services (Even years only)	Order Trustee election and approve contract for election services (Even years only)
	Establish Trustee Election Dates (Even years only)	Establish Trustee Election Dates (Even years only)
	Budget Workshop	Budget Workshop Preliminary Budget
	Certified Values	Certified Values
	Consider attending TASB Conference in September	Consider attending TASB Conference in September
	Select TASB Delegate and Alternate	Select TASB Delegate and Alternate
	Announcement of Board continuing education hours and release to media	Announcement of Board continuing education hours and release to media
August	Amend budget for current year	Amend budget for current year
	Approve budget for upcoming year	Approve budget for upcoming year
	Accept certification of appraisal roll for certified taxable values	Accept certification of appraisal roll for certified taxable values
	Approval of clubs for extra-curricular absence purposes	Approval of clubs for extra-curricular absence purposes
	Approve district teacher appraisal calendar	Approve district teacher appraisal calendar
	Set the Tax rate (Special Board Meeting)	Set the Tax rate (Special Board Meeting)
	Budget Hearing (Special Board Meeting)	Budget Hearing (Special Board Meeting)
		Commit Fund Balance
	Review Multi-Hazard Emergency Operations Plan	Review Multi-Hazard Emergency Operations Plan
September	Class Size Waiver (if necessary)	Class Size Waiver (if necessary)
	Approve District/Campus Improvement Plan	Approve District/Campus Improvement Plan
	Approve Bastrop & Williamson County Adjunct Faculty Agreement	Approve Bastrop & Williamson County Adjunct Faculty Agreement
	Procedure for Dismissal of school due to weather conditions	Procedure for Dismissal of school due to weather conditions
	Beginning school enrollment reports	Beginning school enrollment reports
	Free & reduced lunch information	Free & reduced lunch information
October	Approval of tax roll resolution Williamson and Travis County	Approval of tax roll resolution Williamson and Travis County
	Set Board meeting for canvassing for canvassing election return (even years only)	Set Board meeting for canvassing for canvassing election return (even years only)
	Plan Team of 8 training	Plan Team of 8 training
	Staff Appreciation Event Planning	Staff Appreciation Event Planning
November	Canvass Ballots for trustee election (Oath of Office)	Canvass Ballots for trustee election (Oath of Office)
	Induct new Board members	Induct new Board members

December

Board reorganization	Board reorganization
	HB 3033 Business days??
Provide new board member(s) with local orientation	Provide new board member(s) with local orientation
Fall ADA Report	Fall ADA Report
Special populations enrollment	Special populations enrollment
Plan for Superintendent Evaluation	Plan for Superintendent Evaluation
	Staff Appreciation Event Planning
Announcement of Board Continuing Education hours	Announcement of Board Continuing Education hours
Review of Board Operating Procedures	Review of Board Operating Procedures
	Annual Audit report for Prior Year (PY)
Consider Budget Plan/timeline	
Staff Appreciation Event	Consider Budget Plan/timeline
Superintendent's Mid-year review (Executive Session)	Staff Appreciation Event
Superintendent delivers self evaluation and required evaluation reports	Superintendent's Mid-year review (Executive Session)
	Superintendent delivers self evaluation and required evaluation reports



Board of Trustees

Date of Meeting
Item Type

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
-------------	--

Contact Person E-Mail Address

**Open Meetings Act
Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its members under Government Code Chapter 551 (Open Meetings Act).

The attorney general may provide the training and may also approve other acceptable sources of training.

The board shall maintain and make available for public inspection the record of its members' completion of the training. The failure of one or more members of the board to complete the training does not affect the validity of an action taken by the board.

Gov't Code 551.005

**Public Information
Act Training**

Not later than the 90th day after taking the oath of office, each board member shall complete training of not less than one and not more than two hours regarding the responsibilities of the board and its officers and employees under Government Code Chapter 552 (Public Information Act). A board member may designate a public information coordinator to satisfy the training for the board member if the public information coordinator is primarily responsible for administering the responsibilities of the board member or board under the Public Information Act. [See GBAA regarding public information coordinator training] *Gov't Code 552.012*

**SBOE-Required
Training**

A trustee must complete any training required by the State Board of Education (SBOE). *Education Code 11.159*

The SBOE's framework for governance leadership [see BBD(EXHIBIT)] shall be distributed annually by the board president to all current board members and the superintendent. *19 TAC 61.1(a)*

The continuing education required under Education Code 11.159 applies to each member of the board. To the extent possible, an entire board shall participate in continuing education programs together. *19 TAC 61.1(b), (i)*

No continuing education shall take place during a board meeting unless that meeting is called expressly for the delivery of board member continuing education. Continuing education may take place prior to or after a legally called board meeting in accordance with Government Code 551.001(4) (definition of "meeting"). *19 TAC 61.1(e)*

A regional education service center (ESC) board member continuing education program shall be open to any interested person, in-

cluding a current or prospective board member. A district is not responsible for any costs associated with individuals who are not current board members. *19 TAC 61.1(f)*

Annually, the SBOE shall commend those board-superintendent teams that complete at least eight hours of the continuing education specified at Team Building and Additional Continuing Education, below, as an entire board-superintendent team.

