



# COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

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## REGULAR MEETING AGENDA

Date: Thursday, April 10, 2025

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. Superintendent's Report
6. Public Comments
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 Regular Meeting held March 20, 2025.
  - B. Approve Monthly Bills and Monthly Financial Reports
  - C. Consider and Approve Budget Amendment
9. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:
  - A. Discuss and Consider a Change to the HVAC Units for the New Middle School.
  - B. Consider and Approve the 2025-2026 TEKS Certification
  - C. Consider and Approve a Full Service Business Solutions Contract with Texas School Finance Center.

- D. Consider and Take Action on the Appointment of Investment Officers for CISD
  - E. Consider and Take Action to Revise Policy DEC(LOCAL)
  - F. Consider and Take Action to Authorize the Superintendent to Execute Professional Contracts During the Months of April, May, June, July and August of 2025.
10. DISCUSSION ITEMS
- A. Discuss Future Action and Discussion items
  - B. Staffing Update
  - C. TASB Pay Study Review & Staffing Study
  - D. MOU with McDade ISD
  - E. Radios
  - F. Cowboy Camp 2025
  - G. Board Self-Evaluation
  - H. Board Goals
11. Future Board Meeting Dates
12. 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 Professional Contract Renewals
  - B. Discuss New Hires
  - C. Real Property
13. 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 to Renew Professional Staff Contracts
- B. New Hire Recommendations
- C. Consideration and possible action regarding the possible donation of right of way/land of the District's property described as follows: 1.355 acres (59,044 square feet) tract or parcel of land situated in the Joseph Jordan Survey, Abstract No. 357, Williamson County, Texas, and being a portion of a called 61.7162 acre tract of land described in the deed to Coupland Independent School District, recorded in instrument No. 2007071605, said official public records of Williamson County, Texas. The donation of land is for public purposes for the construction of a road part of the County's 2023 Bond Program CR 460. The Board will further consider a resolution declaring the property is not needed for educational purposes and the District will receive a benefit from the donation.

14. Report Items

- A. Resignations

15. 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 7th day of April, 2025 at 12:00p.m. on the front door of the school building and the school district website.

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Dr. Earl W. Parcell, Superintendent

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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



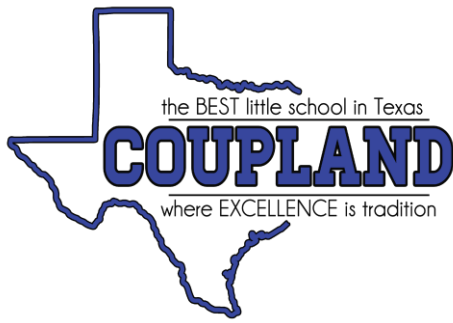
# Board of Trustees

Date of Meeting   
Item Type

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

Attachments	
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Contact Person  E-Mail Address



# COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

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## REGULAR MEETING MINUTES

Date: Thursday, March 20, 2025

Time: 6:00 PM

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

Tessa Strider – Present

Susan Schmidt – Present

Royce Hatch – Present:

### Superintendent:

Dr. Earl Parcell – Present

## AGENDA

1. **Call the meeting to order and establish a quorum. @ 6:01 pm**
2. **Pledge of Allegiance**  
Led by: Nolajo Garza
3. **Recognitions**
4. **Principal's Report**

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

**5. Superintendent's Report**

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

**6. Public Comments**

None

**7. Construction Update:**

**Christine Walker- Claycomb and Associates (Architect)**

**Randy Boone - Weaver & Jacobs (CMAR)**

Mr. Boone provided a PowerPoint presentation detailing the progress at the Coupland Middle School site. The site is being prepared so start the foundation pour. Mr. Boone shared that the foundation will be poured in pieces because he must have 7 days without rain in order for the foundation to set correctly. Mr. Boone also shared several photos of the project.

Mrs. Walker also reviewed some updates. She also shared that the district was able to meet with several critical partners in the same room regarding the project. This was significant because many aspects of the project required a great deal of coordination. The partners present at the meeting were Williamson County CR460 project, Williamson County TxDOT, CWSC (sewer), Claycomb & Associates, Weaver & Jacobs, Russell Schmidt (mayor), and Dr. Parcell. Having all these partners in the same room was beneficial and the district was able to get several questions answered.

While the meeting was valuable, Manville WSC was not able to attend. The district was able to schedule a meeting with MWSC for March 24.

**8. MONTHLY ACTION ITEMS:**

**A. Consider and Approve the Board of Trustees Meeting Minutes for the Regular Meeting held February 13, 2025.**

I move that we Approve the Board of Trustees Meeting Minutes for the Regular Meeting held February 13, 2025.

Motion made by: Tessa Strider

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

**B. Approve Monthly Bills, Monthly Financial Statement, and 2nd Quarter Investment Report**

I move that we Approve the Monthly Bills, Monthly Financial Statement, and 2nd Quarter Investment Report

Motion made by: Susan Schmidt

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

**C. Consider and Approve Budget Amendment and Revision**

I move that we Approve Budget Amendment and Revision as presented.

Motion made by: Michael Roepke

Seconded by: Tessa Strider

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

**9. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:**

**A. Consider and Approve Financial Audit Engagement Letter for the 2024-2025 School Year**

I move that we Approve Financial Audit Engagement Letter for the 2024-2025 School Year

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

**B. Consider and Take Action to Add, Revise or Delete (LOCAL) Policies as Recommended by TASB Policy Service According to the Instruction Sheet for TASB Localized Policy Manual Update 124**

I move that the board add, revise, or delete (LOCAL) policies as offered by TASB Policy Service for consideration and according to the Instruction Sheet for TASB Localized Policy Manual Update 124 [with the following changes:]

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

**C. Consider and Approve a Pay Increase for Child Nutrition Hourly Staff for Summer Feeding**

I move that we Approve a \$2.00/hour Pay Increase for Child Nutrition Hourly Staff for Summer Feeding.

Motion made by: Tessa Strider

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

**D. Consider and Take Action to Approve a Recruitment Stipend for CISD Employees**

I move that we Approve a Recruitment Stipend for CISD Employees of \$500 per professional staff member that is recommended and hired.

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

**E. Consider and Take Action on the Summer 2025 Work Schedule**

I move that we Approve the Summer 2025 Work Schedule

Motion made by: Susan Schmidt

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

## **10. DISCUSSION ITEMS**

### **A. Discuss Future Action and Discussion items**

### **B. Strategic Plan Survey Results**

Dr. Parcell shared the results of the 2025 community/parent, student, and staff survey with the board.

### **C. Board Self-Evaluation**

Discussion will be held at the April 2025 regular meeting.

### **D. Board Goals**

Discussion will be held at the April 2025 regular meeting.

### **E. Coupland Cowboys 2530**

Dr. Parcell provided an update on the 2530 Committee meetings.

### **F. ESL & Summer School/Camp Plan**

Dr. Parcell shared the plan for Summer School, ESL Summer School, and the 2025 Cowboy Camp.

### **G. Registration for School Year 2025-2026**

Registration for the 2025-2026 school year is open. Transfer are being accepted.

### **H. 2025-2026 Recruitment and Retention Plan**

Dr. Parcell presented to the board a recruitment and retention plan that added the recruitment stipend and a 3-2-1 personal wellness incentive.

### **I. Debrief:**

#### **1. 2025 TASA/TASB Legislative Update**

#### **2. Visit to the Capital on 2/25/2025**

#### **3. TASBO Legislative Update**

Dr. Parcell, Andrew Gonzales, Royce Hatch, and Crystal Ward provided updates on conferences they attended as well as their legislative office visits.

Dr. Parcell provided the board with legislative updates that covered a range of issues to keep the board abreast of the topics that are being discussed.

Nothing will be final until the legislature passes a bill out of both chambers and ultimately the governor signs the bill into law.

**J. Annual Technology Update**

Dr. Parcell highlighted the technology update that was provided by Mario Pena, technology Coordinator.

**K. Review Calendar - End of Year and Budget**

**L. MOU with McDade ISD**

**11. Future Board Meeting Dates**

**12. Executive Session:**

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**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 9:28 PM.**

**The Board came out of executive session at 11:15 PM.**

- A. Discuss Professional Contract Renewals**
- B. Discuss New Hires**
- C. Real Property**
- D. Security - Intruder Detection Audit**

**13. 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 to Renew Professional Staff Contracts**

I move that we Approve Professional Staff Contracts as presented.

Motion made by: Andrew Gonzales

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

**B. New Hire Recommendations**

**14. Report Items**

**A. Resignations**

**B. School Property Disposal**

**15. ADJOURNMENT: @ 11:17**

I Move that we adjourn.

