



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING AGENDA

Date: Thursday, December 12, 2024

Time: 7:00 PM

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. Recognitions
4. Principal's Report
5. Public Comments
6. Annual Financial Report Presented by the district's external auditor - Singleton, Clark & Company, PC
7. Construction Update:
Christine Walker- Claycomb and Associates (Architect)
Randy Boone - Weaver & Jacobs (CMAR)
8. MONTHLY ACTION ITEMS:
 - A. Consider and Approve the Board of Trustees Meeting Minutes for the Public Hearing-FIRST Report held November 14, 2024, the Regular Meeting held November 14, 2024, and the Canvassing of the November 5, 2024, Election Meeting held November 19, 2024.
 - B. Approve Monthly Bills (check registers) and Monthly Financial Report
9. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:
 - A. Consider and Take Action to Accept Annual Financial Audit Report for the 2023/2024 Fiscal Year Ending 8/31/2024
 - B. Discussion and consideration of the Non-Standard Retail Water Service Agreement between Manville Water Supply Corporation and Coupland

Independent School District, including the conveyance of groundwater rights from the District to Manville Water Supply for the property more fully described as 61.6 acres of land, more or less, out of the Joseph Jordan Survey, Abstract No. 357, recorded in the official public records of Williamson County, Texas; including the possible delegation of authority on to the Superintendent to finalize negotiations and enter into the service agreement, and authorizing the Board President to execute the agreement and the groundwater rights deed in a form approved by legal counsel, and to pay any necessary fees to Manville Water Supply Corporation related to this agreement.

10. Superintendent's Report

11. DISCUSSION ITEMS

- A. Discuss Future Action and Discussion items
- B. Staff Appreciation
- C. Budget Plan/Timeline
- D. Construction Committee Report
- E. CMS Safety and Planning
- F. Review Board Operating Procedures

12. Future Board Meeting Dates

13. 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 Hires

14. 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. New Hire Recommendations

15. Report Items

- A. Resignations
- B. Board Calendars

16. 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 9th day of December, 2024 at 12:00p.m. on the front door of the school building and the school district website.

Dr. Earl W. Parcell, Superintendent

Dr. Earl W. Parcell, 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



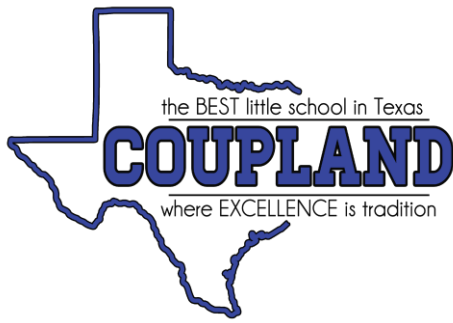
Board of Trustees

Date of Meeting
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District Goal	
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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

REGULAR MEETING MINUTES

Date: Thursday, November 14, 2024
Time: Immediately following FIRST Public Hearing
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Present

Andrew Gonzales – Present

David Young – Present

Misty Garwood – Present; Fulfilled term and dismissed at **6:23 pm**

Rev. Dr. Karen Holgersen - Fulfilled term and dismissed at **6:23 pm**

Tessa Strider – Present; Seated at **6:23 pm**

Susan Schmidt – Present; Seated at **6:23 pm**

Royce Hatch – Present: Seated at **6:23 pm**

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum. @ 6:14 pm**
2. **Pledge of Allegiance**
Led By: Christian Ibarra

3. Administer Statement of Officer and Oath of Office to New Board of Trustees Member

The Statement of Officer and Oath of Office were administered by Lylah Gonzales to David Young, Andrew Gonzales, Tessa Strider, Susan Schmidt, and Royce Hatch

4. Consider and Take Action to Elect Board of Trustees Officers

Crystal Ward was nominated by Andrew Gonzales to be President.

Michael Roepke was nominated by Crystal Ward to be Vice President.

David Young was nominated by Michael Roepke to be Secretary.

I move we elect Crystal Ward to be Board President.

Motion made by: Andrew Gonzales

Seconded by: David Young

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 7; Nay – 0

I move we elect Michael Roepke to be Board Vice President.

Motion made by: Crystal Ward

Seconded by: Andrew Gonzales

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 7; Nay – 0

I move we elect David Young to be Board Secretary.

Motion made by: Michael Roepke

Seconded by: Susan Schmidt

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 7; Nay – 0

5. Recognitions

Mr. Booker recognized Cowboy, Teacher and Staff Member of the Month. All awardees received a certificate and the Cowboys of the Month were also awarded a “Cowboy of the Month” yard sign that they can be proudly displayed in their yard for the month.

6. Principal's Report

Mr. Booker reported on teaching and learning as well as campus events and activities.

7. Construction Update:

Christine Walker- Claycomb and Associates (Architect)

Randy Boone - Weaver & Jacobs (CMAR) NOT PRESENT

Christine Walker provided an update on the Coupland Middle School construction project.

8. Public Comments

No one signed up

9. MONTHLY ACTION ITEMS:

A. Consider and Approve the Board of Trustees Meeting Minutes for the Regular Board meeting held on October 10, 2024.

I move that we Approve the Board of Trustees Meeting Minutes for the Regular Board meeting held on October 10, 2024.

Motion made by: Michael Roepke

Seconded by: David Young

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.

Yea – 7; Nay – 0

B. Approve Monthly Bills (check registers) and Monthly Financial Report

I move that we Approve the Monthly Bills (check registers) and Monthly Financial Report.

Motion made by: David Young

Seconded by: Michael Roepke

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.

Yea – 7; Nay – 0

10. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:

A. Consider and Take Action to Canvass and Approve Returns from the November 5, 2024 Voter Approved Tax Ratification Election

No action was taken because the election entities had not provided the official results to the district. The district will receive the official ballot counts by the end of the day Friday, November 15, 2024.

The ballots will be canvassed on November 19, 2024, at 6:15.

B. Consider and Take Action on a Resolution Regarding a One-Time Retention Incentive for Staff

I move that we Approve the resolution for a one-time payment to staff for \$500.

Motion made by: Tessa Strider

Seconded by: Andrew Gonzales

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 7; Nay – 0

C. Consider and Approve Budget Amendment

I move that we Approve the Budget Amendment for Fund 199 as presented.

Motion made by: Susan Schmidt

Seconded by: Royce Hatch

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 7; Nay – 0

D. Consider and Take Action on a Resolution to Set the Tax Rate for Coupland Independent School District Tax Year 2024

I move that we Approve the Resolution to Set the Tax Rate for Coupland Independent School District Tax Year 2024.

Motion made by: David Young

Seconded by: Michael Roepke

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 7; Nay – 0

E. Consider and Take Action to Cast Votes for Candidates for the Board of Directors for Williamson Central Appraisal District (WCAD)

No action taken

F. Consider and Approve a Resolution Designating 2024 - 2025 Nonbusiness Days for the Public Information Act in Accordance with HB 3033

I move that we Approve the Resolution Designating 2024 - 2025 Nonbusiness Days for the Public Information Act in Accordance with HB 3033

Motion made by: Michael Roepke

Seconded by: Crystal Ward

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 7; Nay – 0

G. Consider and possible action regarding the proposed Non-Standard Retail Water Service Agreement for Industrial or Commercial Development Between Manville Water Supply Corporation and Coupland Independent School District, which includes a Groundwater Deed from Coupland Independent School District to Manville Water Supply Corporation for the conveyance of water rights related thereto for property described as: Approximately 61.6 acres of land, more or less, out of the Joseph Jordan Survey Abstract No. 357, in Williamson County, Texas which is recorded and more fully described in Document 2007071605 of the Official Property records of Williamson, County Texas); including approval of possible Resolution authorizing the conveyance and approval of the service agreement, which may include delegation of authority to the Superintendent or his designee to negotiate and finalize the agreement and deed and execute same and all relevant related documents in a form approved by legal counsel.

No action taken.

11. Superintendent's Report

Dr. Parcell reported on enrollment, attendance, growth, achievement, and walk-through data.

12. DISCUSSION ITEMS

A. Discuss Future Action and Discussion items

B. VATRE Follow Up

Dr. Parcell noted that while the VATRE did not pass, the effort did successfully communicate to many in the community that the district does have a financial need. However, the district will do everything it can to continue to provide exceptional programs. The district will be challenged in the near future with the rising costs associated with healthcare, potential pay increases, and imminent costs associated with the new Coupland Middle School.

C. Construction Budget Update

Dr. Parcell presented the district's current position with construction funds. He also clarified the total, all in costs for the new Coupland Middle School including GMP and all other "soft costs".

D. Staff Appreciation

The board discussed the staff appreciation event that will be held on December 6 at 'The Venue' in Taylor. The invite and agenda will be worked on and sent out soon to gather RSVP counts for the caterer.

E. Discuss New and Current Board Member Training Requirements

New board members will attend the EISO training at Region 13 on December 4 from 5-9. Returning board members will only need to earn the minimum number of hours this year as they all completed the bi-annual trainings last school year.

F. Apptegy ROOMS Update

ROOMS has a 95% teacher published rate, 65% of students are with an active guardian, and 43% of all ROOMS are active. ROOMS is the district's two-way communication platform that allows parents/guardians to communicate directly with teachers (via an APP).

13. Future Board Meeting Dates

The next board meeting in December 12, 2024 at 5:00 pm in the Coupland ISD library. It will be a 1-hour board training. The regular board meeting will start after the 6:00pm Christmas program.

14. 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.

The Board went into executive session at 8:19 PM.

The Board came out of executive session at 9:05 PM.

- A. Discuss Evaluation of Superintendent of Schools**
- B. Discuss New Hires**

15. 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. New Hire Recommendations

I move that we Approve the New Hire Recommendations.

Motion made by: Susan Schmidt

Seconded by: Royce Hatch

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew
Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 7; Nay – 0

16. Report Items

A. Board Calendars

17. ADJOURNMENT: @ 9:07

I Move that we adjourn.