Annually, the SBOE shall commend board-superintendent teams that effectively implement the commissioner of education's trustee improvement and evaluation tool developed under Education Code 11.182 [see BG] or any other tool approved by the commissioner.

19 TAC 61.1(k), (l)

Verification

For each training described below, the provider of continuing education shall provide verification of completion of board member continuing education to the individual participant and to the participant's school district. The verification must include the provider's authorization or registration number. *19 TAC 61.1(h)*

Reporting

At the last regular board meeting before an election of trustees, the board president shall announce the name of each board member who has completed the required continuing education, who has exceeded the required hours of continuing education, and who is deficient in meeting the required continuing education as of the anniversary of the date of each board member's election or appointment to the board or two-year anniversary of his or her previous training, as applicable. The announcement shall state that completing the required continuing education is a basic obligation and expectation of any board member under SBOE rule. The minutes of the last regular board meeting held before an election of trustees must reflect whether each trustee has met or is deficient in meeting the training required for the trustee as of the first anniversary of the date of the trustee's election or appointment or two-year anniversary of his or her previous training, as applicable. The president shall cause the minutes to reflect the announcement and, if the minutes reflect that a trustee is deficient in training as of the anniversary of his or her joining the board, the district shall post the minutes on the district's internet website within ten business days of the meeting and maintain the posting until the trustee meets the requirements. *19 TAC 61.1(j); Education Code 11.159(b)*

Local District
Orientation

Each board member shall complete a local district orientation session. The purpose of the local orientation is to familiarize new board members with local board policies and procedures and district goals and priorities.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The orientation shall:

1. Be at least three hours in length.
2. Address local district practices in the following, in addition to topics chosen by the local district:
 - a. Curriculum and instruction;
 - b. Business and finance operations;
 - c. District operations;
 - d. Superintendent evaluation; and
 - e. Board member roles and responsibilities.

Each board member should be made aware of the continuing education requirements of 19 Administrative Code 61.1 and those of the following:

1. Open meetings act in Government Code 551.005 [see Open Meetings Act Training above];
2. Public information act in Government Code 552.012 [see Public Information Act Training above]; and
3. Cybersecurity in Government Code 2054.5191 [see CQB].

The orientation shall be open to any board member who chooses to attend.

19 TAC 61.1(b)(1)

Education Code
Orientation

Each board member shall complete a basic orientation to the Education Code and relevant legal obligations. The orientation shall have special, but not exclusive, emphasis on statutory provisions related to governing Texas school districts.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The orientation shall be at least three hours in length. Topics shall include, but not be limited to, Education Code Chapter 26 (Parental

Rights and Responsibilities) and Education Code 28.004 (Local School Health Advisory Council and Health Education Instruction).

The orientation shall:

1. Be provided by an ESC.
2. Be open to any board member who chooses to attend.

The continuing education may be fulfilled through online instruction, provided that the training incorporates interactive activities that assess learning and provide feedback to the learner and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(2)

Legislative Update

After each session of the Texas Legislature, including each regular session and called session related to education, each board member shall complete an update to the basic orientation to the Education Code.

The update session shall be of sufficient length to familiarize board members with major changes in statute and other relevant legal developments related to school governance.

The update shall be provided by an ESC or a registered provider [see Registered Provider, below].

A board member who has attended an ESC basic orientation session described at Education Code Orientation, above, that incorporated the most recent legislative changes is not required to attend an update.

The continuing education may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(3)

Team Building

The entire board shall participate with their superintendent in a team-building session.

The purpose of the team-building session is to enhance the effectiveness of the board-superintendent team and to assess the continuing education needs of the board-superintendent team.

The session shall be held annually and shall be at least three hours in length.

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LEGAL)

The session shall include a review of the roles, rights, and responsibilities of the board as outlined in the framework for governance leadership. [See BBD(EXHIBIT)] The assessment of needs shall be based on the framework for governance leadership and shall be used to plan continuing education activities for the year for the governance leadership team.