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

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**Board President**

**Date**

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**Board Secretary**

**Date**



# Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address

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

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
001280	03-06-2025	CHASE INK	350074	hEB 191058	461-36-6399.02-101-599000	STUCCO Dance Snacks	111.38	N
007638	03-17-2025	COMBINED BENEFITS G	DEDCH		863-00-2153.00-012-500000	MAR DED HEALTH INSURANCE	201.42	N
			DEDCH		863-00-2153.00-013-500000	MAR DED HEALTH INSURANCE	200.23	N
			DEDCH		863-00-2153.00-015-500000	MAR DED LIFE INSURANCE	239.50	N
			DEDCH		863-00-2153.00-016-500000	MAR DED HEALTH INSURANCE	179.00	N
			DEDCH		863-00-2153.00-022-500000	MAR DED HEALTH INSURANCE	239.48	N
			DEDCH		863-00-2153.00-026-500000	MAR DED HEALTH INSURANCE	941.12	N
			DEDCH		863-00-2153.00-027-500000	MAR DED HEALTH INSURANCE	1,429.94	N
			DEDCH		863-00-2153.00-029-500000	MAR DED LIFE INSURANCE	511.83	N
			DEDCH		863-00-2153.00-035-500000	MAR DED HEALTH INSURANCE	86.40	N
			DEDCH		863-00-2153.00-105-500000	MAR DED HEALTH INSURANCE	103.00	N
			DEDCH		863-00-2153.00-106-500000	MAR DED HEALTH INSURANCE	126.36	N
			DEDCH		863-00-2153.00-107-500000	MAR DED LIFE INSURANCE	86.70	N
			DEDCH		863-00-2153.00-108-500000	MAR DED HEALTH INSURANCE	63.00	N
			DEDCH		863-00-2153.00-111-500000	MAR DED LIFE INSURANCE	43.01	N
			DEDCH		863-00-2159.00-037-500000	MAR DED MISCELLANEOUS DED	804.99	N
			DEDCH		863-00-2159.00-100-500000	MAR DED HSA	120.00	N
			DEDCH		863-00-2159.00-101-500000	MAR DED MISCELLANEOUS DED	48.98	N
			DEDCH		863-00-2159.00-110-500000	MAR DED MISCELLANEOUS DED	103.17	N
<b>Totals for Check 007638</b>							<b>5,528.13</b>	
007639	03-17-2025	NATIONAL BENEFIT SER	DEDCH		863-00-2159.00-034-500000	MAR DED TAX SHEL. ANNUITY	250.00	N
			DEDCH		863-00-2159.00-042-500000	MAR DED TAX SHEL. ANNUITY	500.00	N
			DEDCH		863-00-2159.00-102-500000	MAR DED TAX SHEL. ANNUITY	100.00	N
			DEDCH		863-00-2159.00-103-500000	MAR DED TAX SHEL. ANNUITY	700.00	N
<b>Totals for Check 007639</b>							<b>1,550.00</b>	
007640	03-17-2025	TCTA	DEDCH		863-00-2159.00-006-500000	MAR DED TSTA DUES	61.50	N
007641	03-17-2025	TEXAS STATE DISBURS	DEDCH		863-00-2159.00-019-500000	MAR DED MISCELLANEOUS DED	829.66	N
030625	03-06-2025	WEAVER & JACOBS CO	350308	Draw 4	699-81-6629.00-999-599000	Const Draw 4	824,185.80	N
032825	03-28-2025	WEAVER & JACOBS CO	350340	Draw 5	699-81-6629.00-999-599000	Const Draw 5	520,667.45	N
IRS03A	03-20-2025	UNITED STATES TREAS	DEDCH		863-00-2151.00-000-500000	MAR WIRE PAYROLL DEDUCTION	15,384.45	N
			DEDCH		863-00-2152.01-000-500000	MAR WIRE PAYROLL DEDUCTION	4,091.89	N
			DEDCH		863-00-2152.02-000-500000	MAR WIRE PAYROLL DEDUCTION	4,091.89	N
<b>Totals for Check IRS03A</b>							<b>23,568.23</b>	
TRS03	03-14-2025	TRS	DEDCH		863-00-2153.00-050-500000	MAR WIRE PAYROLL DEDUCTION	7,923.00	N
			DEDCH		863-00-2153.00-051-500000	MAR WIRE PAYROLL DEDUCTION	3,726.00	N
			DEDCH		863-00-2153.00-052-500000	MAR WIRE PAYROLL DEDUCTION	13,574.00	N
	03-25-2025	TRS	DEDCH		863-00-2155.01-000-500000	MAR WIRE PAYROLL DEDUCTION	135.02	N
			DEDCH		863-00-2155.03-000-500000	MAR WIRE PAYROLL DEDUCTION	21.15	N
<b>Totals for Check TRS03A</b>							<b>25,379.17</b>	
<b>Total For District Written Checks</b>							<b>1,401,881.32</b>	

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020178	03-06-2025	ALLIANCE TRANSPORTA	350309	19281	699-81-6629.00-999-599000	Prof Svcs 6/1 - 1/31	1,926.75	N
020179	03-06-2025	BROTHERS FOOD	250103	1737864	240-35-6341.00-101-599000	Produce	191.50	N
020180	03-06-2025	CHASE INK		8407412	199-11-6399.00-101-511000	Reflective tape return	-27.99	N
				0381833	199-11-6399.00-101-511000	SWRT RElective tape return	-16.48	N
			350295	21386444	199-11-6399.05-101-523000	Supplies sped	23.99	N
			350285	3967427	199-23-6399.00-101-599000	Toner	421.34	N
			350247	14476033	199-31-6411.00-101-523000	Hotel TEDA Conference Hebbe	15.00	N
			350247	14504297	199-31-6411.00-101-523000	Hotel TEDA Conference Hebbe	15.00	N
			350247	14542764	199-31-6411.00-101-523000	Hotel TEDA Conference Hebbe	15.00	N
			350247	Res Inn 1111	199-31-6411.00-101-523000	Hotel TEDA Conference Hebbe	365.70	N
			250112	16859	199-31-6411.00-101-523000	2025 TEDA Conference	350.00	N
			350304	271 WM	199-34-6311.00-101-599000	Gas for Van	48.25	N
			350296	9001958854	199-36-6495.00-101-511000	Jr NHS Dues	385.00	N
			350303	505500192358	199-41-6399.00-701-599000	2530 Committee Snacks	52.88	N
			350277	6687326	199-51-6249.02-101-599000	Supplies for water leak	43.96	N
			350312	5793035	199-51-6249.04-999-599000	supplies	34.67	N
			350293	13169	199-51-6319.00-101-599000	Custodial Supplies	26.95	N
			250110	WM 4239	240-35-6341.00-101-599000	Food Purchase Walmart	29.96	N
			350286	fee	699-81-6629.00-999-599000	Fire Permit fee	2.15	N
			350286	permit	699-81-6629.00-999-599000	Fire Permit fee	100.00	N
			250111	1173503699 Cost	749-61-6399.00-101-599000	Costco snacks	178.89	N
<b>Totals for Check 020180</b>							<b>2,064.27</b>	
020181	03-06-2025	DAVID PRUETT	250109	80078394	199-34-6499.00-101-599000	Inspection 18 Bluebird Reimb	40.00	N
			250109	80078394	199-34-6499.00-101-599000	Inspection 22 Intl REimb	40.00	N
<b>Totals for Check 020181</b>							<b>80.00</b>	
020182	03-06-2025	EARL PARCELL	350305	Reimb Parking	199-41-6411.00-701-599000	Capitol Parking	52.00	N
020183	03-06-2025	ESC 13	350307	275505	199-41-6299.02-750-599000	24-25 Climate Surveys	2,000.00	N
020184	03-06-2025	GOLD STAR FOODS INC	250104	3192356	240-35-6341.00-101-599000	CN Food Purchase	147.96	N
020185	03-06-2025	HILAND DAIRY FOODS C	250105	9017535	240-35-6341.02-101-599000	Milk Purchase	319.83	N
			250105	9018692	240-35-6341.02-101-599000	Milk Purchase	281.77	N
			250105	9020340	240-35-6341.02-101-599000	Milk Purchase	297.94	N
			250105	9021484	240-35-6341.02-101-599000	Milk Purchase	347.26	N
			250105	9023012	240-35-6341.02-101-599000	Milk Purchase	297.94	N
			250105	9025678	240-35-6341.02-101-599000	Milk Purchase	255.83	N
			250105	9026843	240-35-6341.02-101-599000	Milk Purchase	196.82	N
<b>Totals for Check 020185</b>							<b>1,997.39</b>	
020186	03-06-2025	LA COSTENITA DISTRIB	250106	15664	240-35-6341.00-101-599000	Ice Cream	188.16	N
020187	03-06-2025	LABATT FOOD SERVICE	250107	2048265	240-35-6341.00-101-599000	CN Food Purchase	1,796.35	N
			250107	2119691	240-35-6341.00-101-599000	CN Food Purchase	1,520.51	N
			250107	2048265	240-35-6341.00-101-599000	CN Food Purchase	2,037.87	N
			250107	2252876	240-35-6341.00-101-599000	CN Food Purchase	2,054.81	N
			250107	2252876	240-35-6342.00-101-599000	CN Food Purchase	51.12	N
<b>Totals for Check 020187</b>							<b>7,460.66</b>	

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

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020188	03-06-2025	PAM HERBER	350306	Reimb Parking	199-41-6411.00-701-599000	TASBO Parking	53.00	N
020189	03-06-2025	QUILL	350294	42906945	199-51-6319.00-101-599000	Custodial Supplies	151.16	N
020190	03-06-2025	RABA KISTNER INC	350310	AO38493	699-81-6629.00-999-599000	Raba Kistner 1/10	17,969.88	N
020191	03-06-2025	RAPTOR TECHNOLOGIE	350298	INV159560	199-52-6399.00-999-599000	Raptor printer and supplies	1,010.17	N
020192	03-06-2025	RENAISSANCE INSTITUT	350090	1984	199-53-6299.14-101-599000	Renaissance Inst 24-25	4,000.00	N
020193	03-06-2025	SPECTRUM	350091	10480050102212	199-51-6259.01-101-599000	Telephone	1,402.13	N
			350091	10480050102212	199-53-6299.15-101-599000	Internet;Spectrum	1,827.99	N
<b>Totals for Check 020193</b>							<b>3,230.12</b>	
020194	03-06-2025	SUBURBAN PROPANE	250108	79230164935	199-51-6259.03-101-599000	Propane Gas	925.03	N
020195	03-06-2025	TCEA	350270	1012047	199-53-6411.00-101-599000	TCEA Conference Pena	49.00	N
020196	03-06-2025	TRAVIS CENTRAL APPR	350030	9028	199-99-6213.00-703-599000	Quarterly Appraisal Fee	140.95	N
020197	03-06-2025	TRINITY EDUCATIONAL	350302	5195	199-11-6219.00-101-523000	Bilingual Evals	3,825.00	N
			350302	5700	199-11-6219.00-101-523000	Bilingual Evals	2,975.00	N
			350302	5759	199-11-6219.00-101-523000	Bilingual Evals	5,333.75	N
			350302	5772	199-11-6219.00-101-523000	Bilingual Evals	3,442.50	N
			350302	5807	199-11-6219.00-101-523000	Bilingual Evals	5,206.25	N
<b>Totals for Check 020197</b>							<b>20,782.50</b>	
020198	03-06-2025	TRIUMPH PROTECTION	350036	INV021030	429-52-6299.00-101-399000	Security Officer 9/1 - 3/30/25	512.00	N
			350036	INV021111	429-52-6299.00-101-399000	Security Officer 9/1 - 3/30/25	1,316.00	N
<b>Totals for Check 020198</b>							<b>1,828.00</b>	
020199	03-06-2025	WASTE MANAGEMENT	350107	0206921-2161-7	199-51-6249.00-101-599000	Trash Pickup	699.09	N
020200	03-06-2025	WILLIAMSON CAD	350019	2025-149	199-99-6213.00-703-599000	WM CAD Fee	5,533.75	N
020201	03-06-2025	WILLIAMSON COUNTY T	350292	1405620 03	199-34-6319.00-101-599000	Veh Reg 22 IC and 18 Blubird	22.00	N
			350292	1329472 03	199-34-6319.00-101-599000	Veh Reg 22 IC and 18 Blubird	22.00	N
<b>Totals for Check 020201</b>							<b>44.00</b>	
020202	03-07-2025	GAUSE ISD	350315	Track 0318 0325	199-36-6499.00-101-591000	Track Meet 0318 0325	250.00	N
020203	03-07-2025	NICOLE KINCAIDE	350321	Reg 13 Reimb	199-11-6499.00-101-511000	Reimb Region 13 Trvl	931.32	N
020204	03-07-2025	WALSH GALLEGOS TRE	350316	700737	199-41-6211.00-701-599000	WG Legal	3,991.00	N
020205	03-07-2025	WILLIAMSON COUNTY E	350320	1124-30	199-41-6439.00-702-599000	11/5 WILCO election fee	322.44	N
020206	03-18-2025	DEEP EAST TEXAS WOR	350031	1932	199-11-6143.00-101-511000	Workers Comp Premium	1,540.00	N
			350031	1932	199-23-6143.00-101-599000	Workers Comp Premium	100.00	N
			350031	1932	199-34-6143.00-101-599000	Workers Comp Premium	250.00	N
			350031	1932	199-41-6143.00-701-599000	Workers Comp Premium	100.00	N
			350031	1932	199-41-6143.00-750-599000	Workers Comp Premium	500.00	N
			350031	1932	199-51-6143.00-101-599000	Workers Comp Premium	250.00	N
			350031	1932	199-53-6143.00-101-599000	Workers Comp Premium	200.00	N
<b>Totals for Check 020206</b>							<b>2,940.00</b>	
020207	03-18-2025	DIRECT ENERGY BUSIN	350108	25063005645061	199-51-6259.02-101-599000	Electricity	5,623.69	N