Motion made by: Michael Roepke

Seconded by: Royce Hatch

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Yea; Andrew
Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 7; Nay – 0

Board President **Date**

Board Secretary **Date**



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

PUBLIC HEARING - FIRST REPORT MINUTES

Date: Thursday, November 14, 2024

Time: 6:00 PM

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

Board Members:

Crystal Ward – Present

Michael Roepke – Absent

Misty Garwood – Present

Andrew Gonzales – Present

David Young – Present

Rev. Dr. Karen Holgersen - Present

Superintendent:

Dr. Earl Parcell – Present

AGENDA

- 1. Call to Order @ 6:00 pm**
- 2. Overview of Schools FIRST (Financial Integrity Rating System of Texas) Report**
Dr. Earl Parcell, Superintendent, provided a presentation detailing the FIRST rating system.
- 3. Coupland ISD Rating on the FIRST Report**
CISD earned a Superior FIRST rating of 94.

4. Public Comment on the FIRST Report

No Comment

5. Adjourn

I move that we Adjourn. @ 6:14 pm

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

Board President

Date

Board Secretary

Date



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

CANVASS VATR ELECTION MINUTES

Date: Tuesday, November 19, 2024

Time: 6:15 PM

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

Board Members:

Michael Roepke – Present

Royce Hatch – Present

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. Call the meeting to order @ **6:21pm**
2. Consider and Take Action to Canvass and Approve Returns from the November 5, 2024 Voter Approved Tax Ratification Election

Presiding Officer: The item on the agenda is the canvass of election returns for the November 5, 2024, Coupland ISD voter approval tax ratification election (VATRE). For purposes of this canvass, a quorum of the Board consists of at least two members. For the record, the following Trustees are present:

- Michael Roepke, Vice President
- Royce Hatch, Board Member

Texas Election Code section 67.004 requires the Board to review the election returns for each voting precinct and to prepare a tabulation stating the following:

For and against the VATRE measure, the total number of votes received in each voting precinct, the sum of precinct totals tabulated, and the total number of votes cast in each precinct.

This information is provided to us by Williamson and Travis Counties, which administered our election.

Williamson County Precinct 413 totals are as follows:

- **645** total votes cast
- **281** votes cast in favor of the VATRE measure
- **364** votes cast in opposition to the VATRE measure

Travis County Precinct 146 totals are as follows:

- **26** total votes cast
- **8** votes cast in favor of the VATRE measure
- **18** votes cast in opposition to the VATRE measure

Total For: 289

Total Against: 382

Presiding Officer: The Board will now review the tally lists for any discrepancies between the vote totals shown on the election returns and on the tally lists. Having found no discrepancies, this canvass is now completed.

3. Public Comments

None

4. ADJOURNMENT:

Let the minutes of this meeting reflect the completion of the canvass and meeting adjournment at **6:23 pm** on November 19, 2024.

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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Check Payments
 COUPLAND ISD
 District Written Checks
 For the Month of November

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
001276	11-05-2024	CHASE INK	350120	Y66TK9F43	461-36-6399.00-101-599000	Appreciation	50.00	N
			250042	BabyList	461-36-6399.00-101-599000	Moore Baby Shower	100.00	N
Totals for Check 001276							150.00	
001277	11-07-2024	SCHOLASTIC BOOK FAI	250057	W5642789BF	461-12-6399.00-000-500000	Book Fair Cost	2,668.38	N
007565	11-18-2024	COMBINED BENEFITS G	DEDCH		863-00-2153.00-012-500000	NOV DED HEALTH INSURANCE	181.62	N
			DEDCH		863-00-2153.00-013-500000	NOV DED HEALTH INSURANCE	200.23	N
			DEDCH		863-00-2153.00-015-500000	NOV DED LIFE INSURANCE	239.50	N
			DEDCH		863-00-2153.00-016-500000	NOV DED HEALTH INSURANCE	179.00	N
			DEDCH		863-00-2153.00-022-500000	NOV DED HEALTH INSURANCE	230.80	N
			DEDCH		863-00-2153.00-026-500000	NOV DED HEALTH INSURANCE	931.86	N
			DEDCH		863-00-2153.00-027-500000	NOV DED HEALTH INSURANCE	1,329.30	N
			DEDCH		863-00-2153.00-029-500000	NOV DED LIFE INSURANCE	508.03	N
			DEDCH		863-00-2153.00-035-500000	NOV DED HEALTH INSURANCE	75.60	N
			DEDCH		863-00-2153.00-105-500000	NOV DED HEALTH INSURANCE	89.00	N
			DEDCH		863-00-2153.00-106-500000	NOV DED HEALTH INSURANCE	104.22	N
			DEDCH		863-00-2153.00-107-500000	NOV DED LIFE INSURANCE	85.93	N
			DEDCH		863-00-2153.00-108-500000	NOV DED HEALTH INSURANCE	63.00	N
			DEDCH		863-00-2153.00-111-500000	NOV DED LIFE INSURANCE	43.01	N
			DEDCH		863-00-2159.00-037-500000	NOV DED MISCELLANEOUS DED	871.66	N
			DEDCH		863-00-2159.00-100-500000	NOV DED HSA	120.00	N
			DEDCH		863-00-2159.00-101-500000	NOV DED MISCELLANEOUS DED	48.98	N
			DEDCH		863-00-2159.00-110-500000	NOV DED MISCELLANEOUS DED	103.17	N
Totals for Check 007565							5,404.91	
007566	11-18-2024	NATIONAL BENEFIT SER	DEDCH		863-00-2159.00-034-500000	NOV DED TAX SHEL. ANNUITY	250.00	N
			DEDCH		863-00-2159.00-042-500000	NOV DED TAX SHEL. ANNUITY	500.00	N
			DEDCH		863-00-2159.00-102-500000	NOV DED TAX SHEL. ANNUITY	1,500.00	N
			DEDCH		863-00-2159.00-103-500000	NOV DED TAX SHEL. ANNUITY	550.00	N
Totals for Check 007566							2,800.00	
007567	11-18-2024	TCTA	DEDCH		863-00-2159.00-006-500000	NOV DED TSTA DUES	61.50	N
007568	11-18-2024	TEXAS STATE DISBURS	DEDCH		863-00-2159.00-019-500000	NOV DED MISCELLANEOUS DED	829.66	N
111424	11-14-2024	WEAVER & JACOBS CO	350148	Draw 1	699-81-6629.00-999-599000	Const Draw 1	1,176,508.50	N
112224	11-22-2024	CLAYCOMB ASSOCIATE	350170	Statement 2	699-81-6629.00-999-599000	Architect Fee Nov 2024	465,500.00	N
IRS11A	11-20-2024	UNITED STATES TREAS	DEDCH		863-00-2151.00-000-500000	NOV WIRE PAYROLL DEDUCTION	15,237.89	N
			DEDCH		863-00-2152.01-000-500000	NOV WIRE PAYROLL DEDUCTION	3,977.52	N
			DEDCH		863-00-2152.02-000-500000	NOV WIRE PAYROLL DEDUCTION	3,977.52	N
Totals for Check IRS11A							23,192.93	
TRS11	10-14-2024	TRS	DEDCH		863-00-2153.00-050-500000	OCT WIRE PAYROLL DEDUCTION	9,258.00	N
			DEDCH		863-00-2153.00-051-500000	OCT WIRE PAYROLL DEDUCTION	2,806.00	N
			DEDCH		863-00-2153.00-052-500000	OCT WIRE PAYROLL DEDUCTION	13,052.00	N
Totals for Check TRS11A							25,116.00	
Total For District Written Checks							1,702,231.88	

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020006	11-07-2024	BROTHERS FOOD	250050	1679174	240-35-6341.00-101-599000	Produce	248.00	N
020007	11-07-2024	CHASE INK	250043	83315	199-00-5744.00-000-500000	Harvest Fest Donation Purchase	49.12	N
			350136	761727	199-11-6399.00-101-511000	Supplies - Science	76.91	N
			350143	4562	199-11-6399.00-101-511000	Math Intervention Supplies	157.50	N
			350119	4977051	199-11-6399.00-101-511000	Lit Night prizes	18.99	N
			350119	3068271	199-11-6399.00-101-511000	Lit Night prizes	27.88	N
			350119	4285056	199-11-6399.00-101-511000	Lit Night prizes	68.08	N
			350131	4384236	199-11-6399.00-101-511000	ART SUPPLIES	884.26	N
			350103	9761811	199-11-6399.00-101-511000	Construction ppr and ink	247.45	N
			250046	6165855	199-11-6399.06-101-525000	Literacy Night supplies	22.58	N
			350131	6032259	199-11-6399.06-101-525000	ART SUPPLIES	250.00	N
			350088	54	199-23-6399.00-101-599000	Stamps	73.00	N
			250047	2720076	199-23-6399.00-101-599000	Document frames	97.50	N
			350104	877	199-23-6399.00-101-599000	Certified Mail 941	9.68	N
			350137	SO121458	199-33-6399.00-101-599000	Nurse Supplies	270.00	N
			350082	4352204	199-33-6399.00-101-599000	Nurse Supplies	9.99	N
			350082	4395454	199-33-6399.00-101-599000	Nurse Supplies	22.18	N
			350114	5455446	199-33-6399.00-101-599000	AED Accessory kit	38.19	N
			350140	2030635	199-33-6399.00-101-599000	Nurse Supplies & Fence handle	139.98	N
			250049	3039002875	199-34-6249.00-101-599000	Rush Blue Bird Repair	3,659.30	N
			350085	QT 4161	199-34-6311.00-101-599000	Gas for Van	33.19	N
			350102	66945	199-34-6311.00-101-599000	Gas	82.18	N
			350125	760042436413	199-34-6499.00-101-599000	TX Tag Bill	20.98	N
			350129	100090849223	199-34-6499.00-101-599000	CTRMA Toll Bill	22.91	N
			350110	41	199-36-6399.00-101-591000	PO Created by Req: 250116	55.00	N
			350088	54	199-41-6399.00-701-599000	Stamps	146.00	N
			350103	976181	199-41-6399.00-701-599000	Construction ppr and ink	163.35	N
			350135	291785000500	199-41-6499.01-702-599000	Staff Appreciation Party	750.00	N
			350095	5193861	199-51-6249.04-999-599000	Maintenance Supplies	55.35	N
			250044	8336238	199-51-6319.00-101-599000	Laundry Detergent	35.99	N
				8336238	199-51-6319.00-101-599000	Item Returned	-35.40	N
			250045	3283406	199-51-6319.01-101-599000	Elkay Aerator Kit	58.05	N
			350140	9019439	199-51-6319.01-101-599000	Nurse Supplies & Fence handle	605.52	N
			350092	881294	699-81-6629.00-999-599000	Fire Site Plan Permit	153.23	N
			250048	100307972654	699-81-6629.00-999-599000	Permit Convenience Fee	118.25	N
			350139	8249031	749-61-6399.00-101-599000	Aftercare - Supplies	13.98	N
						Totals for Check 020007	8,401.17	
020008	11-07-2024	GOLD STAR FOODS INC	250051	3169646	240-35-6341.00-101-599000	CN Food Purchase	144.48	N
020009	11-07-2024	GULF COAST PAPER CO	250052	2589234	240-35-6342.00-101-599000	CN Cups, sporks & supplies	508.23	N
020010	11-07-2024	HILAND DAIRY FOODS C	250053	7035629	240-35-6341.02-101-599000	CN Milk Purchase	254.92	N
			250053	9072272	240-35-6341.02-101-599000	CN Milk Purchase	302.69	N
			250053	7038723	240-35-6341.02-101-599000	CN Milk Purchase	280.51	N
			250053	9075015	240-35-6341.02-101-599000	CN Milk Purchase	275.16	N
			250053	9076148	240-35-6341.02-101-599000	CN Milk Purchase	275.16	N