The team-building session shall be provided by an ESC or a registered provider [see Registered Provider and Authorized Provider, below].

19 TAC 61.1(b)(4)

Additional
Continuing
Education (Based
on Assessed
Needs)

In addition to the continuing education requirements set out above, each board member shall complete additional continuing education based on the framework for governance leadership. [See BBD(EXHIBIT)]

The purpose of continuing education is to address the continuing education needs referenced at Team Building above.

The continuing education shall be completed annually.

At least 50 percent of the continuing education shall be designed and delivered by persons not employed or affiliated with the board member's school district. No more than one hour of the required continuing education that is delivered by the district may use self-instructional materials.

The continuing education shall be provided by an ESC or a registered provider [see Registered Provider, below].

The continuing education may be fulfilled through online instruction, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

First Year

In a board member's first year of service, he or she shall complete at least ten hours of continuing education in fulfillment of assessed needs.

*Subsequent
Years*

Following a board member's first year of service, he or she shall complete at least five hours of continuing education annually in fulfillment of assessed needs.

Board President

A board president shall complete continuing education related to leadership duties of a board president as some portion of the annual requirement.

19 TAC 61.1(b)(5)

BOARD MEMBERS
TRAINING AND ORIENTATION

BBD
(LEGAL)

Evaluating Student
Academic
Performance

Each board member shall complete continuing education on evaluating student academic performance and setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness.

The purpose of the training on evaluating student academic performance is to provide research-based information to board members that is designed to support the oversight role of the board of trustees outlined in Education Code 11.1515. [See BAA]

The purpose of the continuing education on setting individual campus goals for early childhood literacy and mathematics and college, career, and military readiness is to facilitate boards meeting the requirements of Education Code 11.185 and 11.186.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The continuing education shall be completed every two years and shall be at least three hours in length.

The continuing education required by this provision shall include, at a minimum:

1. Instruction in school board behaviors correlated with improved student outcomes with emphasis on:
 - a. Setting specific, quantifiable student outcome goals; and
 - b. Adopting plans to improve early literacy and numeracy and college, career, and military readiness for applicable student groups evaluated in the Closing the Gaps domain of the state accountability system established under Education Code Chapter 39;
2. Instruction in progress monitoring practices to improve student outcomes; and
3. Instruction in state accountability with emphasis on the Texas Essential Knowledge and Skills, state assessment instruments administered under Education Code Chapter 39, and the state accountability system established under Chapter 39.

The continuing education shall be provided by an authorized provider [see Authorized Provider, below].

If the training is attended by an entire board and its superintendent, includes a review of local school district data on student achievement, and otherwise meets the requirements described at Team Building above, the training may serve to meet a board member's obligation to complete training described at Team Building and at Evaluating Student Academic Performance, above, as long as the training complies with the Open Meetings Act.

19 TAC 61.1(b)(6)

Identifying and
Reporting Abuse

Each board member shall complete continuing education on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children in accordance with Education Code 11.159(c)(2).

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed board member who did not complete this training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

The training shall be completed every two years and shall be at least one hour in length.

The training must familiarize board members with the requirements of Education Code 38.004 and 38.0041, and 19 Administrative Code 61.1051 (relating to Reporting Child Abuse or Neglect, Including Trafficking of a Child).

The training required by this provision shall include, at a minimum:

1. Instruction in best practices of identifying potential victims of child abuse, human trafficking, and other maltreatment of children;
2. Instruction in legal requirements to report potential victims of child abuse, human trafficking, and other maltreatment of children; and
3. Instruction in resources and organizations that help support victims and prevent child abuse, human trafficking, and other maltreatment of children.

The training sessions shall be provided by a registered provider [see Registered Provider, below].

This training may be completed online, provided that the training is designed and offered by a registered provider, incorporates interactive activities that assess learning and provide feedback to the learner, and offers an opportunity for interaction with the instructor.

19 TAC 61.1(b)(7)

School Safety

The SBOE shall require a trustee to complete training on school safety. *Education Code 11.159(b-1)*

The continuing education required under Education Code 11.159(b-1) applies to each member of an independent school district board of trustees.

Each member shall complete the training on school safety adopted by the SBOE. The training requirement shall be fulfilled by completing the online course adopted by the SBOE and made available by the commissioner of education. The training shall be completed every two years.