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020208	03-18-2025	ESC 13	350066	275716	199-31-6411.00-101-523000	Sped Dyslexia PD	100.00	N
			350263	275715	199-33-6239.00-101-599000	Booker Conf. at R13	200.00	N
<b>Totals for Check 020208</b>							<b>300.00</b>	
020209	03-18-2025	GREATAMERICA	350099	38731866	199-23-6269.00-101-599000	Copier Lease	141.18	N
020210	03-18-2025	GULF COAST PAPER CO	250113	2627414	240-35-6342.00-101-599000	CN Cups, sporks & supplies	616.64	N
020211	03-18-2025	LA COSTENITA DISTRIB	250114	15899	240-35-6341.00-101-599000	Ice Cream	188.16	N
020212	03-18-2025	LITTLE PINES PEDIATRI	350324	20250228	199-11-6219.01-101-523000	Occ Therapy Svcs Feb 25	1,580.00	N
020213	03-18-2025	MANVILLE WATER SUPP	350109	2106541 0325	199-51-6259.00-101-599000	Water Bill	88.53	N
			350109	2138551 0325	199-51-6259.00-101-599000	Water Bill	319.28	N
			350109	601151 0325	199-51-6259.00-101-599000	Water Bill	382.72	N
<b>Totals for Check 020213</b>							<b>790.53</b>	
020214	03-18-2025	NANCY'S KEYS	250115	12518	199-51-6249.04-999-599000	Rekey new door hdl Super offic	359.95	N
020215	03-18-2025	TASB	350327	669327	199-41-6499.00-702-599000	TASB Localized Update 124	1,518.00	N
020216	03-18-2025	TEXAS MULTI-CHEM	350329	1062541	199-51-6299.00-101-599000	'Field Ground service	475.00	N
020217	03-18-2025	TRAVIS COUNTY ELECTI	350323	1008	199-41-6439.00-702-599000	Travv Co Elect Fee for 11/2024	100.00	N
020218	03-27-2025	APPLE INC	350299	MB6264413	199-52-6399.00-999-599000	Ipads for Raptor	658.00	N
020219	03-27-2025	BRIANA LARSON	350345	Reg 13 Reimb	199-11-6499.00-101-511000	Region 13 Reimb Tra	282.17	N
020220	03-27-2025	BROTHERS FOOD	250116	1747373	240-35-6341.00-101-599000	Produce	291.95	N
020221	03-27-2025	DAVID PRUETT	350333	Holt 75220	199-34-6249.00-101-599000	Belt fan for bus - Holt	220.44	N
020222	03-27-2025	EARL PARCELL	350343	WILCO bus reimb	199-34-6499.00-101-599000	20 BB Bus Title	24.50	N
020223	03-27-2025	FOLLETT CONTENT SOL	350317	541287	461-12-6399.00-000-500000	Library Books	430.94	N
020224	03-27-2025	GULF COAST PAPER CO	250117	2631465	240-35-6342.00-101-599000	lids and cups	43.85	N
020225	03-27-2025	LOWMAN EDUCATION L	350338	9399	199-11-6397.00-101-599000	Lowman Renewal	4,450.00	N
020226	03-27-2025	FERGUSON FACILITIES	350313	1703597	199-51-6319.00-101-599000	Custodial Supplies	863.34	N
020227	03-27-2025	MISSION RESTAURANT	350314	INV310244	240-35-6399.00-101-599000	Pans and utensils	359.40	N
020228	03-27-2025	NEIL J WHITE	350337	Mile Reimb 0325	199-34-6411.00-101-599000	Mileage Reimbursement	112.00	N
020229	03-27-2025	PEST PATROL	350106	136365	199-51-6249.03-101-599000	Pest Treatment	250.00	N
020230	03-27-2025	TRIUMPH PROTECTION	350036	INV021372	429-52-6299.00-101-399000	Security Officer 9/1 - 3/30/25	1,316.00	N
<b>Total For Computer Written Checks</b>							<b>101,955.84</b>	
<b>Total Checks</b>							<b>1,503,837.16</b>	

End of Report

# COUPLAND INDEPENDENT SCHOOL DISTRICT

## GENERAL FUND FINANCIAL STATEMENT

**Fund 199**  
**MARCH 2025**



	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
<b>REVENUES:</b>						
Local and Intermediate Sources	\$ 2,183,205	\$ 2,178,283	99.77%	\$ 2,233,999	\$ 2,067,357	92.54%
State Program Revenues	2,610,521	2,263,542	86.71%	1,832,545	1,916,272	104.57%
Federal Program Revenues	14,500	-	0.00%	12,445	-	0.00%
Other Financing Sources	-	-	0.00%	-	-	0.00%
<b>Total Revenues</b>	<b>\$ 4,808,226</b>	<b>\$ 4,441,825</b>	<b>92.38%</b>	<b>\$ 4,078,989</b>	<b>\$ 3,983,629</b>	<b>97.66%</b>
<b>EXPENDITURE SUMMARY BY FUNCTION:</b>						
11 - Instructional	\$ 2,902,821	\$ 1,602,733	55.21%	\$ 2,309,183	\$ 1,170,044	50.67%
12 - Instructional Resources and Media Services	7,850	5,599	71.32%	21,100	7,103	33.66%
13 - Curriculum and Instructional Staff Development	19,700	30	0.15%	18,950	2,560	13.51%
21 - Instructional Leadership	12,362	-	0.00%	2,150	-	-
23 - School Leadership	320,173	178,551	55.77%	335,307	159,820	47.66%
31 - Guidance, Counseling and Evaluation	174,769	115,810	66.26%	100,522	91,909	91.43%
33 - Health Services	3,550	1,388	39.10%	6,400	222	3.47%
34 - Student Transportation	276,692	180,784	65.34%	179,542	105,698	58.87%
35 - Food Service	2,059	2,059	100.00%	-	-	-
36 - Cocurricular/Extra Curricular Activities	27,714	13,020	46.98%	33,022	13,212	40.01%
41 - General Administration	368,356	206,708	56.12%	344,670	248,059	71.97%
51 - Plant Maintenance and Facility Services	363,425	201,470	55.44%	394,505	188,592	47.80%
52 - Security and Monitoring Services	48,750	20,550	42.15%	39,000	16,560	42.46%
53 - Data Processing Services	247,658	138,848	56.06%	186,512	113,373	60.79%
61 - Community Services	500	-	0.00%	-	-	-
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	-	-	-	-	-	-
99 - Other intergovernmental Charges	25,000	17,415	69.66%	14,000	14,615	104.39%
Operating Transfer to Cafeteria	9,681	-	0.00%	25,126	-	0.00%
<b>Total Expenditures</b>	<b>\$ 4,877,496</b>	<b>\$ 2,690,683</b>	<b>55.17%</b>	<b>\$ 4,078,989</b>	<b>\$ 2,137,953</b>	<b>52.41%</b>
<b>EXPENDITURE SUMMARY BY OBJECT CODE:</b>						
61XX - Payroll Costs	\$ 3,776,173	\$ 2,132,840	56.48%	\$ 3,070,341	\$ 1,636,629	53.30%
62XX - Professional and Contracted Services	546,330	280,267	51.30%	493,933	297,082	60.15%
63XX - Supplies and Materials	198,614	70,900	35.70%	259,934	89,284	34.35%
64XX - Other Operating Expenses	160,262	80,958	50.52%	94,655	53,479	56.50%
65XX - Debt Service - Principal	66,436	5,718	8.61%	69,000	6,185	8.96%
66XX - Capital Outlay Expenses	120,000	120,000	100.00%	66,000	55,295	83.78%
Operating Transfers	9,681	-	0.00%	25,126	-	0.00%
<b>Total Expenditures</b>	<b>\$ 4,877,496</b>	<b>\$ 2,690,683</b>	<b>55.17%</b>	<b>\$ 4,078,989</b>	<b>\$ 2,137,953</b>	<b>52.41%</b>



**COUPLAND INDEPENDENT SCHOOL DISTRICT**  
**CHILD NUTRITION FUND FINANCIAL STATEMENT**  
**Fund 240**  
**MARCH 2025**

	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
<b>REVENUES:</b>						
Local and Intermediate Sources	\$ 60,000	\$ 45,865	76.44%	\$ 67,300	\$ 45,200	67.16%
State Program Revenues	11,058	1,336	12.08%	11,086	20,317	183.27%
Federal Program Revenues	167,000	104,602	62.64%	139,506	93,712	67.17%
Other Financing Sources	9,681	-	0.00%	25,126	-	0.00%
<b>Total Revenues</b>	<b>\$ 247,739</b>	<b>\$ 151,803</b>	<b>61.28%</b>	<b>\$ 243,018</b>	<b>\$ 159,229</b>	<b>65.52%</b>
<b>EXPENDITURES:</b>						
35 - Food Services	\$ 247,739	\$ 152,344	61.49%	\$ 243,018	\$ 135,220	55.64%
<b>Total Expenditures</b>	<b>\$ 247,739</b>	<b>\$ 152,344</b>	<b>61.49%</b>	<b>\$ 243,018</b>	<b>\$ 135,220</b>	<b>55.64%</b>
<b>EXPENDITURE SUMMARY BY OBJECT CODE:</b>						
61XX - Payroll Costs	\$ 142,039	\$ 80,349	56.57%	\$ 135,912	\$ 71,102	52.31%
62XX - Professional and Contracted Services	6,500	-	0.00%	11,500	-	0.00%
63XX - Supplies and Materials	98,500	71,995	73.09%	94,906	63,876	67.30%
64XX - Other Operating Expenses	700	-	0.00%	700	242	34.57%
64XX - Other Operating Expenses	-	-	0.00%	-	-	-
<b>Total Expenditures</b>	<b>\$ 247,739</b>	<b>\$ 152,344</b>	<b>61.49%</b>	<b>\$ 243,018</b>	<b>\$ 135,220</b>	<b>55.64%</b>