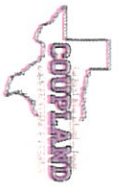
Check Payments
 COUPLAND ISD
 Computer Written Checks
 For the Month of November

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			250053	9077742	240-35-6341.02-101-599000	CN Milk Purchase	345.52	N
			250053	9078834	240-35-6341.02-101-599000	CN Milk Purchase	297.34	N
			250053	9080486	240-35-6341.02-101-599000	CN Milk Purchase	275.16	N
			250053	9081607	240-35-6341.02-101-599000	CN Milk Purchase	302.69	N
			250053	9083322	240-35-6341.02-101-599000	CN Milk Purchase	302.69	N
						Totals for Check 020010	2,911.84	
020011	11-07-2024	LA COSTENITA DISTRIB	250054	14818	240-35-6341.00-101-599000	Ice Cream	180.00	N
020012	11-07-2024	LABATT FOOD SERVICE	250055	10087041	240-35-6341.00-101-599000	CN Food Purchase	1,040.09	N
			250055	10229937	240-35-6341.00-101-599000	CN Food Purchase	1,922.96	N
			250055	10292835	240-35-6341.00-101-599000	CN Food Purchase	1,896.81	N
			250055	10016525	240-35-6341.00-101-599000	CN Food Purchase	1,871.06	N
			250055	10157184	240-35-6341.00-101-599000	CN Food Purchase	2,513.31	N
			250055	10087041	240-35-6342.00-101-599000	CN No Food Purchase	44.70	N
			250055	10229937	240-35-6342.00-101-599000	CN No Food Purchase	25.56	N
			250055	10292835	240-35-6342.00-101-599000	CN Non Food Purchase	84.03	N
						Totals for Check 020012	9,398.52	
020013	11-07-2024	MANVILLE WATER SUPP	350142	82924 Est	699-81-6629.00-999-599000	MWSC Devel Fees	2,050.00	N
			350144	10302400	699-81-6629.00-999-599000	MNVLLE Plan Rvw fee	3,600.00	N
						Totals for Check 020013	5,650.00	
020014	11-07-2024	NCS PEARSON, INC.	350058	26972716	199-31-6339.00-101-523000	Assessment protocols	290.00	N
020015	11-07-2024	QUILL	350127	41208212	199-11-6399.00-101-511000	Supplies	374.71	N
			350138	41289761	199-11-6399.00-101-511000	Paper	1,108.64	N
			350127	41208212	199-12-6399.00-101-599000	Supplies	110.69	N
			350127	41208212	199-23-6399.00-101-599000	Supplies	62.96	N
			350127	41243594	199-23-6399.00-101-599000	Supplies	58.29	N
						Totals for Check 020015	1,715.29	
020016	11-07-2024	RENAISSANCE INSTITUT	350090	1945	199-53-6299.14-101-599000	Renaissance Inst 24-25	4,000.00	N
020017	11-07-2024	SUBURBAN PROPANE	250056	7923-0069333	199-51-6259.03-101-599000	Propane	447.81	N
020018	11-07-2024	TRIUMPH PROTECTION	350036	INV018839	429-52-6299.00-101-399000	Security Officer 9/1 - 3/30/25	1,072.00	N
			350036	INV018978	429-52-6299.00-101-399000	Security Officer 9/1 - 3/30/25	1,072.00	N
						Totals for Check 020018	2,144.00	
020019	11-07-2024	WASTE MANAGEMENT	350107	0201039-2161-3	199-51-6249.00-101-599000	Trash Pickup	688.11	N
020020	11-14-2024	AMPLIFY EDUCATION IN	350123	INV-315730	199-11-6399.00-101-511000	mCLASS Math Software Subscr	480.00	N
020021	11-14-2024	BRANDI SMITH	250058	HEB 3107	199-11-6399.00-101-511000	Literacy Night supplies	17.85	N
020022	11-14-2024	DIRECT ENERGY BUSIN	350108	24306005560808	199-51-6259.02-101-599000	Electricity	4,223.90	N
020023	11-14-2024	ESC REGION VI	350164	72231	199-53-6299.07-101-599000	Eduhero	843.00	N
020024	11-14-2024	GREATAMERICA	350099	378438900	199-23-6269.00-101-599000	Copier Lease	141.18	N
020025	11-14-2024	LANGAN ENGINEERING	350159	1720	699-81-6629.00-999-599000	LANGAN	17,500.00	N
020026	11-14-2024	LITTLE PINES PEDIATRI	350165	103124	199-11-6219.01-101-599000	Occ Therapy Svcs	1,252.00	N

Check Payments
 COUPLAND ISD
 Computer Written Checks
 For the Month of November

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020027	11-14-2024	FERGUSON FACILITIES	350146	1244416	199-51-6319.00-101-599000	Supplies - Custodian	962.75	N
			350146	1244416-1	199-51-6319.00-101-599000	Supplies - Custodian	14.07	N
Totals for Check 020027							976.82	
020028	11-14-2024	TASB	350154	603810	199-41-6499.00-702-599000	TASB LAF 2025	200.00	N
			350153	666714	199-41-6499.00-702-599000	TASB MBRSHP 2025	889.49	N
Totals for Check 020028							1,089.49	
020029	11-14-2024	TOSHIBA FINANCIAL SE	350100	588671861	199-11-6269.00-101-599000	Copier Lease	296.82	N
020030	11-14-2024	WILLIAMSON COUNTY T	350166	24 Collect Fee	199-99-6213.00-703-599000	Entity Collection Fees	681.12	N
020031	11-21-2024	ESC 13	350006	274067	199-00-2111.00-000-500000	Team of 8 Symposium 240784	2,400.00	N
			350178	274067	199-00-2111.00-000-500000	Team of 8 Symposium 240855	400.00	N
Totals for Check 020031							2,800.00	
020032	11-21-2024	LA COSTENITA DISTRIB	250059	14993	240-35-6341.00-101-599000	Ice Cream	180.00	N
020033	11-21-2024	MANVILLE WATER SUPP	350109	2106541 1124	199-51-6259.00-101-599000	Water Bill	359.95	N
			350109	2138551 1124	199-51-6259.00-101-599000	Water Bill	331.74	N
			350109	601151 1124	199-51-6259.00-101-599000	Water Bill	353.81	N
Totals for Check 020033							1,045.50	
020034	11-21-2024	QUILL	350156	41395045	199-11-6399.00-101-511000	CNS Supplies	911.28	N
			350156	41395045	199-33-6399.00-101-599000	CNS Supplies	22.02	N
			350156	41395045	199-41-6399.00-701-599000	CNS Supplies	263.50	N
			350156	41395045	240-35-6342.00-101-599000	CNS Supplies	22.50	N
Totals for Check 020034							1,219.30	
020035	11-21-2024	TASBO	350168	424535	199-41-6411.01-701-599000	Engage Conf Parcell & Herber	495.00	N
			350168	424534	199-41-6411.01-701-599000	Engage Conf Parcell & Herber	495.00	N
Totals for Check 020035							990.00	
020036	11-21-2024	TRIUMPH PROTECTION	350036	INV019195	429-52-6299.00-101-399000	Security Officer 9/1 - 3/30/25	268.00	N
			350036	INV019244	429-52-6299.00-101-399000	Security Officer 9/1 - 3/30/25	1,424.00	N
Totals for Check 020036							1,692.00	
Total For Computer Written Checks							72,156.43	
Total Checks							1,774,388.31	

End of Report



**COUPLAND ISD
QUARTERLY INVESTMENT REPORT
QUARTER ENDED NOVEMBER 2024**

Citizens Bank

Accounts	September	October	November	Total Interest Earned	Ending Balance a/o November 30, 2024
Index Fund	\$ 0.07	\$ 0.07	\$ 0.07	\$ 0.21	\$ 40.21
Maintenance & Operating	\$ 1,177.14	\$ 733.30	\$ 683.58	\$ 2,594.02	\$ 344,177.15
Payroll	\$ 181.97	\$ 261.47	\$ 259.19	\$ 702.63	\$ 87,833.09
Activity	\$ 20.24	\$ 48.33	\$ 50.98	\$ 119.55	\$ 27,663.49
Interest & Sinking	\$ 170.79	\$ 200.43	\$ 239.16	\$ 610.38	\$ 182,448.03
	\$1,550.21	\$1,243.60	\$1,232.98	\$ 4,026.79	\$ 642,161.97

First Public Investments

Accounts	September	October	November	Total Interest Earned	Ending Balance a/o November 30, 2024
General Fund	\$ 12,750.32	\$ 16,357.76	\$ 17,072.62	\$ 46,180.70	\$ 4,458,594.73
Construction	\$ 95,912.36	\$ 94,383.66	\$ 84,778.99	\$ 275,075.01	\$ 21,226,501.27
	\$108,662.68	\$110,741.42	\$101,851.61	\$ 321,255.71	\$ 25,685,096.00


 Investment Officer
 12-3-2024

This report is prepared for Coupland ISD (the District) in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section 2256.023(a) of the PFIA states that "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report which covers the quarter ended August 31, 2024, is signed by the District's Investment officer and includes the disclosures required in the PFIA. Market prices, where required, were obtained from the independent pricing sources.