A candidate for school board may complete the training up to one year before he or she is elected or appointed. A newly elected or appointed trustee who did not complete the training in the year preceding his or her election or appointment must complete the training within 120 calendar days after election or appointment.

A district shall maintain verification of completion for each trustee.

19 TAC 61.3

Training Provider

*Registered
Provider*

For the purposes of 19 Administrative Code 61.1, a registered provider has demonstrated proficiency in the content required for a specific training. A private or professional organization, school district, government agency, college/university, or private consultant shall register with the Texas Education Agency (TEA) to provide the board member continuing education required by 19 Administrative Code 61.1(b)(3), (5), and (7) [see Legislative Update, Additional Continuing Education, and Identifying and Reporting Abuse, above].

A district that provides continuing education exclusively for its own board members is not required to register under 19 Administrative Code 61.1(c)(1)–(2).

19 TAC 61.1(c)

*Authorized
Provider*

An authorized provider meets all the requirements of a registered provider and has demonstrated proficiency in the content required by 19 Administrative Code 61.1(b)(4) and (6). Proficiency may be demonstrated in accordance with 19 Administrative Code 61.1(d).

A private or professional organization, school district, government agency, college/university, or private consultant may be authorized by TEA to provide the board member training required in 19 Administrative Code 61.1(b)(4) and (6).

An ESC shall be authorized by TEA to provide the board member training required in 19 Administrative Code 61.1(b)(4) and (6).

19 TAC 61.1(d)

[See above for 19 Administrative Code 61.1(b)(4) on Team Building and (b)(6) on Evaluating Student Academic Performance.]

Note: For cybersecurity training requirements, see CQB(LEGAL).

[Enhance District >](#)

Current Trustee Training Requirements



Serving as a school board member comes with plenty of challenges. Earning and reporting training credit hours shouldn't be one of them.

Whether you're a new board member learning about training requirements for the first time, or an experienced board member ready to learn about options that better suit your interests, TASB has you covered.

We offer a variety of professional development that helps you earn continuing education credit (CEC) while growing in your role and feeding your passions for school governance. All training options for trustees are based on the continuing education requirements adopted by the State Board of Education.

Find your training

I want information for...

Experienced Board Mem... ▼

Experienced Member Training Requirements (More than one year of service)

Note: Required hours will vary year to year depending on how the Post-Legislative Update, Child Abuse, and Student Achievement and Accountability hours fall for an individual trustee.

Annual	
Cybersecurity 1 hour	See the Texas Department of Information Resources for providers.
Team Building 3 hours	Available through TASB or other registered providers.
Additional Required Training 5 hours (Up to 5 hours online; up to 1 hour using self-instructional materials)	Available through TASB : Additional education based on Framework for School Board Development is available through TASB's conferences, events, and continuing education programs. Also available through other providers.
Biennial (every other year)	
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour	Available through TASB or other registered providers.

Update to the Texas Education Code Sufficient length ~ 1–2 hours after each legislative session	Available through TASB or other registered providers.
Evaluation and Improving Student Outcomes 3 hours (By the second anniversary of completion of previous training)	Available through TASB or other authorized providers.
School Safety 2 hours	Provided through TEA Learn .

Report and track your continuing education credit with TASB

Once you've taken training through TASB, it's easy to report and track the credit you've earned.

[VIEW AND REPORT](#)

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Current Trustee Training Requirements



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Find your training

I want information for...

New Board Members ▼

New Board Member Training Requirements (First year of service)

First 90 days	
Open Meetings Act (OMA) 1–2 hours	Available through TASB's Online Learning Center or other registered providers.
Public Information Act (PIA) 1–2 hours	PIA training may be delegated by district policy.
First 120 days	
Local District Orientation 3 hours	Provided by your school district.
Orientation to the Texas Education Code 3 hours	Provided through your local Education Service Center (ESC).
Evaluating and Improving Student Outcomes 3 hours	Available through TASB or other authorized providers.
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children (Child Abuse Prevention) 1 hour	Available through TASB or other registered providers.

School Safety 2 hours	Provided through TEA Learn .
Within first year	
Cybersecurity 1 hour	See the Texas Department of Information Resources for providers.
Team Building 3 hours	Available through TASB or other registered providers.
Additional Required Training 10 hours	Available through TASB : Additional education based on Framework for School Board Development is available through TASB's conferences, events, and continuing education programs. Also available through other providers.

Online Learning Center

New board members earn continuing education credits and find the courses you need to expand your knowledge and successfully serve on your school board.