**COUPLAND INDEPENDENT SCHOOL DISTRICT**  
**DEBT SERVICE FUND FINANCIAL STATEMENT**  
**Fund 599**  
**MARCH 2025**



	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
<b>REVENUES:</b>						
Local and Intermediate Sources	\$ 1,547,519	\$ 1,533,524	99.10%	\$ 1,550,025	\$ 1,371,769	88.50%
State Program Revenue	\$ 92,381	\$ 89,831	97.24%	\$ -	\$ 13,070	
<b>Total Revenues</b>	<b>\$ 1,639,900</b>	<b>\$ 1,623,355</b>	<b>98.99%</b>	<b>\$ 1,550,025</b>	<b>\$ 1,384,839</b>	<b>89.34%</b>
<b>EXPENDITURES:</b>						
71 - Debt Service	\$ 1,639,900	\$ 1,039,900	63.41%	\$ 1,550,025	\$ 959,619	61.91%
<b>Total Expenditures</b>	<b>\$ 1,639,900</b>	<b>\$ 1,039,900</b>	<b>63.41%</b>	<b>\$ 1,550,025</b>	<b>\$ 959,619</b>	<b>61.91%</b>
<b>EXPENDITURE SUMMARY BY OBJECT CODE:</b>						
65XX - Debt Service Expenses	1,639,900	1,039,900	63.41%	1,550,025	959,619	61.91%
<b>Total Expenditures</b>	<b>\$ 1,639,900</b>	<b>\$ 1,039,900</b>	<b>63.41%</b>	<b>\$ 1,550,025</b>	<b>\$ 959,619</b>	<b>61.91%</b>



# Board of Trustees

Date of Meeting   
Item Type

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

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

Contact Person  E-Mail Address



**COUPLAND ISD  
GENERAL FUND  
PROPOSED BUDGET AMENDMENT  
BOARD MEETING December 2025**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
<b>Revenue:</b>				
57XX	Local Revenue	2,183,205.00		2,183,205.00
58XX	State Revenue	2,610,521.00		2,610,521.00
59XX	Federal Revenue	14,500.00		14,500.00
79XX	Other Resources	0.00		0.00
	<b>Revenue Budget</b>	<b>4,808,226.00</b>		<b>4,808,226.00</b>
<b>Expense:</b>				
11	Instruction	2,902,820.00	1,500.00	2,904,320.00
12	Instruction Media/Library	7,850.00		7,850.00
13	Curriculum Development and Instructional Staff Development	19,700.00		19,700.00
21	Instructional Leadership	12,362.00		12,362.00
23	Campus Administration	320,173.00		320,173.00
31	Guidance & Counseling	174,769.00		174,769.00
33	Health Services	3,550.00		3,550.00
34	Student Transportation	276,692.00	(1,500.00)	275,192.00
35	Food Service	2,059.00		2,059.00
36	Cocurricular Activities	27,714.00		27,714.00
41	General Administration	368,356.00		368,356.00
51	Plant Maintenance	363,425.00		363,425.00
52	Security & Monitoring Services	48,750.00		48,750.00
53	Data Processing	247,659.00		247,659.00
61	Community Services	500.00		500.00
71	Debt Service	66,436.00		66,436.00
93	Payments to SSA	0.00		0.00
99	Intergovernment Payments	25,000.00		25,000.00
89XX	Transfer to Food Service	9,681.00		9,681.00
	<b>Expenditure Budget</b>	<b>4,877,496.00</b>		<b>4,877,496.00</b>
<b>FUND BALANCE</b>				
	<b>Fund Balance Increase (Decrease)</b>	<b>(69,270.00)</b>	<b>0.00</b>	<b>(69,270.00)</b>

Board President

Board Secretary



# 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

# **Certification of Provision of Instructional Materials Survey 2025–26**

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# Survey Pre-Work

## 2025–26 Certification of Provision of Instructional Materials

In accordance with [Texas Education Code 31.1011](#), local educational agencies (LEAs) are required to certify annually to the State Board of Education (SBOE) and the commissioner that students have access to instructional materials covering all Texas Essential Knowledge and Skills (TEKS) for all required subjects, except physical education.

Additionally, LEAs are required to certify that they protect against access to obscene or harmful content in compliance with the requirements for certification under (i) the Children's Internet Protection Act (Pub. L. No. 106-554); (ii) Section [28.0022](#); (iii) Section [43.22](#), Penal Code; and (iv) any other law or regulation that protects students from obscene or harmful content. The TEKS Certification 2025–26 Survey includes a section to allow LEAs to certify they meet this requirement.

Like last year's process, the agency will utilize the following tools:

### **Certification 2025–26 Form:**

Printable, hard copy of the survey to be completed offline and presented to the board of trustees or governing body for ratification and signatures.

### **Certification 2025–26 Survey:**

Web-based application where LEAs will submit their responses collected on the TEKS Certification 2025–26 Form, and where LEAs will upload the signature page of the Form.

This year's Certification Process requires:

- The completion of the Certification 2025–26 Form;
- Ratification by the LEA's board of trustees or governing body in an open, public-noticed meeting; and
- Submission of the Certification 2025–26 Survey and upload of the ratified Certification 2025–26 Form.

TEA recommends that LEAs complete these steps by **May 1, 2025**. The Certification 2025–26 Form can be accessed at the following link on the [Certification of Provision of Instructional Materials webpage](#).

The state online instructional materials ordering system, EMAT, will close for annual maintenance on March 28, 2025, and is scheduled to reopen on May 15, 2025. **Completion of the Certification Process is required to regain access to allotment funds when EMAT reopens in May of 2025.**

Certification 2025–26 Survey submissions received after May 15, 2025, will typically be processed within five business days, then access to EMAT provided.

## Instructions to Complete the Certification Process for 2025–26

1. **Review the Certification 2025–26 Form:** Print the fillable TEKS Certification 2025–26 Form found on the [Certification of Provision of Instructional Materials webpage](#).
2. **Gather information:** The form may require consultation with content area leads or other LEA staff.
3. **Complete Certification 2025–26 Form:** Complete the TEKS Certification 2025–26 Form by hand or digitally.
4. **Obtain needed signatures:** Ratify the **Certification 2025–26 Form** by the LEA’s board of trustees or governing body in an upcoming, open board meeting.
5. **Submit Certification 2025–26 Survey:** Complete the online Certification 2025–26 Survey by answering the questions. Inside the survey you will upload the signed Allotment and Certification 2025–26 Form from Step 4. The survey will be open for submissions beginning Monday, March 17, 2025, and will be located on the [Certification of Provision of Instructional Materials webpage](#).

## Additional Supports

- TEA will be hosting a webinar to review the Certification 2025–26 Process on *Monday, March 24th, at 2:00 p.m. CDT*. [Registration](#) is required.
- TEA will host office hours to support LEAs with the Certification of Provision of Instructional Materials process; registration is required.
  - Monday, March 31st at 11:00 a.m. CDT | [Register on Zoom](#)
  - Thursday, April 3rd, at 11:00 a.m. CDT. | [Register on Zoom](#)
- To facilitate completion of this year’s submission, LEAs may request a copy of their previous year’s submission by submitting a [Help Desk Ticket](#).
- For questions about the Certification 2025–26 Form, Survey, or Process, please submit a [Help Desk Ticket](#).

## Review Terminology

### *Additional Supports*

- **Scope and Sequence:** A document that provides a brief outline of the standards and a recommended teaching order for a particular course/grade-level over the course of a school year.
- **Full-subject materials** (often referred to as Tier 1 or core materials): instructional material designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.
- **Supplemental materials** (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional material designed to assist in the instruction of one or more of the essential knowledge and skills
- **SBOE-Approved Instructional Materials:** SBOE-approved instructional materials are any materials that go through the IMRA process and receive approval by the SBOE. In Texas, SBOE-approved instructional materials are considered HQIM and qualify for the SBOE-Approved Instructional Materials Entitlement as outlined in Section 48.307.
- **State-Adopted Instructional Materials:** state-adopted instructional materials were reviewed and adopted in the preceding Proclamation process. These materials have not been reviewed in the IMRA process, are not considered HQIM (per the Texas definition), and are not eligible for additional HB 1605 funding entitlements.

## **About the Qualtrics Survey**

Within the Qualtrics survey you will be given a list of commonly known publishers and products. Should your LEA use a LEA-developed product, or the product is not listed, you will be asked to write in the name of the publisher and product.

You can find a list instructional materials on the [Certification of Provision of Instructional Materials webpage](#).

# Certification 2025–26 Survey

## Background Information

QUESTION 1.0: Name of person completing this form

Dr. Earl W. Parcell

QUESTION 1.1: Your email address

eparcell@couplandisd.org

QUESTION 1.2: Select the role that best describes your position at your district or charter: [Single Select]

- Instructional Materials Coordinator
- Curriculum Director
- Principal
- Administrative Assistant
- Superintendent
- Other

## LEA Information

QUESTION 2.0: Region #

Region XIII

QUESTION 2.1: LEA name and number

Coupland ISD; 246914

QUESTION 2.2: Superintendent's name

Dr. Earl W. Parcell

QUESTION 2.3: Superintendent's email address

eparcell@couplandisd.org

QUESTION 2.4: School board president's or governing body's name

Crystal Ward

QUESTION 2.5: School board president's or governing body's email address

Cdward1113@gmail.com

QUESTION 2.6: Date of the school board meeting at which the Certification Form was be presented and approved?

April 10, 2025

## Reading Language Arts Certification

### Scope and Sequence - All Grade Levels RLA

#### QUESTION 3.0:

Are instructional materials for English RLA and phonics managed at the LEA level and generally consistent across classrooms?

Yes

No

## English Reading Language Arts K–5 TEKS Coverage Certification

#### QUESTION 4.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **English RLA TEKS grades K–5?** (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials). [Single Select]

Yes

No

## English Reading Language Arts K–5 Instructional Materials

#### QUESTION 5.0:

Share the **full-subject and/or supplemental** publisher(s)/ product(s) that teachers in your district will use regularly (once a week or more, on average) for **English RLA and/ or Phonics grades K–5** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**English RLA and/ or Phonics grades K–5** full-subject and/or supplemental publisher(s)/ product(s) used:

*Houghton Mifflin Harcourt (HMH), Into Reading Texas*

*Zaner-Bloser, Inc., Handwriting Texas Edition and Spelling Connections Texas Edition*

*Learning A-Z*

*Amplify, MClass*

*Heinemann, leveled Literacy Intervention (LLI)*

*Discovery Education Inc.*

*Renaissance Learning, Inc.*

QUESTION 5.1:

(If above answer includes SBOE-Approved Bluebonnet Learning instructional materials):

What is the estimated number of students in your LEA that are using *Bluebonnet Learning Reading Language Arts, Edition 1* (grades K–5) in their classroom on a regular basis?

N/A

QUESTION 5.2:

(If above answer includes SBOE-Approved Bluebonnet Learning instructional materials):

What is the estimated number of students in your LEA that are using *Bluebonnet Learning Foundational Skills, Edition 1* (grades K–3) in their classroom on a regular basis?