The investment portfolio was compiled with the PFIA and the District's approved Investment Policy and Strategy throughout the quarter. All investment transactions made in the District's portfolio during this quarter were made on behalf of the District and were made in full compliance with the PFIA and the District's approved Investment Policy.

COUPLAND INDEPENDENT SCHOOL DISTRICT

GENERAL FUND FINANCIAL STATEMENT

Fund 199

NOVEMBER 2024



	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 2,183,205	\$ 174,033	7.97%	\$ 2,252,749	\$ 223,328	9.91%
State Program Revenues	2,610,521	2,135,764	81.81%	1,832,545	1,790,800	97.72%
Federal Program Revenues	14,500	-	0.00%	12,445	-	0.00%
Other Financing Sources	-	-	0.00%	-	-	0.00%
Total Revenues	\$ 4,808,226	\$ 2,309,797	48.04%	\$ 4,097,739	\$ 2,014,128	49.15%
EXPENDITURE SUMMARY BY FUNCTION:						
11 - Instructional	\$ 2,885,321	\$ 681,852	23.63%	\$ 2,275,216	\$ 569,526	25.03%
12 - Instructional Resources and Media Services	7,850	1,744	22.22%	21,100	5,327	25.25%
13 - Curriculum and Instructional Staff Development	19,700	-	0.00%	23,250	743	3.20%
21 - Instructional Leadership	12,362	-	0.00%			
23 - School Leadership	320,173	72,371	22.60%	335,307	65,028	19.39%
31 - Guidance, Counseling and Evaluation	177,769	39,213	22.06%	98,339	39,887	40.56%
33 - Health Services	3,550	634	17.86%	18,400	66	0.36%
34 - Student Transportation	156,692	87,748	56.00%	144,542	35,658	24.67%
35 - Food Service	2,058	-	0.00%	-	-	
36 - Cocurricular/Extra Curricular Activities	27,714	5,898	21.28%	33,022	4,788	14.50%
41 - General Administration	368,356	82,575	22.42%	301,670	87,979	29.16%
51 - Plant Maintenance and Facility Services	363,425	99,679	27.43%	402,305	93,646	23.28%
52 - Security and Monitoring Services	48,750	5,500	11.28%	39,000	5,700	14.62%
53 - Data Processing Services	259,659	93,446	35.99%	172,712	33,267	19.26%
61 - Community Services	3,000	258	8.60%	18,750	6,033	32.18%
71 - Debt Service	66,436	5,718	8.61%	69,000	6,185	8.96%
81 - Capital Outlay	-	-	0.00%			
93 - Payments to Fiscal Agents				106,000	-	0.00%
99 - Other intergovernmental Charges	25,000	6,066	24.26%	14,000	3,027	21.62%
Operating Transfer to Cafeteria	9,681	-	0.00%	25,126	-	0.00%
Total Expenditures	\$ 4,757,496	\$ 1,182,702	24.86%	\$ 4,097,739	\$ 956,860	23.35%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 3,777,172	\$ 882,279	23.36%	\$ 3,095,116	\$ 759,696	24.54%
62XX - Professional and Contracted Services	554,530	141,258	25.47%	404,400	84,216	20.82%
63XX - Supplies and Materials	178,715	28,711	16.07%	289,642	51,349	17.73%
64XX - Other Operating Expenses	170,962	64,736	37.87%	198,455	45,414	22.88%
65XX - Debt Service - Principal	66,436	5,718	8.61%	69,000	6,185	8.96%
66XX - Capital Outlay Expenses	-	60,000		16,000	-	0.00%
Operating Transfers	9,681	-	0.00%	25,126	-	0.00%
Total Expenditures	\$ 4,757,496	\$ 1,182,702	24.86%	\$ 4,097,739	\$ 946,860	23.11%



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

	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 60,000	\$ 22,610	37.68%	\$ 67,300	\$ 22,388	33.27%
State Program Revenues	11,058	247	2.23%	11,086	437	3.94%
Federal Program Revenues	167,000	40,008	23.96%	139,506	35,118	25.17%
Other Financing Sources	9,681	-	0.00%	25,126	-	0.00%
Total Revenues	\$ 247,739	\$ 62,865	25.38%	\$ 243,018	\$ 57,943	23.84%
EXPENDITURES:						
35 - Food Services	\$ 247,739	\$ 61,151	24.68%	\$ 243,018	\$ 55,764	22.95%
Total Expenditures	\$ 247,739	\$ 61,151	24.68%	\$ 243,018	\$ 55,764	22.95%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 142,039	\$ 32,766	23.07%	\$ 135,912	\$ 32,646	24.02%
62XX - Professional and Contracted Services	6,500	-	0.00%	11,500	-	0.00%
63XX - Supplies and Materials	98,500	28,385	28.82%	94,906	23,118	24.36%
64XX - Other Operating Expenses	700	-	0.00%	700	-	0.00%
64XX - Other Operating Expenses	-	-	0.00%	-	-	0.00%
Total Expenditures	\$ 247,739	\$ 61,151	24.68%	\$ 243,018	\$ 55,764	22.95%

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



	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 1,547,519	\$ 85,978	5.56%	\$ 1,550,025	\$ 106,882	6.90%
State Program Revenue	\$ 92,381	\$ 89,831	97.24%	\$ -	\$ -	
Total Revenues	\$ 1,639,900	\$ 175,809	10.72%	\$ 1,550,025	\$ 106,882	6.90%
EXPENDITURES:						
71 - Debt Service	\$ 1,639,900	\$ -	0.00%	\$ 1,550,025	\$ -	0.00%
Total Expenditures	\$ 1,639,900	\$ -	0.00%	\$ 1,550,025	\$ -	0.00%
EXPENDITURE SUMMARY BY OBJECT CODE:						
65XX - Debt Service Expenses	1,639,900	-	0.00%	1,550,025	-	0.00%
Total Expenditures	\$ 1,639,900	\$ -	0.00%	\$ 1,550,025	\$ -	0.00%



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

	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	Commit Fund Balance
		Public Hearing TAPR
		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
		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)
		Announcement of Board Continuing Education hours
	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
	Board reorganization	Board reorganization
		HB 3033 Business days??
		Public Hearing FIRST
	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
December	Announcement of Board Continuing Education hours	Announcement of Board Continuing Education hours
	Review of Board Operating Procedures	Review of Board Operating Procedures
		Annual Financial 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



Budget Timeline for 2025-2026

September 2024 – December 2025	<ul style="list-style-type: none"> • Monitor current budget • Audit for Prior Year • FIRST Hearing • Consider budget plan/timeline
January 2025	<ul style="list-style-type: none"> • Monitor current budget • Review Budget by Function, Object, & PIC • Commit Fund Balance
February 2025	<ul style="list-style-type: none"> • Administration Review of Budget <ul style="list-style-type: none"> ○ Review Fall PEIMS Staff, Student, and Budget ○ Review Fall ADA ○ Identify potential facility or capital improvements • Begin Campus Needs Assessment (CIP/DIP) • Draft Master Schedule & Staffing Needs
March 2025	<ul style="list-style-type: none"> • Finalize District Goals • Superintendent and Business Manager begin to construct budget template • TASB Salary Study Begins
April 2025	<ul style="list-style-type: none"> • Approve summer projects • Initial Budget Workshop – School Finance Basics
May 2025	<ul style="list-style-type: none"> • Review Fiscal, Purchasing, and Credit Card Manuals • Finalize campus budget needs • Review Preliminary Values • Call for an Efficiency Audit
June 2025	<ul style="list-style-type: none"> • Superintendent & Business Manager continue to compile budget • Review/Approve Compensation Plan/Benefits Package • Budget Workshop with Board of Trustees (Draft 2025-2026 budget)
July 2025	<ul style="list-style-type: none"> • Superintendent & Business Manager continue to compile budget • Review Preliminary 2025-2026 budget • Receive Certified Property Values
August 2025	<ul style="list-style-type: none"> • Notice of Budget Adoption & Proposed Tax Rate (paper and website)