[LEARN MORE](#)

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2024-2025 NEW HIRES

Name	Employment Date	Position	Campus/Department	Years Exp. In Position	Years Exp. In Education	College To Issue Degree	Certification	Previous District
Simone Tai	8/5/2024	Instructional Aide (Sped)	Coupland ISD	0	0	Florida International University	N/A	Coupland ISD
Marissa Contreras	8/20/2024	Substitute	Coupland ISD	0	0	N/A	N/A	N/A
Kaylee Thomas	8/20/2024	Substitute	Coupland ISD	0	0	N/A	N/A	N/A

- * Cert Pending
- ** Emergency Permit
- *** DOI Local Certification
- **** Alternative Certification

Kaylee Thomas

3825 Co Rd 464

Elgin, TX 78621

kayleeannthomas12@gmail.com - (512) 2857250

Contents:

1. Online Application
2. Attachment: Cover Letter
3. Attachment: Resume

SUBSTITUTE TEACHER APPLICATION

Prepared for: Brian Booker
Education Service Center Region 13
Aug 16, 2024 9:45 AM

Education Service Center Region 13 Online Application

Thomas, Kaylee - AppNo: 46835

Date Submitted: 8/16/2024

Personal Data

Name: Kaylee Thomas
 (First) (Middle Initial) (Last)
 Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (First) (Middle Initial) (Last)

Email Address: kayleeanthomas12@gmail.com

Postal Address

Permanent Address	Present Address
Number & Street: 3825 Co Rd 464	Number & Street:
Apt. Number:	Apt. Number:
City: Elgin	City:
State/Province: TX	State/Province:
Zip/Postal Code: 78621	Zip/Postal Code:
Country: United States of America	Country:
Daytime Phone: (512) 2857250	Phone Number:
Home/Cell Phone: (512) 2857250	

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 4876 Substitute: Substitute Teacher at Coupland ISD	8/16/2024	0 years

Position Desired:	Experience in Similar Positions
Substitute 1. Substitute Teacher	-

Current District

Are you currently employed by one of the organizations listed below? **No**

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position	Employer Contact Information	Supervisor/Reference Contact Information
Youthful Solutions Medispa and Wellness Esthetician/Laser Tech	3009 Glacier Pass Ln Cedar Park, TX 78613 5128273439	Danielle Rutherford +1 (512) 796-3977 danielle@ysmedispa.com
Date From - Date To: 07/2023 - 08/2024	Full or Part Time: Part	Last Annual Salary: 20,000
Reason for Leaving:	Not necessarily leaving, just opening doors for my other passions like working with kids.	
May we contact this employer?	Yes	
Responsibilities/Accomplishments at this Position	My main responsibility was to provide services to patients within the aesthetic field. It is both a responsibility, but also an accomplishment because most of my patients and I have now have a great working relationship. Other responsibilities included keeping a clean facility and providing good patient/provider interactions even when the client was not mine. That could include answering questions, letting them know of new promotions, and making them feel at home when they walked in the door!	

Education Service Center Region 13 Online Application

Thomas, Kaylee - AppNo: 46835

Date Submitted: 8/16/2024

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Waxing the City Wax Technician		18817 Limestone Commercial Dr Suite 300 Pflugerville, TX 78660 5125258425		Dharmesh Patel 5125258425 dharmesh.patel@waxingthecity.com	
Date From - Date To:	10/2022 - 07/2023	Full or Part Time:	Part	Last Annual Salary:	15,000
Reason for Leaving:	Wanted to look for a different work environment that provided more stability & consistency in office				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	This was also a job where I provided services and had excellent client/provider relationships. I was also responsible for keeping my work room clean and ready for clients. I also worked up front with all other clients whether it be scheduling, answering phones, or checking them out.				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
City of Elgin- Elgin Recreation Center/ City Pool Front Desk		361 State HWY 95 Elgin, TX 78621 512 285 6434		Elizabeth Marzec 5122856436 elizabeth.marzec@elgintexas.gov	
Date From - Date To:	05/2018 - 09/2022	Full or Part Time:	Part	Last Annual Salary:	10,000
Reason for Leaving:	Moving on to pursue passions, through the education I had recieved.				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	I worked seasonally as a lifeguard from 2018-2020, which held responsibilities of cleaning the facility, enforcing the rules to keep everyone safe, and managing children when they were there in big groups or small groups. In 2022, while I was in school I decided to go back and temporarily work at the Recreation center as front desk, this job included cleaning the facility, providing good customer/worker interactions, setting up for events, and coming up with new ideas!				