N/A

## Spanish Reading Language Arts K–5 TEKS Coverage Certification

QUESTION 6.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **Spanish RLA TEKS grades K–5**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials) [Single select]

Yes

No

## Spanish Reading Language Arts K–5 Instructional Materials

QUESTION 7.0:

Share the **full subject and/or supplemental** publisher(s)/product(s) that teachers in your district will use regularly (once a week or more, on average) for **Spanish RLA and/or Phonics grades K–5** instruction to ensure coverage of 100% of the TEKS. [Single select for each grade band]

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): Instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Spanish RLA and/or Phonics grades K–5** full-subject and/or supplemental publisher(s)/ product(s) used:

N/A
-----

QUESTION 7.1:

(If above answer includes *Aprendizaje Bluebonnet* pilot instructional materials instructional materials):

What is the estimated number of students in your LEA that are using *Aprendizaje Bluebonnet artes del lenguaje y lectura, piloto* (grados K–5) in their classroom on a regular basis?

N/A
-----

QUESTION 7.2:

What is the estimated number of students in your LEA that are using *Aprendizaje Bluebonnet destrezas fundamentales, piloto* (grados K–2) in their classroom on a regular basis?

N/A
-----

## English Reading Language Arts (RLA) 6–8 TEKS Coverage Certification

QUESTION 8.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **English RLA TEKS grades 6–8**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials) [Single select]

- Yes
- No

## English Reading Language Arts (RLA) 6–8 Instructional Materials

### QUESTION 9.0:

Share the **full subject and/or supplemental** publisher(s)/product(s) that teachers in your LEA will use regularly (once a week or more, on average) for **English RLA grades 6–8** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**English RLA grades 6–8** full-subject and/or supplemental publisher(s)/ product(s) used:

*Houghton Mifflin Harcourt (HMH), Into Literature Texas*  
*Amplify, mClass*  
*BookNook*  
*Renaissance Learning, Inc.*

## English Reading Language Arts (RLA) 9–12 TEKS Coverage Certification

### QUESTION 10.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **English RLA TEKS grades 9–12**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials.

Yes

No

## English Reading Language Arts (RLA) 9–12 Instructional Materials

### QUESTION 11.0:

Are the **full-subject and/or supplemental** publisher(s)/ product(s) that teachers in your LEA will use regularly (once a week or more, on average) for **English RLA grades 9–12** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**English RLA grades 9–12** full-subject and/or supplemental publisher(s)/ product(s) used:

N/A

## Mathematics Certification

### Scope and Sequence - All Grade Levels Mathematics

QUESTION 12.0:

Are instructional materials for mathematics managed at the LEA level and generally consistent across classrooms? ?

Yes

No

## Mathematics K–5 TEKS Coverage Certification

QUESTION 13.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **mathematics TEKS grades K–5**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials). [Single Select]

Yes

No

## Mathematics K–5 Instructional Materials

QUESTION 14.0:

Share the **full-subject and/or supplemental** publisher(s)/product(s) that teachers in your LEA will use regularly (once a week or more, on average) for **mathematics grades K–5** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Mathematics grades K–5** full-subject and/or supplemental publisher(s)/ product(s) used:

*Houghton Mifflin Harcourt (HMH) Go Math! Texas*

*Renaissance Learning, Inc. Freckle*

*Renaissance Learning, Inc. Star Math*

Lowman Education, LLC

QUESTION 14.1:

(If above answers include *Bluebonnet Learning* instructional materials instructional materials):

What is the estimated number of students in your LEA that are using Bluebonnet Learning, Edition 1 (grades K–5) in their classroom on a regular basis?

N/A

## Mathematics 6–8 TEKS Coverage Certification

QUESTION 15.0

For school year 2025–26, will your LEA provide materials to cover 100% of the **mathematics TEKS grades 6–8**? (This includes teacher- or LEA-developed materials. You may select “yes” even if not all classrooms use the same materials). [Single Select]

Yes

No

## Mathematics 6–8 Instructional Materials

QUESTION 16.0:

Share the **full-subject and/or supplemental** publisher(s)/product(s) that teachers in your LEA or charter will regularly use (once a week or more, on average) for **mathematics grades 6–8** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Mathematics grades 6–8** full-subject and/or supplemental publisher(s)/ product(s) used:

*Insert here Houghton Mifflin Harcourt (HMH) Go Math! Texas*  
*Renaissance Learning, Inc. Freckle*  
*Renaissance Learning, Inc. Star Math*  
*LEA Developed*  
*Lowman Education, LLC*

QUESTION 16.0B:

(If above answers include Bluebonnet Learning instructional materials instructional materials):

What is the estimated number of students in your LEA that are using Bluebonnet Learning Secondary Mathematics, Edition 1 (grades 6–8, Algebra I) in their classroom on a regular basis?

N/A

## Mathematics 9–12 TEKS Coverage Certification

QUESTION 17.0:

For School Year 2025–26, will your LEA provide materials to cover 100% of the **mathematics TEKS grades 9–12**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials). [Single Select]

Yes

No

## Mathematics 9–12 Instructional Materials

QUESTION 18.0:

Share the **full-subject and/or supplemental** publisher(s)/ product(s) that teachers in your LEA or charter will regularly use (once a week or more, on average) for **mathematics grades 9–12** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Mathematics grades 9–12** full-subject and/or supplemental publisher(s)/ product(s) used:

N/A

## Social Studies Certification

### Scope and Sequence - All Grade Levels Social Studies

#### QUESTION 19.0:

Are instructional materials for social studies managed at the LEA level and generally consistent across classrooms?

Yes

No

## Social Studies K–5 TEKS Coverage Certification

#### QUESTION 20.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **social studies TEKS grades K–5**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials)

Yes

No

## Social Studies K–5 Instructional Materials

#### QUESTION 21.0:

Share the **full-subject and/or supplemental** publisher(s)/product(s) that teachers in your LEA or charter will regularly use (once a week or more, on average) for **social studies grades K–5** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Social Studies grades K–5** full-subject and/or supplemental publisher(s)/ product(s) used:

*Studies Weekly, Inc. Texas Studies Weekly*

*Scholastic, Inc.*

## Social Studies 6–8 TEKS Coverage Certification

### QUESTION 22.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **social studies TEKS grades 6–8**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials)

- Yes  
 No

## Social Studies 6–8 Instructional Materials

### QUESTION 23.0:

Select **full-subject and/or supplemental** publisher(s)/ product(s) that teachers in your LEA or charter will regularly use (once a week or more, on average) for **social studies grades 6–8** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Social Studies grades 6–8** full-subject and/or supplemental publisher(s)/ product(s) used:

*School Division Group (division of McGraw Hill), US History*  
*School Division Group (division of McGraw Hill), Texas History*  
*School Division Group (division of McGraw Hill), TX World Culture*  
*Discovery Education, Inc.*  
*Lowman Education, LLC*

## Social Studies 9–12 TEKS Coverage Certification

### QUESTION 24.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **social studies TEKS grades 9–12**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials)

- Yes  
 No

## Social Studies 9–12 Instructional Materials

### QUESTION 25.0:

Share the **full-subject and/or supplemental** publisher(s)/ product(s) that teachers in your LEA or charter will regularly use (once a week or more, on average) for **social studies grades 9–12** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Social Studies grades 9–12** full-subject and/or supplemental publisher(s)/ product(s) used:

N/A

## Science Certification

### Scope and Sequence - All Grade Levels Science

QUESTION 26.0:

Are instructional materials for science managed at the LEA level and generally consistent across classrooms?

- Yes  
 No

### Science K–5 TEKS Coverage Certification

QUESTION 27.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **science TEKS grades K–5**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials)

- Yes  
 No

### Science K–5 Instructional Materials

QUESTION 28.0:

Share the **full-subject and/or supplemental** publisher(s)/ product(s) that teachers in your LEA or charter will regularly use (once a week or more, on average) for **science grades K–5** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Science grades K–5** full-subject and/or supplemental publisher(s)/ product(s) used:

McGraw Hill  
Lowman Education, LLC

### Science 6–8 TEKS Coverage Certification

QUESTION 29.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **science TEKS grades 6–8**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials)

Yes

No

## Science 6–8 Instructional Materials

### QUESTION 30.0:

Share the **full-subject and/or supplemental** publisher(s)/product(s) that teachers in your LEA or charter will regularly use (once a week or more, on average) for **science grades 6–8** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Science grades 6–8** full-subject and/or supplemental publisher(s)/ product(s) used:

McGraw Hill

Lowman Education, LLC

## Science 9–12 TEKS Coverage Certification

### QUESTION 31.0:

For school year 2025–26, will your LEA provide materials to cover 100% of the **science TEKS grades 9–12**? (This includes teacher- or LEA-developed materials. You may select "yes" even if not all classrooms use the same materials)

Yes

No

## Science 9–12 Instructional Materials

### QUESTION 32.0:

Share the **full-subject and/or supplemental** publisher(s)/ product(s) that teachers in your district or charter will regularly use (once a week or more, on average) for **science grades 9–12** instruction to ensure coverage of 100% of the TEKS.

Full-subject instructional materials (often referred to as Tier 1 or core materials): Instructional materials designed to, if implemented as designed, provide a student with mastery of the essential knowledge and skills for a certain subject and grade level without the need for supplementation.

Supplemental Materials (may be used in Tier 1, Tier 2, or Tier 3 settings): instructional materials designed to assist in the instruction of one or more essential knowledge and skill.

**Science grades 9–12** full-subject and/or supplemental publisher(s)/ product(s) used:

N/A

## Children's Internet Protection Act

### The Children's Internet Protection Act

The Children's internet protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. (You may find more information on the FCC website.)

In accordance with Texas Administrative Code 19 TAC §66.105, school districts or charter schools are required to certify that they protect against access to obscene or harmful content in compliance with the requirements for certification under the Children's Internet Protection Act, 47 USC §254(h)(5)(B) and (C, Section [28.0022](#), [Section 43.22](#), Penal Code, and any other law or regulation that protects students from obscene or harmful content.

QUESTION 33.0: Does your district or charter school protect against access to obscene or harmful content in compliance with the requirements for certification under the Children's Internet Protection Act, 47 USC §254(h)(5)(B) and (C), Section 28.0022, Penal Code, and any other law or regulation that protects students from obscene or harmful content?

Yes

No

## Additional Informational Questions (Optional)\*

### QUESTION 35.0:

Has your LEA used, or do you plan to use, Instructional Materials Review and Approval (IMRA) Cycle 2024 reports to inform local decisions related to instructional materials adoption?

(Note: IMRA replaced the State Board of Education's Proclamation process and the Texas Resource Review (TRR))

Yes

No

### QUESTION 35.1:

**If "Yes" is selected:** In which subject area(s) have you used the TRR to obtain information about the quality of products? \*

English Reading Language Arts

Spanish Reading Language Arts

English Phonics

Spanish Phonics

Mathematics

### QUESTION 35.2:

On a scale from 0 to 10, how effectively do you believe the IMRA reports support LEA adoption of high-quality instructional materials? 0 (Not at all) to 10 (Extremely effectively)\*

0.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

QUESTION 36.0:

Assessment Platform: Select the assessment platform (if any) your LEA leverages for unit/module, diagnostic, or interim, and for which type of assessments.