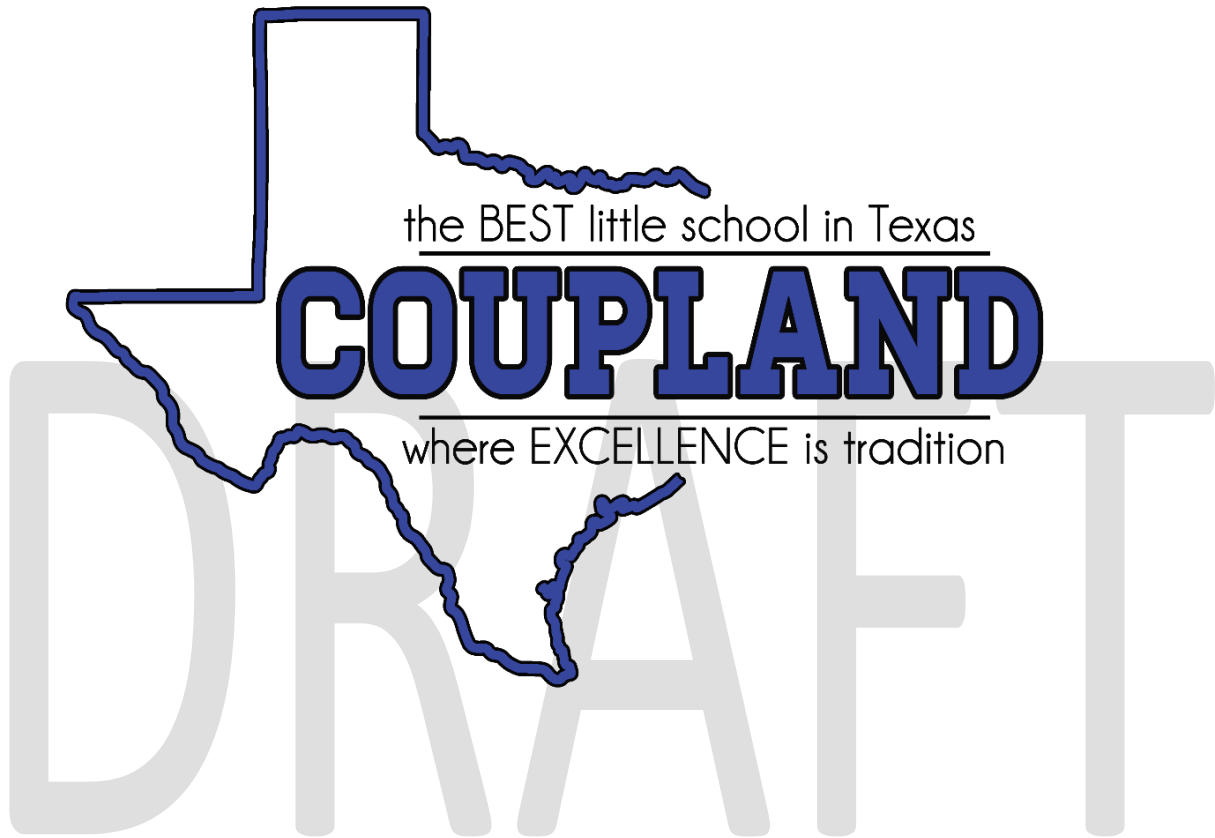
	<ul style="list-style-type: none">• Public Hearing on Proposed Budget and Tax Rate• Final Budget Amendment• Board adopts budget• Board adopts Tax Rate• Call a VATRE
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Version 1.04



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Introduction

Preamble

It is essential to the smooth and efficient functioning of the District that Board members thoroughly understand and adhere to their proper role which is to govern and oversee the management of the District. Board members may not attempt to exercise individual authority over the District and members' interactions with the Superintendent or staff and must recognize the lack of authority vested in individuals except when explicitly Board authorized. Board members are prohibited from participating in the day to day operations of the school district. The governance framework for Coupland ISD is set forth in Policies BA, BAA, BBB, BBE, BE, BEC, BED, in the Coupland ISD District Policy Book, Coupland ISD Board Code of Conduct and Board Operating Procedures.



Our Mission

In partnership with our families and community, Coupland I.S.D. ensures a safe and respectful environment. Our dedicated and knowledgeable staff motivate students to learn, grow, and achieve personal success. We maintain our tradition of academic excellence and strength of character, upholding the Cowboy Way.

Vision

Coupland I.S.D. instills a foundation of academics and character, empowering all students to achieve excellence.

Beliefs

- Providing an engaging and safe environment where all students have the opportunity to learn and their growth is celebrated.
- Collaborating with families to create a community of support for students.
- Holding high expectations for character and academic excellence.



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Document Purpose

This document will provide procedures that will govern the conduct of the Coupland Board of Trustees. While it is the intent of this document to be a supplement to existing policies, in the case where discrepancies might occur, the District's policies will prevail. The term "Trustee" or "Board Member" may be used interchangeably throughout this document. Both terms are intended to reflect all duties and obligations of the office.

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Board Member Code of Ethics

Equity in attitude

- I will be fair, just and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in stewardship

- I will be accountable to the public by representing District policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

Honor in conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of character

- I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
- I will consistently uphold all applicable laws, rules, policies, and board governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.

Commitment to service

- I will diligently prepare for and attend Board meetings.
- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student centered focus

- I will be continuously guided by what is best for all students of the District.



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Board Code of Conduct

As members of the Coupland Independent School District Board of Trustees, we realize that to be the most effective advocates for children, we, as a Board, must function as a team and at all times treat each other and the people we serve with the utmost courtesy, dignity, respect and professionalism. Trustees should behave in a manner that reflects positively on themselves and the school district. Should we, for whatever reason, fail to follow these guidelines, we ask that our fellow Board members call it to our attention. Should that occur, we pledge to accept the feedback without anger or retribution, and to renew our efforts to follow this Code of Conduct and Board Operating Procedures. We shall promote the best interests of the school district as a whole, and, to that end, we shall adhere to the following educational and ethical standards.

- **We / I** will bring about desired changes through legal and ethical procedures, upholding and enforcing all laws, administrative rules and regulations, court orders pertaining to schools, and district policies and procedures.
- **We / I** will make decisions in terms of the educational welfare of all children in the District, regardless of ability, race, creed, sex, national origin, disability or social standing. All decisions will place the needs of children first.
- **We / I** will recognize that the Board must make decisions as a whole, as a body corporate, and make no personal promise or take private action that may compromise the role and integrity of the Board. All Board action must take place in an official Board meeting.
- **We / I** will focus Board action on policy making, goal setting, planning, and evaluation as outlined in Board policy and state law.
- **We / I** will vote to appoint the best qualified personnel available after due consideration of the recommendation by the Superintendent. We/I will expect yearly evaluations of all staff by the appropriate personnel.
- **We / I** recognize that the role of the Board is to govern and oversee the management of the District. I will delegate authority to the Superintendent for the day to day operations of the district.
- **We / I** will hold confidential all matters that if disclosed, may have a negative impact on the District. I will respect the confidentiality of information that is privileged under applicable law, including closed session discussions.
- To the extent possible, **We / I** will attend all regularly scheduled and specially set Board meetings, arrive on time, and will be informed of the issues to be considered at the meetings. **We / I** will assist in making policy decisions only after full discussion at publicly held Board meetings, and will render all decisions based on available facts, and I refuse to surrender judgment to individuals or special groups.
- **We / I** will refrain from using our Board position for personal or partisan gain.
- **We / I** will disagree in an agreeable manner. I will not hold grudges or question other Board members' ethics or motives as to their vote or views on issues in public.



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- **We / I** will be firm, fair, just and impartial in all decisions and actions.
- **We / I** will respect the majority decision as the decision of the Board.
- **We / I** will not step outside my role to govern and oversee the management of the
- **We / I** will encourage the free expression of opinion by all Board members. I will make a good faith effort to understand and accommodate the views of others.
- **We / I** recognize the appropriate channels to refer complaints to the Superintendent and will do so.
- **We / I** will seek communication between the Board, students, staff, and the community at Board meetings, as required.
- If a member of the public expresses concerns, **We / I** will communicate to fellow Board members and the Superintendent at appropriate times.
- **We / I** will not withhold District information from other Board members.
- **We / I** will become informed about current educational issues and seek continuing education opportunities, such as those sponsored by state and national school Board associations.
- **We / I** will disseminate pertinent information gathered at training workshops and conventions with the Superintendent and fellow Board members.
- **We / I** will make sure that persons addressing the Board follow established policy guidelines.
- **We / I** will make sure that persons addressing the Board do so in a professional manner.
- **We / I** will ensure that all Board members are given an opportunity to reflect their views and will work toward building consensus among all Board members.



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Board Meeting Agenda

Any time four or more Board members are gathered together to discuss school business; it is considered a meeting. The Coupland ISD Board of Trustees meets regularly on the second Thursday of every month.

Regular Meeting Agenda

This section will describe the board meeting structure as typical for a regular meeting.

CALL TO ORDER / Establish a Quorum

PUBLIC COMMENTS

ACTION ITEMS:

1. Monthly Action Items:
 - a. Approve the minutes for the previous Board meeting(s) (Regular and/or Special)
 - b. Approve the bills and financial reports
 - c. Amend budget as recommended
2. Consider approval of additional action items as needed:
 - a. Items on Annual Calendar of Board Agenda
 - b. Goals added to appraisal/goals clarified for appraisal
 - c. Directives to the Superintendent
 - d. Discuss items to be placed on next agenda
 - e. TASB Policy updates

DISCUSSION ITEMS:

1. Items which require discussion, but no action during the monthly meeting

SUPERINTENDENT'S REPORT:

1. Enrollment report
2. Report on progress for Superintendent goals and/or summer projects as relevant
3. Report on monthly activities (completed and planned)

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 551.00) to discuss items relating to personnel (Texas Gov't Code 551.074), student discipline (Texas Gov't Code 551.082(1)), attorney consultation (Texas Gov't Code 551.071) and/or the purchase, exchange, lease or value of real property (Texas Gov't Code 551.072). Any action will be taken in a public session.

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 - hiring of contractual personnel, resignations, contract terminations/non-renewals, issues,



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etc.

- Superintendent's appraisal, goals, directives, contract, compensation, etc.

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.)*

1. Consider resignations/appointments of faculty & staff
2. Consider additions to substitute list
3. Consider Superintendent contract

ADJOURNMENT

This agenda is posted on the day of Month, Year at 12:00 p.m. on the front door of the school building and on the school district website.

Special Meetings

The Board President shall call special meetings at the Board President's discretion or on request by two members of the Board.

The Board President shall call an emergency meeting when it is determined by the Board President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

Further details regarding special meetings and the laws governing these, see Coupland ISD Board Policy BE (Legal and Local).

Annual Calendar of Board Agenda Items

The table below provides a list of items which will generally appear on the agenda during the month specified. Due to a variety of factors, items may not always fall in the month listed.