Student Teaching

Student Teaching/Internship

School District	
Location	
School Phone #	
School Year	
Date Completed (mm/yyyy)	
Length of Experience	
Grade Level(s)/Subject Area(s) Taught	
Name and Phone of Cooperating Teacher or Field Supervisor	
Name and Phone of Add'l Cooperating Teacher or Field Supervisor	
Name and Phone of University Supervisor	
Academic Grade Received	

Additional Student Teaching/Internship

Education Service Center Region 13 Online Application

Thomas, Kaylee - AppNo: 46835

Date Submitted: 8/16/2024

Student Teaching continued

School District	
Location	
School Phone #	
School Year	
Date Completed (mm/yyyy)	
Length of Experience	
Grade Level(s)/Subject Area(s) Taught	
Name and Phone of Cooperating Teacher or Field Supervisor	
Name and Phone of Add'l Cooperating Teacher or Field Supervisor	
Name and Phone of University Supervisor	
Academic Grade Received	

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Elgin High School Elgin, TX
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

No education was entered.

Certification

Do you hold National Board for Professional Teaching Standards certification? **No**

Do you hold or anticipate a Texas certificate? **No**

Type	Certificate Number	Expiration Date	Status
------	--------------------	-----------------	--------

Please list any other endorsements and/or verifications documented on your Certificate(s):

- * Have you applied for a Texas certificate?
- * List the date you applied for certification:
- * Have you received a deficiency statement?
- * Have you passed the Basic Skills Exam?
- * Have you passed the Content Area Exam?

If pending, date test taken

Education Service Center Region 13 Online Application

Thomas, Kaylee - AppNo: 46835

Date Submitted: 8/16/2024

Certification (cont.)

Do you hold a current out-of-state certificate? No

State	Type	Certificate Number	Expiration Date	Current?

List your out-of-state certified teaching/administration fields:

Extracurricular Activities

Athletic	Basketball	Gymnastics	Softball	Swimming/Diving
	Tennis	Track	Trainer	Volleyball
Club	Cheerleading	Computer	Drama/Theatre	Freshman Class
	Mathematics	Medical Careers	Musical	Photography
	Reading	Saturday School	Science Bowl	Social Science
	Student Council	Test Preparation	Theatre Guide	Writing
	Yearbook			

Please provide more details regarding your experience or interest in your selected extra curricular activities. For instance, provide details on any experience as a participant at the high school or college level or as a director, coach, supervisor, or sponsor.

Most of the options I participated in high school or middle school, others like subjects are based on what I was taught throughout my years in school. I was a cheerleader throughout high school and middle school and still am to this day an avid reader and writer. I utilize math in my current position. There are also a few that genuinely just peaked my interest because I know the basics to be adequate, but could always improve like photography/yearbook.

Language Skills

Do you know any language other than English? No

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Danielle Bornowski	Elizabeth Marzec
School/Org:	DQB Strategies	City of Elgin
Current Position:	Freelancer	Head of Parks and Rec
Cell Phone:	5128094148	7376665007
Work Phone:		5122856434
Mailing Address:	3801 County Rd 464 Elgin, TX 78621	361 State HWY 95 Elgin, TX 78621
Email:	danielle@dqbstrategies.com	elizabeth.marzec@elgintexas.gov
Relationship to Candidate:	She is a family friend, who I would work for occasionally for her business or watching her kids.	Former Employee
Years Known:	6	6

Education Service Center Region 13 Online Application

Thomas, Kaylee - AppNo: 46835

Date Submitted: 8/16/2024

Professional References cont.

Reference 3 of 3	
Name:	Danielle Rutherford
School/Org:	Youthful Solutions Medispa and Wellness
Current Position:	Manager
Cell Phone:	5127963977
Work Phone:	5128273439
Mailing Address:	3009 Glacier Pass Lane Cedar Park, TX 78613
Email:	danielle@ysmedispa.com
Relationship to Candidate:	Current manager
Years Known:	1

Referrals

How did you hear about employment with us?

County Regional Office Web Site

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

I have had the honor of babysitting for multiple families and teaching swim lessons to kids over the years. Even though I know that substituting is not just babysitting kids, I am excited for all the new opportunities that I can have within the field. I truly enjoy working with kids and want to further my experience in the field.

Disclosures

Contract Status

* Are you currently under contract?

No

If Yes, which district?

If Yes, when does it expire?

When may your present employer be contacted?

Professional Status

* Have you obtained tenure status in any other School District?

No

If Yes, where?

When?

* Have you ever been denied tenure?