<b>Product</b>	<b>Interim</b>	<b>Diagnostic</b>	<b>Unit/Module Formatives</b>
Eduphoria	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DMCA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Texas Formative Assessment Resource	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
STAAR Interim	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Insert here"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Insert here"/>			
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text" value="Insert here"/>			

## Certification 2025–26 Survey Ratification [Printed and uploaded PDF]

In accordance with [Texas Education Code §31.1011](#), school districts and open-enrollment charter schools are required to certify annually to the State Board of Education and the commissioner that, for each subject in the required curriculum other than physical education, students have access to instructional materials that cover all the Texas Essential Knowledge and Skills (TEKS) for the coming school year. Additionally, in accordance with Texas Administrative Code [19 TAC §66.105](#), school districts or charter schools are required to certify that they protect against access to obscene or harmful content in compliance with the requirements for certification under the Children's Internet Protection Act, 47 USC §254(h)(5)(B) and (C).

These certifications must be ratified by local school boards of trustees or governing bodies in public, noticed meetings. Districts and open-enrollment charter schools will be unable to order instructional materials through EMAT until the certifications have been received by the Texas Education Agency (TEA).

## Other Certified Subject Areas

### QUESTION 40.0:

Please select each subject in the required curriculum below for which your district provides each student with instructional materials that cover all elements of the essential knowledge and skills:  
[multiple select]

- Career & Technical Education
- Fine Arts
- Health
- Technology Applications
- English Language Proficiency Standards
- Languages Other Than English
- None

### District County Number (6-digit ID):

246914

### District Name:

Coupland ISD

### Date of Ratification by Local School Board of Trustees or Governing Body:

April 10, 2025

### Signature of the Board President and Secretary or Governing Board Officer

\_\_\_\_\_  
Board President

April 10, 2025  
Date

\_\_\_\_\_  
Board Secretary

After ratification, please scan the last page of this form and submit to TEA through the electronic Certification of Provision of Instructional Materials Survey.



# 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



# TEXAS SCHOOL FINANCE CENTER

## Services Agreement

This Texas School Finance Center SERVICES AGREEMENT (the “Agreement”) is made and entered into on September 1, 2025 (“Effective Date”), by and between **Texas School Finance Center** (“TSFC”) and **Coupland ISD** (“CLIENT”). Both CLIENT and TSFC are sometimes referred to collectively herein as the “Parties” and individually as a “Party.”

WHEREAS, TSFC has developed an attached SCOPE OF WORK – EXHIBIT A which outlines the term and services. The SCOPE OF WORK - EXHIBIT A has been signed and agreed to by the parties.

NOW THEREFORE, in consideration of the promises and assurances contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

1. **OBLIGATIONS, APPOINTMENTS, AND RESPONSIBILITIES.** TSFC will provide the SERVICES to CLIENT subject to the terms of this Agreement.

### 2.1 TSFC’s Obligations.

#### A. Delivery and Installation.

TSFC shall deliver and provide services as outlined in SCOPE OF WORK - EXHIBIT A to CLIENT during the Term of this Agreement.

### 2.2 CLIENT’s Appointment and Responsibilities.

#### A. Responsibilities of Client. CLIENT represents and warrants that it shall during the Term:

**2.2.A.1** Provide any and all information or access necessary to allow TSFC to perform the work as agreed to in the Scope of Work.

**2.2.A.2** Be responsible for any and all maintenance and any and all future updates related to the TSFC-created

documents and products and act as the primary point of contact for its stakeholders.

**2.2.A.3** Assure that CLIENT will do the following: (i) comply with all applicable laws, rules and regulations, including, without limitation, all anti-corruption laws and intellectual property laws, and the Digital Millennium Copyright Act; (ii) use reasonable security precautions for providing access to the TSFC Products by its employees, Customers, and individuals to whom CLIENT provides access and immediately notify TSFC of any known or suspected unauthorized use; (iii) comply with all license terms or terms of use for any software, content, service or website which CLIENT uses or accesses when using or providing access to the TSFC Products and services; (iv) be responsible for the use of the TSFC Products by CLIENT, Stakeholders, and other parties to whom CLIENT gives access to the Services; (v) comply with any applicable third party agreements and ensure compliance by Customers; and (vi) use commercially reasonable efforts to prevent unauthorized access to or use of the TSFC Products and immediately notify TSFC of any known or suspected unauthorized use of CLIENTS's account as a result of using the Customer Offering.

**2.2.A.4** Provide a point of contact for communication between TSFC and CLIENT to allow TSFC to perform services as necessary in an efficient manner.

**2.3 Limits of Authority.** CLIENT shall not, without the express prior written approval from an authorized representative of TSFC, make any representations, warranties or commitments on behalf of TSFC with respect to the TSFC Services or any other matter.

**2.4 Customer Support.** Unless otherwise agreed, CLIENT shall be responsible for providing all technical and other support to its Stakeholders at its own cost and expense.

## 2. FEE AND PAYMENT

- 2.1. **Fee.** In consideration for TSFC Services, in accordance with this Agreement, CLIENT shall pay to TSFC a one-time fee of **\$38,000.00** US dollars. For contracts starting after the start of the year, contract will be prorated out based on remaining months and billed accordingly.
- 2.2. **Payment.** Payment by CLIENT under this Agreement shall be made to TSFC within 30 days from date of invoice.

### 3. TERM AND TERMINATION

- 3.1. **Term.** This Agreement shall become effective on the Effective Date, and shall remain in effect unless either Party notifies the other in writing, at least 60 days prior, of the desired termination, or unless otherwise terminated as described herein.
- 3.2. **Termination.**
  - A. **Termination for Breach.** TSFC may terminate this Agreement immediately, with written notice, if CLIENT fails to perform any of its responsibilities or obligations under this Agreement.
- 3.3. **Rights Upon Termination.** Upon the effective date of such termination, and without limiting their respective responsibilities of performance up to said date, neither Party shall have any further or other obligation to the other, except as follows:
  - A. **Fees.** Within 30 days after termination, if not already paid, CLIENT will pay all fees and other charges due to TSFC under this Agreement through the end date of the contract outlined in the SCOPE OF WORK - EXHIBIT A.
  - B. **Non-Use of Intellectual Property.** CLIENT shall cease all display, advertising and use of any and all intellectual property of TSFC.
  - C. **No Indemnity.** Without limitation, TSFC shall not be liable to CLIENT, or any other end user, in the event of termination of this Agreement, for compensation, reimbursement or damages of any kind, including without limitation for the loss of prospective profits, or anticipated sales, or on account of expenditures, investments, leases or commitments in connection with the business or goodwill of CLIENT.

### 4. OWNERSHIP OF INTELLECTUAL PROPERTY AND TRADEMARKS

- 4.1. Intellectual Property.** Except for rights expressly granted under this agreement:
- A.** Nothing in this agreement will function to transfer any of either Party's Intellectual Property rights to the other Party, and
  - B.** Each Party will retain exclusive interest in and ownership of its Intellectual Property developed before this agreement or developed outside the scope of this Agreement.
- 4.2. Trademarks.** CLIENT agrees to use any and all TSFC Trademarks (or "Mark(s)") only as permitted by TSFC under this Agreement, or as otherwise authorized by TSFC in writing.

## **5. INDEMNIFICATION**

- 5.1. Client's Indemnification Obligation.** CLIENT hereby agrees, to the extent allowed by law, to indemnify, defend and hold harmless TSFC and its Affiliates and its licensors and providers of third party services from any and all claims, causes of actions, or any liability (including, without limitation, attorneys' fees and costs) incurred by them in connection with any claim or action arising out of: (a) an act or omission of CLIENT in connection with this Agreement and/or the use of the TSFC Products and services, including, without limitation, any actual or alleged infringement or misappropriation of a third party's intellectual property, including copyright, trade secret, patent, trademark, privacy, publication or other proprietary right; or (b) as a result of CLIENT's relationship with any third party, including without limitation, any claim based on representations, statements, claims or warranties not authorized by TSFC.
- 5.2. TSFC's Indemnification Obligation.** TSFC hereby agrees, to the extent allowed by law, to indemnify, defend and hold harmless CLIENT from all liability incurred by them in connection with any claim that the TSFC Products and services infringe any third party's patent or copyright, provided that CLIENT complies with the procedures in Section 7.3 and allows TSFC to control the defense and/or settlement of the claim. TSFC does not have any indemnification obligation hereunder for claims based on CLIENT's content or offerings or Customer content or offerings, or any other manner of use, updates, or changes to the TSFC Products and services by CLIENT, any Customer or any other third party.
- 5.3. Procedures.** If any claim is made against an indemnified Party under Section 7.1 or 7.2 above, the indemnified Party shall: (a) give prompt notice of such claim to the indemnifying Party; and (b) cooperate fully in the

defense and settlement of any claim. Notwithstanding the foregoing, if the indemnifying Party fails to assume its obligation to defend, the indemnified Party may do so to protect its interests and seek reimbursement from the indemnifying Party. To the extent allowed by law, and in accordance with Section 6 above, neither Party will make public the terms or existence of any settlement arising under this Section 7. CLIENT may not consent to any judgment, settlement, or other act adverse to TSFC without TSFC's consent.

## 6. WARRANTIES

- 6.1. Client Warranties.** CLIENT represents and warrants to TSFC that as of the Effective Date: (a) it has all right, power and authority to execute, deliver and perform this Agreement and to grant the rights and consummate the transactions contemplated hereby; and (b) this Agreement has been duly authorized, executed and delivered by CLIENT.
- 6.2. TSFC Warranties.** TSFC DOES NOT MAKE ANY REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE TSFC PRODUCTS AND SERVICES, OR THEIR CONDITION, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE OR USE BY CLIENT OR CLIENT'S STAKEHOLDERS. THE TSFC PRODUCTS AND SERVICES ARE PROVIDED AS-IS AND AS-AVAILABLE. TSFC DOES NOT MAKE ANY REPRESENTATION OR WARRANTY REGARDING THE ACCURACY, COMPLETENESS OR ERROR-FREE NATURE OF ANY TSFC SERVICE, SERVER, OR OTHER PRODUCT. TSFC IS NOT THE CREATOR OF THIRD-PARTY SOFTWARE AND/OR THIRD-PARTY CONTENT AND DOES NOT GIVE ANY WARRANTY, EXPRESS OR IMPLIED, IN RELATION TO THOSE ITEMS. CLIENT RELEASES AND SHALL CAUSE ITS STAKEHOLDERS TO RELEASE TSFC FROM ANY AND ALL RESPONSIBILITY AND/OR LIABILITY FOR ANY ERRORS, DAMAGES CAUSED BY THIRD PARTIES OR FAILURE OF THIRD-PARTY SOFTWARE OR THIRD-PARTY CONTENT. NONE OF TSFC OR THE THIRD-PARTY LICENSORS SHALL BE LIABLE FOR ANY DELAY, FAILURE IN PERFORMANCE OR INTERRUPTION OF SERVICES RESULTING DIRECTLY OR INDIRECTLY FROM ANY CAUSE BEYOND ITS REASONABLE CONTROL.