Month	Action Items	Reports/Information/Discussion Items
September	<ul style="list-style-type: none"> ● Class Size Waivers (if necessary) ● Approval of District/Campus Improvement Plan ● Approve Bastrop & Williamson County Adjunct Faculty Agreements 	<ul style="list-style-type: none"> ● Procedures for dismissal of school due to weather conditions ● Beginning School Enrollment Report ● Free & Reduced Lunch Information
October	<ul style="list-style-type: none"> ● Approval of tax roll resolution Williamson County and Travis County Appraisal Districts ● Set Board meeting for canvassing election return (even years only) ● Announcement of Board Continuing Education hours 	<ul style="list-style-type: none"> ● Staff Appreciation Event Planning ● Plan annual Team of 8 training



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Month	Action Items	Reports/Information/Discussion Items
November	<ul style="list-style-type: none"> ● Induct new Board members ● Board Reorganization ● Canvass Ballots for trustee election (Oath of Office) ● HB 3033 Business days ● Public Hearing - FIRST 	<ul style="list-style-type: none"> ● Fall ADA Report ● October special population enrollment: bilingual/ESL students ● Canvas ballots for trustee/special election (special meeting) Oath of Office (Even years only) ● Public Hearing – FIRST Financial Rating Workshop ● Provide new board member(s) with local orientation ● Plan for Superintendent Evaluation and set evaluation date
December	<ul style="list-style-type: none"> ● Review of Board Operating Procedures ● Annual Financial Audit report for Prior Year (PY) 	<ul style="list-style-type: none"> ● Consider budget plan / timeline ● Staff Appreciation Event ● Executive session Superintendent's mid-year (Formative) review ● Superintendent delivers self-evaluation and required evaluation reports
January	<ul style="list-style-type: none"> ● Approve audit firm for upcoming year ● Consider budget plan / timeline ● Commit Fund Balance ● Public Hearing - TAPR ● Superintendent Annual (Summative) Evaluation ● Superintendent Contract Consideration 	<ul style="list-style-type: none"> ● Superintendent's evaluation form approved if changes needed ● Begin District Goal Setting ● Determine/plan summer projects ● Set Superintendent Goals for the following year
February	<ul style="list-style-type: none"> ● Adopt School Calendar for next school year ● Approve audit firm for upcoming year ● Determine/plan summer projects 	<ul style="list-style-type: none"> ● Proposed School Calendar ● Discipline Report ● Board Self-Evaluation
March	<ul style="list-style-type: none"> ● Teacher Contract Renewals ● Finalize district goals 	<ul style="list-style-type: none"> ● Review of Technology Plan Updates ● Set calendar for end of year activities/graduation
April	<ul style="list-style-type: none"> ● Approve summer projects ● IMA & TEKS Certification 	<ul style="list-style-type: none"> ● Review compensation/benefits package ● ESL & Summer School Plan ● Initial Budget Workshop – School Finance ● Receive Preliminary Values



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May	<ul style="list-style-type: none"> Bank Depository Bids (every other year) Approval of summer projects 	<ul style="list-style-type: none"> Begin Budget Planning Review professional development report Review District/Campus Improvement Plan
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Month	Action Items	Reports/Information/Discussion Items
June	<ul style="list-style-type: none"> Superintendent Annual (Formative) Evaluation Superintendent Contract Consideration Cafeteria Services Report and Prices for the next year Intent to Apply for ESSA/Grant Funds MOU for DAEP 	<ul style="list-style-type: none"> Budget Workshop – DRAFT 2025-2026 Budget Consider new or modified programs for upcoming school year Executive session Superintendent’s mid-year (Formative) review Review Employee/Staff Handbook Draft Review Student Handbook & Code of Conduct Draft
July	<ul style="list-style-type: none"> Approve Code of Conduct Approve Employee Handbook Order Trustee election and approve contract for election services (Even years only) Establish Trustee Election Dates (Even years only) 	<ul style="list-style-type: none"> Budget Workshop – Preliminary 2025-2026 Budget Consider TASB attendance at TASB Conference in September Select TASB Delegate and Alternate Receive Certified Values (7/25)
August	<ul style="list-style-type: none"> Approve Proposed 2025-2026 Budget Amend budget for previous year Accept certification of appraisal roll for the certified taxable value Approval of clubs for extra-curricular absence purposes Approve district teacher appraisal calendar Set the Tax Rate (Special Board Meeting) Budget Hearing (Special Board Meeting) 	<ul style="list-style-type: none"> Review Multi-Hazard Emergency Operations Plan



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Developing the Meeting Agenda

The following guidelines clarify how the Agenda is set and how a Board Member may place an item on the agenda.

1. The Superintendent in consultation with the Board President, on the Thursday prior to the following Thursday's Board Meeting, prepares the meeting agenda. The agenda is finalized, approved by the Board President and sent to the Board on the Friday prior to the Thursday meeting.
2. Board members may request an item for inclusion on the agenda. Requests may be made through the Superintendent or the Board President. The deadline for submitting agenda items is the seventh calendar day before regular meetings and the fifth calendar day before special meetings. (Procedure BE (Local)).
3. The Superintendent and Board President shall include on the agenda, all Board members requested agenda items that have been timely submitted, and submitted in accordance with the Board Operating Procedures.
4. The Board President shall not have authority to remove from the agenda a subject requested by a Board member without that Board member's specific authorization.
5. In accordance with the Texas Open Meetings Act, no item can be placed on the agenda less than 72 hours in advance of the meeting, except in an emergency as defined by law.

Items that cannot be on the Agenda

1. All personnel issues must be conducted in a Closed Session unless specifically required by Texas Open Meeting Law.
2. Anything that violates right to privacy, (i.e. Texas Open Meeting Act, Texas Open Records Act, cannot be placed on the agenda.

Use of Consent Agenda

A Consent Agenda shall include items of a routine and/or recurring nature grouped together under one Action Item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. All such items shall be acted upon by one vote without separate discussion unless a Board member requests that an item be withdrawn for individual consideration. The remaining items shall be adopted under a single motion and vote. While a consent agenda is allowable under policy, Coupland ISD has chosen not to use consent agendas.

Consent items may include:

- All routine items
- Annual renewals of Region 13, Shared Service Agreements, and TEA matters
- Budget amendments
- Tax refunds over \$500
- Gifts, donations and bequests
- Financial information
- Minutes of Regular and Special Board meetings
- Updates of Board policy



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- Routine personnel items
- Routine bid considerations
- Items recommended by the Superintendent

Board Meeting Protocol

Any time four or more Board members are gathered and discuss Board business, it is considered a meeting.

Board members shall adhere to the Board Code of Conduct, at all times, in addition to the following procedures.

Board Member Meeting Conduct

1. Board members will follow the Board-approved code of ethics included in this procedural document in and out of the Board meetings.
2. Board members will comply with all legal and local policy regarding the execution of Board meetings.
3. Board members will maintain professional and courteous behavior throughout the meeting even during emotionally charged discussions over complex issues.
 - a. Board members will demonstrate respect to fellow Board members and public participants through the following behavior:
 - b. Turn off or silence cell phones during the meeting.
 - c. Address each other, staff, and public with respect.
 - d. Speak after being acknowledged by the Board president.
 - e. Support hearing the voice of all Board members on each agenda item that is being discussed and refrain from dominating the conversation.
 - f. Refrain from condescending or critical comments to members of the staff, public or Board.
 - g. Focus on issues; not people or personalities.
 - h. Courteously accept other viewpoints and Board votes, which were not supported by self.
 - i. Seek solutions and reasonable compromises or consensus when there are differences of opinions.
 - j. Make decisions in the context of what is best for all students in the district.
 - k. Avoid immediate decisions and votes when the issue calls for more discussion, understanding, and a more in-depth approach or solution to the issue (except in emergency situations).
 - l. Be willing to publicly apologize to staff, patrons, or Board members if behavior is inappropriate or disruptive to the progress of the meeting.
 - m. Always attempt to have dialogue (multiple perspectives) rather than simple discussions (yes or no answers).
4. Board shall observe the parliamentary guidelines in Robert's Rules of Order or Established Policy or Practice.
5. Discussion of Motions:
 - a. All discussions shall be directed solely to the business currently under deliberation.
 - b. The Board President has the responsibility to keep the discussion to the motion at hand and shall halt discussions that do not apply to the business currently before the Board.



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6. The Superintendent and staff shall provide adequate information to the Board on a timely basis for agenda items requiring Board action.
7. Each Board member shall review the Board packet of information and be prepared for each Board Meeting.
8. Any Board member may request that an agenda item be tabled until the next meeting in order that the Board may receive additional information or have time to consider important items for Board action.

Patrons Addressing the Board (i.e. Public Comments)

For details on public participation in Board meetings, see BED (Legal and Local). General rules may be found below:

1. Audience participation at Board meetings is limited to the portion of the meeting designated as Public Comments. At all other times during a Board meeting, the audience shall not enter into discussion or debate on matters being considered by the Board, unless recognized by the presiding officer.
2. The Board President will explain the process and rules for participating in Public Comments prior to recognizing the first speaker.
3. At regular meetings the Board shall allot a total of 30 minutes to hear persons who desire to make comments to the Board.
4. Persons who wish to participate in the Public Comments shall sign up with the presiding officer or designee before the meeting begins and shall indicate the topic about which they wish to speak.
5. No presentation shall exceed three minutes. However, depending on the circumstances, the presiding officer may alter the minutes of the speaker.

Board Response to Patrons Addressing the Board

1. Board members can hear comments.
2. The presiding officer or designee may determine whether a person addressing the Board has attempted to solve a matter administratively through resolutions channels established by policy. If not, the person shall be referred to the appropriate policy (list below) to seek resolution:
 - a. Employee complaints: DGBA
 - b. Student or Parent complaints: FNG
 - c. Public complaints: GF
3. The Superintendent may investigate item(s) and report back to the Board.
4. Board members cannot respond or enter into discussion with the audience during the meeting as:
 - a. Items on the Agenda will be discussed as appropriate and scheduled on the agenda.
 - b. Items not on the Agenda do not permit Board members to respond or discuss.
 - c. Board President may exercise discretion in allowing patron comments to exceed 3 minutes or to extend the 30 minute time allotted for Public Comments.
5. Discussion of Employee/Student Issues
 - a. The Board will not allow complaints regarding individual personnel in Public Comments, unless required by law.