No

If Yes, explain:

Education Service Center Region 13 Online Application

Thomas, Kaylee - AppNo: 46835

Date Submitted: 8/16/2024

Disclosures continued

* Have you ever had a teaching certificate or teaching license revoked or suspended?

No

If Yes, explain:

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?

No

If Yes, explain:

* Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation?

Yes

List any accommodations:

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records.

* Are you eligible to work in the United States?

Yes

* Have you ever been convicted of a criminal offense other than a minor traffic violation?

No

If yes, explain, giving dates:

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

* Have you ever had any indicated finding of child abuse filed in your name?

No

If yes, explain, giving dates:

Education Service Center Region 13 Online Application

Thomas, Kaylee - AppNo: 46835

Date Submitted: 8/16/2024

Legal Information continued

* Does your name appear on any Sex Offender Database in any state or country?

No

Equal Opportunity Employer

Education Service Center Region 13 is an Equal Opportunity Employer. Education Service Center Region 13 ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Education Service Center Region 13 has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.

Applicant's Acknowledgment and Agreement

By checking the box below, candidate authorizes the school district to conduct an investigation of candidate pursuant to The School Code to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request, agrees to execute an investigation authorization form as a condition for candidate's employment. The School Code also stipulates that the School District perform a check on the Statewide Sex Offender Database. Candidate may not be employed unless such investigations have been initiated.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and any other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I, Kaylee Thomas, agree to all of the terms above.

I agree

Kaylee Thomas

3825 Co Rd 464 Elgin, TX 78621

Coupland ISD

620 S Commerce Street

Coupland, TX 78615

Dear Coupland ISD,

My name is Kaylee Thomas. I am applying to Coupland ISD to be a substitute because throughout high school and recent years I have babysat or worked with children in some capacity. I find that it is something I want to continue to pursue in a more consistent fashion. I have enjoyed teaching them within my boundaries of babysitter or church aide. As well as getting to know each kid that I have the honor to come into contact with. I come from a family with lots of cousins, most of them I am 11+ years older than, so when I could lessen the load for the parent, I would. I always enjoyed learning from my teachers and watching how they performed their job. I knew that one day I would want to pursue a job that had more contact with kids, helping them grow, learn, and most importantly keep them safe whether they are playing or just in the classroom. Being able to be a substitute at Coupland ISD, a school that holds the same or similar ideals for their children, would truly be an honor.

You can contact me through my email @kayleeannthomas12@gmail.com or call/text my at 512-285-7250. I look forward to hearing from you

Thank you for your consideration,

Kaylee Thomas

KAYLEE THOMAS



512-285-7250



kayleeanthomas12@gmail.com



Elgin, Tx

LASER TECH|ESTHETICIAN|INDEPENDENT CONTRACTOR

I am currently a laser tech and esthetician, I enjoy and aspire to help, serve, and bring joy with anyone I work with. The act of serving others is something I am very passionate about and want to continue to do from wherever I am. I want to have as many opportunities as I can to fuel and strengthen my passions. From healing peoples skin to helping them travel with ease and as little stress as possible!

EDUCATION

July 2022 - August 2022

National Laser Institute

Laser Tech Certification and License

2017 - 2021

Elgin High School

High School Diploma

November 2021 - May 2022

Avenue Five Institute

Esthetician Certification and License

SKILLS

- Customer Relations
- Computer Skills
- Time Management
- Social Media Management
- Communication
- Sales
- Problem Solving

WORK EXPERIENCE

Laser Tech|Esthetician|Patient Coordinator

Youthful Solutions, July 2023 - Now

Gaining experience with sales, building clientele, scheduling, and handling difficult or unhappy clients and finding a solution to the problem.

Wax Tech|Esthetician

Waxing the City, October 2022- June 2023

Multitasked making appointments, money handling, pricing, and providing services. Worked both as a provider and a receptionist which led me to gain immerse knowledge on customer services and sales.

Swim Instructor

Independen, June 2021-August 2021 & May 2022-August 2022

Learned how to build clientele, make and manage appointments, how to organize a small business, and money handling.

Receptionist

Elgin Recreation Center, February 2022- September 2022

Worked with people from different walks of life and catered to their needs, helped plan, set up and run events, and gained knowledge on customer service, POS systems, and cash handling.

Receptionist

Farmers Insurance, August 2021- November 2021

Managed and set appointments, planned events, and earned more experience with client relations.