## 7. DISCLAIMERS AND LIMITATIONS OF LIABILITY

- 7.1. TSFC GENERAL DISCLAIMER.** EXCEPT AS REQUIRED BY LAW OR OTHERWISE STATED HEREIN, TSFC: (A) EXPRESSLY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING, THE IMPLIED WARRANTIES OF NON-INFRINGEMENT,

TITLE, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE; (B) DOES NOT WARRANT THAT THE TSFC PRODUCTS AND SERVICES WILL MEET CLIENT'S, STAKEHOLDERS' REQUIREMENTS, OR THAT THEIR OPERATION WILL BE TIMELY, UNINTERRUPTED, SECURE, OR ERROR-FREE OR THAT ANY DEFECTS WILL BE CORRECTED; AND (C) DOES NOT WARRANT OR MAKE ANY REPRESENTATIONS REGARDING THE USE OF THE TSFC PRODUCTS AND SERVICES IN TERMS OF THEIR ACCURACY, RELIABILITY, TIMELINESS, COMPLETENESS, OR OTHERWISE. CLIENT ASSUMES TOTAL RESPONSIBILITY FOR THE USE OF THE TSFC PRODUCTS AND SERVICES BY CLIENT, AND ITS STAKEHOLDERS.

**7.2. DISCLAIMER OF CONSEQUENTIAL DAMAGES.** EXCEPT AS REQUIRED BY LAW, IN NO EVENT WILL TSFC BE LIABLE TO CLIENT OR CLIENT'S STAKEHOLDERS, OR ANY THIRD PARTY, FOR ANY SPECIAL, INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, RELIANCE, OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING, BUT NOT LIMITED TO, COMPENSATION, REIMBURSEMENT OR DAMAGES IN CONNECTION WITH, ARISING OUT OF, OR RELATING TO, THE USE, OR LOSS OF USE OF, THE TSFC PRODUCTS AND SERVICES, LOSS OF PROFITS, LOSS OF GOODWILL, LOSS OF, OR DAMAGE TO, DATA OR CONTENT, COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, BASED ON THIS AGREEMENT.

**7.3. LIMITATION OF LIABILITY.** EXCEPT FOR LIABILITY ARISING FROM A PARTY'S INDEMNIFICATION OBLIGATIONS UNDER THIS AGREEMENT OR AS REQUIRED BY LAW, TSFC'S TOTAL CUMULATIVE LIABILITY FOR ALL CLAIMS SHALL IN NO EVENT EXCEED THE AMOUNT OF FEES ACTUALLY PAID BY CLIENT TO TSFC FOR THE TWELVE MONTHS PRIOR TO THE OCCURRENCE OF THE EVENT(S) GIVING RISE TO THE LIABILITY.

## **8. GENERAL AND MISCELLANEOUS PROVISIONS.**

**8.1. Notices.** Notices and all other communications contemplated by this Agreement must be in writing and sent either by e-mail or a mail delivery service that can be tracked and addressed to the Parties at the respective addresses set forth on the first page of this Agreement. Either Party may change its notice address only by sending written notification to the other Party clearly indicating the change.

**8.2. Survival.** All provisions of this Agreement relating to ownership, third Party licensors, confidentiality, nondisclosure, non-compete, limitation of liability, warranty disclaimer, indemnification, governing law and jurisdiction or that

by their terms contemplate obligations intended to survive termination, will survive the termination of this Agreement.

- 8.3. **Assignment**. CLIENT agrees that CLIENT will not assign, sublease or transfer this Agreement, nor any rights under it (including without limitation access to the TSFC Products and Services), in whole or in part, without TSFC's prior written consent.
- 8.4. **Governing Law and Venue**. The validity, interpretation, construction, and performance of this Agreement must be governed by the laws of the State of Texas without regard to its choice-of-law provisions. Venue shall be the courts with jurisdiction in Randall County.
- 8.5. **Independent Contractor Relationship**. This Agreement does not create a joint venture or partnership between the Parties. TSFC is an independent contractor. CLIENT shall have no right to control the manner, means, or method by which TSFC provides the TSFC Products and Services.
- 8.6. **Severability**. If any part of this Agreement is for any reason found to be unenforceable, then the unenforceable provision is reformed to conform to the law and all other parts of this Agreement nevertheless remain enforceable.
- 8.7. **Headings**. The descriptive headings of the sections in this Agreement are inserted for convenience only and do not control or affect the meaning or construction of any section.
- 8.8. **No Waiver**. A waiver of enforcement of any terms or conditions contained in this Agreement will be effective only if the waiver is in a writing signed by authorized representatives of both Parties. Unless specified in the written waiver, a waiver of a breach does not waive: (a) any other or subsequent breach of that term or condition; or (b) any other or subsequent breach of any other term or condition.
- 8.9. **Modifications**. This Agreement and any Schedules may only be modified if the modification is in a writing signed by authorized representatives of both Parties.
- 8.10. **No Israel Boycott**. If applicable, the parties hereby verifies that the parties do not boycott Israel or any Israeli-controlled territory and will not boycott Israel or any Israeli-controlled territory during the term of this Agreement.

- 8.11. **No Boycott Of Energy Companies**. If applicable, parties hereby verifies that the parties do not boycott energy companies, and it will not boycott energy companies during the term of this Agreement.
- 8.12. **No Discrimination Against Firearms Industry**. If applicable, parties hereby verifies that the parties do not discriminate against firearm entities or firearm trade associations, and it will not discriminate against firearm entities or firearm trade associations during the term this Agreement.
- 8.13. **Not A Terrorist Organization**. Parties hereby affirms, to the extent required by law, that the Parties verifies and affirms that it is not a foreign terrorist organization as identified on the list prepared and maintained by the Texas Comptroller of Public Accounts. If parties misrepresents its inclusion on the list, then such omission or misrepresentation shall void this Agreement.
- 8.14. **Human Trafficking Prohibition**. In accordance with Section 2155.0061 of the Texas Government Code, parties certify that it is not ineligible to enter into this Agreement and acknowledges that this Agreement may be terminated, and payment withheld if this certification is inaccurate.
- 8.15. **Companies Engaged in Business with Iran, Sudan, or a Foreign Terrorist Organization**. In accordance with Texas Government Code, Chapter 2252, Subchapter F, CLIENT is prohibited from entering into a contract with a company that is identified on a list prepared and maintained by the Texas Comptroller or the State Pension Review Board under Texas Government Code Sections 806.051, 807.051, or 2252.153. By execution of this Contract, TSFC certifies to CLIENT that it is not a listed company under any of those Texas Government Code provisions. TSFC hereby voluntarily and knowingly acknowledges and agrees that this Agreement shall be null and void should facts arise leading CLIENT to believe that the TSFC was a listed company at the time of this procurement.
- 8.16. **Entire Agreement**. This Agreement, including the attached Exhibits, sets forth the entire agreement and understanding of the Parties relating to the subject matter herein and merges all prior and contemporaneous discussions between them.

IN WITNESS THEREOF, the Parties have caused their duly authorized representative to execute this Agreement, and all other incorporated Exhibits, as of the date first above written. Persons who are properly authorized to legally bind their respective organizations have executed this Agreement below. Each Party acknowledges that it

has read the Agreement, and all other incorporated Exhibits, understands them, and agrees to be bound by all of their terms.

**Coupland ISD, Client**

**Texas School Finance Center**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Lance Terrell, Partner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Date



## **Coupland ISD Custom Support**

**September 2025 - August 2026**

Texas School Finance Center will partner with Coupland ISD beginning September 2025 through August 2026 to provide support in the areas of school business operations.

Contact Name: Lance Terrell, [lance@txschoolfinance.org](mailto:lance@txschoolfinance.org) Phone: 806-367-0085  
Todd Hubbart, [todd@txschoolfinance.org](mailto:todd@txschoolfinance.org) Phone: 806-683-2129

### **Scope of Work**

#### **Full-Service Business Office Solutions Contract**

##### **TSFC will do the following:**

- Maintain accounting and budgeting records
- Post cash receipts
- Post accounts payable transactions
- Post budget amendments and journal entries
- Balancing general ledger and funds before month closing
- Closing files monthly and generating reports
- Reconciling bank accounts
- Preparing 1099 forms and submitting IRS files at calendar year-end
- Preparing Financial PEIMS data for submission
- Closeout of the fiscal year
- Assisting in the preparation of budget and setting of tax rate
- Performing and maintaining all file backups
- Pre-Audit preparation work
- Monthly Board Report Generation
- Preparing Federal expenditure reports
- State and Federal Fiscal Compliance
- Processing monthly payroll
- Preparing and submitting all associated monthly, quarterly, and annual state and federal reports.
- Preparing payroll and related deduction checks
- Providing standard payroll reports to the district as requested
- Processing August accruals

**District will do the following:**

1. Provide a financial point of contact to work with TSFC to provide necessary information for the processing of the District's Financial Operations.
2. Limit payrolls to once a month and check runs to once a week. We do understand that there may be emergency situations that arise but the District will commit to stick to that schedule when possible.
3. Make all effort to meet TSFC deadlines so TSFC can ensure the timely and accurate processing of the District's Financial Operations.

**Cost for Services:** \$38,000

**Payment for Services:** Net 30

**Signatures: Both the TSFC and District agree to the above scope of work.**

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**Earl Parcell**  
Superintendent

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**Lance Terrell**  
Partner



# 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	
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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leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

**Discretionary.** Leave taken at an employee’s discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five days in advance of the anticipated absence. The effect of the employee’s absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

**Leave Proration.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee’s final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

## **State Sick Leave**

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee’s immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

## **Local Leave**

Employees are awarded 5 local day each year and can accumulate up to 20 days. Unused local days may be “cashed in” at the end of the school year for the current rate of substitute pay. Requests must be made in writing to Pam Herber. Requests must be completed by May 30, 2025.

## **Extended Leave**

Any leave that goes beyond five consecutive days.

### PROPOSED REVISIONS 4.4.25

**Leave  
Administration**

The Superintendent shall develop administrative regulations addressing employee leaves and absences to implement the provisions of this policy.

**Definitions**

The term “immediate family” is defined as:

Immediate Family

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

Family Emergency

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

Leave Day

A “leave day” for purposes of earning, using, or recording leave shall mean the number of hours per day equivalent to the employee’s usual assignment, whether full-time or part-time.

School Year

A “school year” for purposes of earning, using, or recording leave shall mean the term of the employee’s annual employment as set by the District for the employee’s usual assignment, whether full-time or part-time.

Catastrophic Illness  
or Injury

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or a member of the employee’s immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

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**Note:** For District contribution to employee insurance during leave, see CRD(LOCAL).