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- b. The Board will not allow complaints regarding individual students in Public Comments, unless required by law.

Voting

1. The Board shall provide the Superintendent an opportunity to present at a meeting an oral or written recommendation to the Board on any item that is voted on by the Board at the meeting (TEC 11.051).
2. The Board President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board (BDAA local).
3. In the case of a tie; motion is defeated.
4. All Board members will vote on all action items. A member should not abstain from voting except in the case of a conflict of interest.
5. All votes, including, dissenting and abstaining votes, shall be recorded in the minutes of the Board meeting.
6. In the case of a less than unanimous vote; Board members will support the majority decision and go forward in harmony regardless of how they may vote as an individual Board member.

Meeting Preparation

1. Board members shall come to meetings prepared having read the agenda packet material.
2. Clarifying questions should be addressed to the Superintendent in advance of the meeting and as early as possible in order to allow the Superintendent sufficient time to respond accurately and/or prepare clarifying information if needed.

Hearings

1. During a hearing, the Board is assembled to gather input only and not render a decision. All decisions must be made in open session.
2. The Board will not answer questions or enter into two-way dialogue during a hearing.
3. If a Board member wishes to question the school attorney, he/she will make a request to the Board President before the meeting for that purpose.
4. After the presentation of information by the person bringing the complaint and by the administration, the Board President shall ask the Board if there is any reason to recess. Should a Board member have questions that he/she desires to be asked of one of the presenters, then the Board member shall request that the President recess the meeting. During the recess, the questions to be asked shall be generated and shall be asked to the appropriate party by the Board President upon reconvening of the hearing.



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Individual Board Member Request for Information or Report

1. When acting in his or her official capacity, an individual Board member has the right of access to all documents and records of the District, subject to the responsibility to comply with confidentiality requirements. This right does not extend to confidential student records.
2. Board members will request information, or seek access to records, or request copies of records through the Superintendent.
3. Individual members shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent regarding the preparation of reports shall only be made after discussion and vote in a Board meeting held in compliance with the Open Meetings Act.
4. Written information/reports will be disseminated through the Superintendent's office and shared with all Board members.

Citizen Request / Complaint to Individual Board Members

The Board recognizes that, as elected officials, they will receive requests and complaints from the public; therefore, strict adherence to this procedure is required.

1. The Board member, who is presented with a request or complaint outside the Board meeting, will refer the citizen to the appropriate person/chain of command in the District.
2. The Board member shall not become individually and personally involved in the request/complaint.
3. The Board member must remind the citizen of their role; as a Board member, they must remain impartial in the event the situation comes before the Board.
4. The Board member shall notify the Superintendent as soon as possible of the request/ complaint.
5. The Board member shall notify the Board President if the request or complaint involved activity that is serious enough to warrant the Superintendent's review. For example, such matters might include, but not be limited to, harassment, discrimination, illegal activities, or fear of retaliation for discussion of a situation.
6. The Coupland ISD Board of Trustees and Superintendent encourage input; however, anonymous calls or letters that imply danger to the District or individual students shall be reported to the Superintendent immediately.
7. A signed letter will be forwarded to the Superintendent who will send acknowledgment to the originator of the letter. The Superintendent will ensure that the citizen is contacted in a timely manner. The Superintendent will respond and address the request/concern and notify Board members of the disposition of the complaint.
8. The Board of Trustees encourages input, however, anonymous communications will not receive action by the Board or the Superintendent. Exception to this would be communications containing a clear and present threat to safety of persons or property.



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Employee Request / Complaint to Individual Board Members

The Board recognizes that, as elected officials, they will receive requests and complaints from employees; therefore, strict adherence to this procedure is required.

1. The Board member shall refer the employee request or complaint to the appropriate person/chain of command in the District.
2. The Board member shall not become individually and personally involved in the request/complaint.
3. The Board member must remind the employee of their role: as a Board member, they must remain impartial in the event the situation comes before the Board.
4. The Board member shall notify the Superintendent as soon as possible of the request/ complaint.
5. The Superintendent will ensure that the employee's request/concern is addressed in a timely manner. Board members will be notified in a timely manner as well.

Communications

Board / Superintendent Communications

1. The Superintendent will communicate regularly with all Board members via emails, voice mail, telephone, text messages, etc.
2. The Superintendent will meet with the Board President as needed to discuss issues of the district.
3. If a Board member has a concern about any aspect of the Superintendent's duties or performance, he/she should go to the Superintendent and discuss the problem in person.
4. Individual Board members cannot speak in an official capacity for the Board outside the Board room, unless otherwise authorized by the Board.
5. Board members will communicate through email or in any other medium with each other only in a manner that is in compliance with the Texas Open Meetings Act.
6. The Superintendent will communicate information in a timely fashion to all Board members as circumstances require.

Communication among Trustees

1. Board members are free to communicate with each other on a one on one basis, but will not communicate with each other in a manner that either explicitly or implicitly could be deemed to be a violation of the Texas Open Meetings Act.
2. Communications should not be sent from one trustee to more than two other trustees, even if no reply is requested, expected, or received.
3. Trustees who have received messages should not forward them if the result is that a quorum of trustees receives the message.
4. If a trustee wishes to provide information to the entire board, the information should first be submitted to the Superintendent, who should then provide the information to the entire board.



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Communication with Legal Counsel

1. The Board authorizes the Superintendent and/or the Board President to contact legal counsel on behalf of the District.
2. Board members are authorized to contact legal counsel on behalf of the District only after receiving Board President or Superintendent's approval to do so.

Communication with the Public

1. The Board will communicate with its community through public hearings, regular Board meetings, and community publications.
2. An individual Board member, when speaking outside of the Board room, may state his/her opinion provided that the Board Member emphasizes that the opinion being expressed is his/her own and NOT the opinion of the Board.
3. Board members will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
4. At the time Board members are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidentiality requirements.

Board / District Staff Communication

1. Board members have the right to communicate with district employees in personal conversation and social settings, as long as such communication does not circumvent the role and authority of the Superintendent.
2. Circumvention occurs when the trustee's intent is to persuade employees, direct employees, elicit a position from employees, or obtain information from employees without the Superintendent's knowledge and consent.

Media Inquiries to the Board or Board Member

1. Board members should direct media calls to the Superintendent and then notify the Board President of the call.
2. Individual statements and responses by Board members are only individual statements and not representative of the entire Board. Any individual Board member making statements to the press, will emphasize they are not speaking for the Board.
3. The Board President shall be the official spokesperson for the Board to the media regarding Board matters should it be necessary.



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Evaluation of the Superintendent

1. The Superintendent and Board shall function as a "Team of Eight".
2. Board members will receive training on a locally developed process for the Superintendent's performance evaluation.
3. A summative (annual) evaluation will be conducted in June and formative evaluation will be conducted in December, unless the Superintendent has been employed for 15 months or less.
4. Each Board member will complete and bring to the designated evaluation meeting, the approved appraisal instrument.
5. Evaluation of the Superintendent will be conducted in executive session unless the Superintendent requests the evaluation be done in open session. Ratings and comments on the Superintendent's evaluation will be determined by Board consensus.
6. The Board will review the evaluation instrument at a meeting after the evaluation or at the evaluation to prepare it for the next evaluation cycle. Changes to the evaluation instrument, other than the listing of the new goals, should be approved by the Board.

Evaluation of the Board

1. The Superintendent and Board shall function as a "Team of Eight".
2. A formal self-evaluation of the Board shall be conducted annually using an instrument approved by the Board.
3. The formal self-evaluation will be conducted every April. The following questions will be deliberated.
 - a) Is the Board following Board Operating Procedures?
 - b) Is the "Team of Eight" functioning appropriately and effectively?
 - c) Were the goals set effective and were they accomplished?
4. The evaluation will be used to determine team-building training needs and such training will be conducted annually.
5. As deemed necessary, the Board shall utilize Closed Session under Texas Government Code 551.074 to evaluate and discuss the roles and responsibilities of Board members as allowed by law.
6. As deemed necessary, the Board shall utilize Closed Session under Texas Government Code 551.074 to hear complaints about public officials as allowed by law.
7. Board members may request that a discussion of the performance of the Board as a body corporate or the performance of individual Board members be placed on a properly posted agenda for discussion and possible action.
8. The Board may develop, as it deems appropriate, discussion items that address governance issues, Board policy issues and Board Member Code of Ethics, Board Code of Conduct, and Board Operating Procedures.



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Criteria and Procedure for Selecting Board Officers

1. Board Officers preferably have at least one year's experience as a Board member.
2. Officer elections will be held at the first regular meeting following the November Trustee Election. Board officer elections will be posted on the agenda and will be facilitated by the current Board President.
3. Election of officers will be conducted according to the policy Officers and Official Duties and Requirements of Board Officers (BDAAA Legal and Local). Board Officers are: President, Vice President, and Secretary.

President

1. Presides over all Board meetings unless unable to attend.
2. Creates committees as needed, for special projects, etc.
3. Has authority to call Special Meetings.
4. Signs all legal documents required by law.
5. Requests to the Superintendent from the Board President will be distributed to all Board members.
6. Along with the Superintendent, sets the Board agendas.
7. Has the right to discuss, make motions and resolutions, and vote on all matters coming before the board.
8. Appoint all Board committees after consultation with the Board (Board sub-committees, or committees that report to the Board) unless otherwise provided by policy or Board consensus.
9. Shall attend and fulfill all required training for Board Presidents.
10. Ensures the Board adheres to Robert's Rules of Order.

Vice President

1. Acts in the capacity of the President, in his or her absence.
2. Becomes President only upon being elected to the position.