COUPLAND ISD REFERENCE CHECK WORKSHEET

APPLICANT INFORMATION:

Applicant Name: *Kaylee Thomas*

First Name Middle Name Last Name

Position Recommended For: *Sub*

EMS ISD EMPLOYEE CHECKING REFERENCE INFORMATION:

Name of Person Checking Reference: Title: Campus/Department: Date of *Christina Atterle 8/19/14*

EMPLOYER INFORMATION:

Name of Business/School District Contacted:

Supervisor Name & Title Providing Reference: *Danielle Bornowski*

APPLICANT INFORMATION:

1. Current employment information.

Choose one:

If not currently employed, please describe reason for leaving.

PRN

2. Met requirements in terms of quality of work in current assignment? Choose one:

Yes

3. Relationships with fellow employees and supervisor?

Choose one:

*no other employees
took feedback well, worked hard*

4. Attendance?

Choose one:

Great

5. Required close supervision in any area of assigned duties?

Choose one:

If yes, please explain:

no would always ask questions



6. Would you rehire this person if he/she left and desired to return to your district/company? Choose one:

Why?

NO

7. If you had a choice, would you choose to have this individual working with your child? Choose one:

Why?

Yes, has trusted her before

8. Considering all of the employees that you have supervised or worked with that hold a similar title (e.g. teacher, assistant principal, etc.), where would you rank this person in comparison? Choose one:

N/A - no other employees

9. **Additional Comments/Explanations:** (This is where you can ask about specific skills and strengths.) Ask the reference: Is there any other additional information that you would like to provide that may help us to make an employment decision on this person?

Provide classroom management training
hasn't worked with large group of kids
she is young.

Administrator Signature Verifies References Checked: Date:



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
-------------	--

Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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**Employment and
Evaluation**

The board shall adopt a policy providing for the employment and duties of district personnel. The employment policy must provide that the board employs and evaluates the superintendent. *Education Code 11.1513(a)(1)* [See DC]

Appraisal Process

A board shall appraise a superintendent annually using either:

1. The commissioner of education's recommended appraisal process and criteria; or
2. An appraisal process and performance criteria that are:
 - a. Developed by the district in consultation with the district- and campus-level committees; and
 - b. Adopted by the board.

Education Code 21.354(c)

In addition to other procedures and criteria determined by the board, the commissioner's recommended appraisal process and criteria shall include, at a minimum, an annual evaluation of the superintendent and a student performance domain. Completion of the Lone Star Governance superintendent evaluation may satisfy these requirements. *19 TAC 150.1031(b)-(c)*

Annual
Performance Report

The information in the annual report describing the educational performance of a district [see AIB] shall be a primary consideration of the board in evaluating the superintendent. *Education Code 39.307(3)(C)*

**Penalty for
Noncompliance**

Funds of the district may not be used to pay a superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*

Confidentiality

A document evaluating the performance of a teacher or administrator is confidential and is not subject to disclosure under the Public Information Act, Government Code Chapter 552. *Education Code 21.355* [For disclosure requirements on evaluations, see GBA.]

SUPERINTENDENT
EVALUATION

BJCD
(LOCAL)

Written Evaluation

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting, unless the Superintendent requests that the discussion be open.

Informal Evaluation

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.



Board of Trustees

Date of Meeting	
Item Type	

Item Name	
District Goal	
Summary (Purpose / Objective)	
Fiscal Impact	
Administrative Recommendation	

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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September

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 VB (Home) v. Gause @ 4pm	10	11 Grandparents Breakfast 7:15-8:00	12 Board Meeting @ 7pm	13	14
15	16	17	18	19 VB (Home) v. Thorndale - St. Paul @ 4pm FB (Home) v. Thorndale-St. Paul @ 5:15	20	21
22	23	24 VB (Home) v. Serbin - St. Paul @ 4pm FB (Home) v. Serbin - St. Paul @ 6:15	25	26 Cultural Night 6:00-7:30	27	28
29	30 VB (Away) @ Thorndale - St. Paul @ 4pm FB (Away) @ Thorndale - St. Paul @ 5:15					

October

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10 VB (Home) v. Paige "TNT" @ 4:00 FB (Home) v. Paige "TNT" @ 5:15 Board Meeting @ 7:00	11	12
13	14	15 VB (Away) @ Gause 4:00	16	17	18	19
20	21	22 VB (Away) @ Georgetown - St. Helen 4:30 FB (Away) @ Georgetown - St. Helen @ 5:30	23	24 Literacy Night 6:00-7:00	25	26
27	28	29	30	31		

November

2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Election Day	6	7	8	9
10	11	12	13	14 Board Meeting @ 7 PM	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30