Secretary

1. Keeps, or causes to be kept, an accurate record of the proceedings of Board meetings.
2. Ensures that notices of Board meetings are posted and sent as required by law.
3. Acts in the role of President in the absence of the President and Vice President.
4. Signs or countersigns as directed by action of the Board.

Office Vacancy

1. Vice-President shall fill a vacancy in the Presidency and a new Vice President shall be elected.
2. Vacancy among officers of the Board, other than that of the President, shall be filled by a majority action by the Board.



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Criteria for Selecting the Board President and Vice President

The role of the president is to bring focus to Board discussion and facilitate Board decision-making. To be effective, the president cannot use the office of president to foster his/her own agenda. To do so creates disharmony and mistrust. The president must believe that reasoned, thoughtful, data-driven discussion will bring about the best decisions, even if he/she may not personally agree with the decision. In addition to being a Board Member, the president must remove him/herself from the fray of the discussion and work constantly to bring the Board together as a team and seek a consensus position everyone can live with. To accomplish these objectives, a president must:

- Be a consensus builder
 - not take sides
 - get people to compromise
 - insist that decisions be “data driven” rather than “I think”
- Be strong
 - control meetings
 - be able to live with criticism
 - be willing to take unpopular stands
- Listen (but not necessarily accept, believe, or act on everything he/she hears)
- Be trustworthy
 - dependable (do what he/she promises to do)
 - open (no hidden agendas) honest (always ethical and truthful)
 - work effectively with the Superintendent
 - Be secure (i.e. does not “need” to be president)

A person should be selected to be president because he/she has the skills and values described above, not because it is his/her “turn.” Some people can be excellent Board Members but are simply not suited to be president.

Role and Authority of Board Members and/or Board Officers

1. Roles and authorities are set by state statute.
2. No Board member or officer has authority outside of the board meeting unless otherwise delegated by the Board.
3. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of "evaluating" a teacher's performance.
4. Board members will not reprimand or provide direction to staff. Directives to the Superintendent shall be in the confines of a duly called Board meeting.
5. Board members will not attempt to exert pressure or influence on the staff in order to coerce them into making particular recommendations or decisions.
6. Board members will not individually conduct interviews with prospective employees.
7. Board members will not give unsolicited recommendations for candidates for jobs throughout the district.



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8. Board members will not direct personnel to consider vendors other than those recommended through the competitive bidding or proposal process.
9. No Board member shall direct employees in regard to their performance of their duties.
10. Board members as individuals shall not exercise authority over other Board members, the District, or its property.
11. The Board supervises and evaluates the Superintendent.

Role of the Board in Executive (Closed) Session

1. Agenda Posting for Executive Sessions - The posted agenda will list the topics to be discussed in the Executive Session.
2. Enter Executive Session - The Board may enter into Executive Session after the following requirements have been met:
 - a. The Board has first been convened in Open Session for which notice has been given.
 - b. The presiding officer has publicly announced in Open Session that an Executive Session will be held.
 - c. The presiding officer has identified the section or sections of Chapter 551, Texas Government Code, which authorize the holding of such Closed or Executive Session.
 - d. The presiding officer has publicly announced that no final action, decision, or vote will be taken by the Board while in Executive Session.
3. Matters Under Discussion - Executive Sessions are authorized for the following purposes:
 - a. For a private consultation with the Board's attorney with respect to pending or contemplated litigation, settlement offers, and matters where the attorney's duty to the Board, pursuant to the Code of Professional Responsibility of the State Bar of Texas, clearly conflicts with the provisions of the Open Meetings Act (to be identified as Legal Matters in the Notice).
 - b. To discuss the purchase, exchange, lease, or value of real property and negotiated contracts for prospective gifts or donations (to be identified as Real Estate/Donations in the Notice).
 - c. To consider the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee, unless such officer or employee requests a public hearing (to be identified as Personnel in the Notice).
 - d. To consider discipline of a public school child or children unless an open hearing is requested in writing by a parent or guardian of the child (to be identified as Hearings in the Notice).
 - e. To deliberate regarding the standards, guidelines, terms or conditions the Board will follow, or instruct its representatives, to follow, in consultation with representatives of employee groups, under consultation agreements formerly provided for by Section 13.90 I of the Texas Education Code.
 - f. To discuss any other item authorized by law to be considered in the Executive Session.
4. Actions, Decisions or Votes - No final action, decision, or vote shall be taken while the Board is in Executive Session. The presiding officer shall so state prior to entering into Executive Session. The Board shall reconvene the Open Session after an Executive Session, prior to adjourning the meeting.
5. Record of Items Discussed in Executive Session - The record of Executive Session proceedings shall be provided for review by every Board member present, prior to sealing.
6. Neither the Trustees nor the Superintendent shall disclose, to the public or their own family members, confidential information discussed in executive session.



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Required Board Member Training

1. Board members are required to complete training as specified in Texas Education Code §11.159 and Policy BBD according to assessed needs.
2. New Board members shall participate in a local orientation session within 60 days before or after their election or appointment. Three (3) additional hours or orientation to the Texas Education Code are to be completed within the first year of service.
3. New Board members shall also complete ten (10) hours of continuing education during the first year of service.
4. Sitting Board members shall receive three (3) hours of orientation to the Texas Education Code and relevant legal obligations and at least (5) hours of continuing education each year following the first year.
5. As soon as possible after the November election, the entire Board along with the Superintendent shall annually participate in at least three (3) hours of team building training, facilitated by a registered provider.

District Goal Setting

1. A goal setting workshop will be conducted annually to develop long and short term plans for the District.
2. Superintendent's priorities will be based on goals each year.

Board Members as Parents

While Board members have no authority over staff members, it is often difficult for staff members to view the Board member as a parent rather than as a Board member.

1. Board members have the same rights as other parents to communicate with district employees regarding issues involving their own children.
2. Board members are encouraged to make it clear that they are acting as parents.
3. Board members shall follow the same rules and guidelines for all parents regarding campus visits.
4. Board members should not request nor accept extraordinary consideration for their children.

Board Members as School Support Organization Members/Officers

1. Board members may join and support all school support organization activities.
2. Care must be exercised to ensure opinions expressed during school support organization meetings are clearly identified as personal opinions and not as a representation of the Board.
3. Board members may NOT act in their official Board member capacity during any school support



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organization, school support organization Board meetings, or school support organization sponsored activity.

4. Board members may serve as an officer (excluding the treasurer position) in the school support organization, but no more than two Board members should serve on the organization's board simultaneously in order to prevent any speculation that the Open Meetings Act has been violated.

Reimbursable Expenses

1. Board members shall be reimbursed for reasonable expenses for the following items:
 - a. Carrying out the business of the Board at the Board's request.
 - b. Attending meetings and conferences as official representatives of the Board.
 - c. Mileage, commercial transportation, parking, lodging, meals and other incidental expenses.
2. Board members shall not be reimbursed for the following items:
 - a. Expenses of family members who travel with Board members
 - b. Alcoholic beverages
 - c. Memberships to join organizations other than TASB unless approved by the Board
3. Any Board member traveling for the District for the specific purposes of representation, presentation, and advocacy, collaboration with other districts, information, or critical role in a meeting should put their requests in writing to the superintendent and the Board president for review. If District funds are needed to support the travel, the Superintendent and the Board President can approve the travel or they may choose to present the request to the Board at a scheduled meeting.
4. Total reimbursement for each Board member shall not exceed \$500 per budget year.

Campaigning for Election or Re-Election

1. Board incumbents running for re-election shall not request or accept support from District employees during work time.
2. Board incumbents running for re-election shall not utilize District equipment or materials for campaign purposes.

Violations and Sanctions

1. Upon inclusion on the agenda and public posting in accordance with the law, the Board may convene in Executive Session to discuss a violation of the Board Operating Procedures, or other Board policies, so long as the deliberation is confined to the duties, discipline or complaint against a Board member.
2. The Board member may request that the deliberation be conducted in Open Session.
3. As a consequence of these deliberations, the Board may elect to take no action, or may reconvene in Open Session and vote to: (1) Publicly reprimand the Board member (2) Recommend additional training for the Board member (3) Authorize the Board President to remove the Board member from leadership positions in



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the District. Leadership positions include Board officer positions and membership on any district or campus level committee. The Board may utilize any or all of these sanctions as allowed by this section.

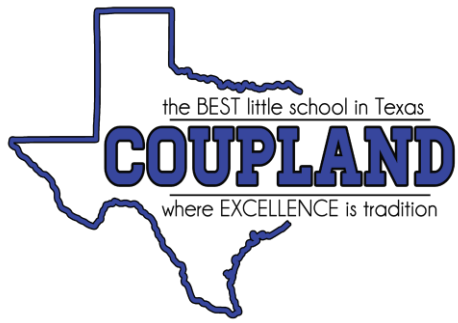
4. Nothing provided herein shall be construed to alter, modify or limit in any way the rights of school district personnel and members of the public to file complaints against the Board or Board members under applicable Board policies.

Board Review of Code of Ethics and Board Operating Procedures

1. The Board will annually review the Board Code of Ethics and Operating Procedures.
2. Each new Board member will be given a copy of the Board Code of Ethics and Operating Procedures prior to or at the new Board member's first Board meeting.
3. Outgoing Board members will be reminded of the prohibition of employment with the district, including substitute teaching, for a period of one calendar year from the date of leaving office.

Procedures for Board Members Visiting Campuses

1. Board members will complete the proper background check paperwork.
2. Board members will check-in with the Superintendent.
3. Board members, when possible, are encouraged to attend school events and activities.



COUPLAND ISD

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

Future Board Meetings

- July 18, 2024
- August 19, 2024
- September 3, 2024 GMP
- September 12, 2024
- October 10, 2024
- November 14, 2024
- December 12, 2024
- January 16, 2025
- February 13, 2025
- March 20, 2025
- April 10, 2025
- May 8, 2025
- June 12, 2025



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

**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

E-Mail Address



Board of Trustees

Date of Meeting
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District Goal	
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Contact Person E-Mail Address