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COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

<b>Availability</b>	The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.
<b>State Leave Proration</b>	<p>If an employee separates from employment with the District before his or her last duty day of the school year or begins employment after the first duty day of the school year, state personal leave shall be prorated based on the actual time employed.</p> <p>If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for state personal leave the employee used beyond his or her pro rata entitlement for the school year.</p>
<b>Medical Certification</b>	<p>An employee shall submit medical certification of the need for leave if:</p> <ol style="list-style-type: none"><li>1. The employee is absent more than three consecutive work-days because of personal illness or illness in the immediate family; or</li><li>2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent.</li></ol> <p>In each case, medical certification shall be made by a health-care provider as defined by the Family and Medical Leave Act. [See DECA(LEGAL)]</p>
<b>State Personal Leave</b>	The Board requires employees to differentiate the manner in which state personal leave is used.
<b>Nondiscretionary Use</b>	<p>Nondiscretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]</p> <p>Nondiscretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.</p>
<b>Discretionary Use</b>	Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.
<i>Request for Leave</i>	In deciding whether to approve or deny a request for discretionary use of state personal leave, the supervisor shall not seek or consider the reasons for which an employee requests to use leave. The supervisor shall, however, consider the duration of the requested absence in conjunction with the effect of the employee's absence on the educational program and District operations, as well as the availability of substitutes.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Discretionary use of state personal leave shall not exceed ~~three~~ five consecutive workdays.

**Local Leave**

Each employee shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate to a maximum of 20 leave days.

Local leave shall be used according to the terms and conditions of state personal leave. [See State Personal Leave, above]

**Sick Leave Pool**

An employee who has exhausted all paid leave as well as any applicable compensatory time and who suffers from a catastrophic illness or injury or is absent due to the catastrophic illness or injury of a member of the employee's immediate family may request the establishment of a sick leave pool, to which District employees may donate local leave or state personal leave for use by the eligible employee.

The pool shall cease to exist when the employee no longer needs leave for the purpose requested, uses the maximum number of days allowed under a pool, or exhausts all leave days donated to the sick leave pool.

The Superintendent shall develop regulations for the implementation of the sick leave pool that address the following:

1. Procedures to request the establishment of a sick leave pool;
2. The maximum number of days an employee may donate to a sick leave pool;
3. The maximum number of days per school year an eligible employee may receive from a sick leave pool; and
4. The return of unused days to donors.

**Appeal**

An employee may appeal a decision regarding the establishment or implementation of the District's sick leave pool in accordance with DGBA(LOCAL), beginning with the Superintendent or appropriate administrator.

**Temporary Disability Leave**

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent as a request for temporary disability leave.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

Temporary disability leave shall apply after all paid leave and any applicable compensatory time are exhausted.

**Workers'  
Compensation**

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**Note:** Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance.

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An absence due to a work-related injury or illness shall be designated as temporary disability leave and/or assault leave, as applicable.

No Paid Leave  
Offset

The District shall not permit the option for paid leave offset in conjunction with workers' compensation income benefits. [See CRE]

**Court Appearances**

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

**Annual Payment for  
Unused Leave**

Each employee may request annual payment for unused local leave to a maximum of five days per school year.

An employee who wishes to receive payment for unused leave must submit his or her written request in accordance with administrative procedures.

The employee shall receive payment for each day of unused local leave at a rate established by the Board.

Days for which the employee received payment shall not be available to that employee for use in the District.

The rate established by the Board shall be in effect until a new rate is adopted. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

**Payment for  
Accumulated Leave  
Upon Retirement**

The following leave provisions shall apply to local leave accumulated beginning on the original effective date of this program.

An employee who retires from the District shall be eligible for payment for accumulated local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire. Contract employees must provide written notice at least 90 days before the last day of employment. Noncontract employees must provide written notice at least two weeks before the last day of employment.

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(LOCAL)

3. The employee has at least one year of service with the District.

The employee shall receive payment for each day of accumulated local leave, to a maximum of 20 days, at a rate established by the Board. If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.



# Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address

## Action and Discussion Items Calendar

Month	Action Items	Reports/Information/Discussion Items
September	<ul style="list-style-type: none"> <li>● Class Size Waivers (if necessary)</li> <li>● Approval of District/Campus Improvement Plan</li> <li>● Approve Bastrop &amp; Williamson County Adjunct Faculty Agreements</li> <li>● Approve Investment Officer(s)</li> </ul>	<ul style="list-style-type: none"> <li>● Procedures for dismissal of school due to weather conditions</li> <li>● Beginning School Enrollment Report</li> <li>● Free &amp; Reduced Lunch Information</li> </ul>
October	<ul style="list-style-type: none"> <li>● Approval of tax roll resolution Williamson County and Travis County Appraisal Districts</li> <li>● Set Board meeting for canvassing election return (even years only)</li> <li>● Announcement of Board Continuing Education hours</li> </ul>	<ul style="list-style-type: none"> <li>● Staff Appreciation Event Planning</li> <li>● Plan annual Team of 8 training</li> </ul>
November	<ul style="list-style-type: none"> <li>● Induct new Board members</li> <li>● Board Reorganization</li> <li>● Canvass Ballots for trustee election (Oath of Office)</li> <li>● HB 3033 Business days</li> <li>● Public Hearing - FIRST</li> </ul>	<ul style="list-style-type: none"> <li>● Fall ADA Report</li> <li>● October special population enrollment: bilingual/ESL students</li> <li>● Canvas ballots for trustee/special election (special meeting) Oath of Office (Even years only)</li> <li>● Public Hearing – FIRST</li> <li>● Financial Rating Workshop</li> <li>● Provide new board member(s) with local orientation</li> <li>● Plan for Superintendent Evaluation and set evaluation date</li> </ul>
December	<ul style="list-style-type: none"> <li>● Review of Board Operating Procedures</li> <li>● Annual Financial Audit report for Prior Year (PY)</li> </ul>	<ul style="list-style-type: none"> <li>● Consider budget plan / timeline</li> <li>● Staff Appreciation Event</li> <li>● Superintendent delivers self-evaluation and required evaluation reports</li> </ul>
January	<ul style="list-style-type: none"> <li>● Commit Fund Balance</li> <li>● Public Hearing - TAPR</li> <li>● Superintendent Annual</li> </ul>	<ul style="list-style-type: none"> <li>● Superintendent's evaluation form approved if changes needed</li> </ul>

	<p>(Summative) Evaluation</p> <ul style="list-style-type: none"> <li>● Superintendent Contract Consideration</li> </ul>	<ul style="list-style-type: none"> <li>● Begin District Goal Setting</li> <li>● Determine/plan summer projects</li> <li>● Set Superintendent Goals for the following year</li> </ul>
February	<ul style="list-style-type: none"> <li>● Adopt School Calendar for next school year</li> <li>● Approve audit firm for upcoming year</li> <li>● Determine/plan summer projects</li> </ul>	<ul style="list-style-type: none"> <li>● Proposed School Calendar</li> <li>● Discipline Report</li> <li>● Board Self-Evaluation</li> <li>● Continue District Goal Setting</li> </ul>
March	<ul style="list-style-type: none"> <li>● Teacher Contract Renewals</li> <li>● Approve PD Waiver</li> <li>● Finalize district goals</li> <li>● Establish district goals</li> <li>● <b>Approve Summer Work Hours</b></li> </ul>	<ul style="list-style-type: none"> <li>● Review of Technology Plan Updates</li> <li>● Set calendar for end of year activities/graduation</li> <li>● Board Self-Evaluation</li> </ul>
April	<ul style="list-style-type: none"> <li>● Approve summer projects</li> <li>● IMA &amp; TEKS Certification</li> <li>● Board Self-Evaluation</li> <li>● Review compensation/benefits package</li> </ul>	<ul style="list-style-type: none"> <li>● ESL &amp; Summer School Plan</li> <li>● <b>Initial</b> Budget Workshop – School Finance</li> <li>● Receive Preliminary Values</li> <li>● Plan Team of 8 training</li> </ul>
May	<ul style="list-style-type: none"> <li>● Bank Depository Bids (every other year)</li> </ul>	<ul style="list-style-type: none"> <li>● Begin Budget Planning</li> <li>● Review professional development report</li> <li>● Review District/Campus Improvement Plan</li> </ul>
June	<ul style="list-style-type: none"> <li>● Superintendent Annual (Formative) Evaluation</li> <li>● Superintendent Contract Consideration</li> <li>● Cafeteria Services Report and Prices for the next year</li> <li>● Intent to Apply for ESSA/Grant Funds</li> <li>● MOU for DAEP</li> </ul>	<ul style="list-style-type: none"> <li>● Budget Workshop – <b>DRAFT</b> 2025-2026 Budget</li> <li>● Consider new or modified programs for upcoming school year</li> <li>● Review Employee/Staff Handbook Draft</li> <li>● Review Student Handbook &amp; Code of Conduct Draft</li> </ul>
July	<ul style="list-style-type: none"> <li>● Approve Code of Conduct</li> <li>● Approve Employee Handbook</li> <li>● Order Trustee election and approve contract for election services (Even years only)</li> <li>● Establish Trustee Election Dates (Even years only)</li> </ul>	<ul style="list-style-type: none"> <li>● Budget Workshop – <b>Preliminary</b> 2025-2026 Budget</li> <li>● Consider TASB attendance at TASB Conference in September</li> <li>● Select TASB Delegate and Alternate</li> <li>● Receive Certified Values (7/25)</li> </ul>

August	<ul style="list-style-type: none"><li>● <b>Approve Proposed 2025-2026 Budget</b></li><li>● Amend budget for previous year</li><li>● Accept certification of appraisal roll for the certified taxable value</li><li>● Approval of clubs for extra-curricular absence purposes</li><li>● Approve district teacher appraisal calendar</li><li>● Set the Tax Rate (Special Board Meeting)</li><li>● Budget Hearing (Special Board Meeting)</li></ul>	<ul style="list-style-type: none"><li>● Review Multi-Hazard Emergency Operations Plan</li></ul>
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Revised January 2025

# COUPLAND ISD

**CAMPERS:**  
1<sup>ST</sup> - 5<sup>TH</sup> GRADERS  
**CAMP LEADERS:**  
6<sup>TH</sup> - 7<sup>TH</sup> GRADERS

# COWBOY CAMP 2025

.....  
**JUNE 16 - JUNE 20**  
**COUPLAND SCHOOL**

.....  
**Free to Coupland ISD students**  
**Free Lunch provided**  
**Registration opens April 18!**

## **ACTIVITIES:**

- Fun with Food
- Fishing
- Music
- Technology
- Bridge Building
- Recycle Art



*8:00AM - 2:45PM | Transportation will not be available. More information available soon. Seats limited to first 45 registrations*

# COUPLAND ISD COWBOY CAMP 2025

.....  
**16 DE JUNIO - 20 DE JUNIO**  
**COUPLAND**  
**ELEMENTARY**  
.....

**CAMPISTAS:**  
**1<sup>ST</sup> - 5<sup>TH</sup> GRADO**  
**LÍDER DEL CAMPISMO:**  
**6<sup>TH</sup> - 8<sup>TH</sup> GRADO**

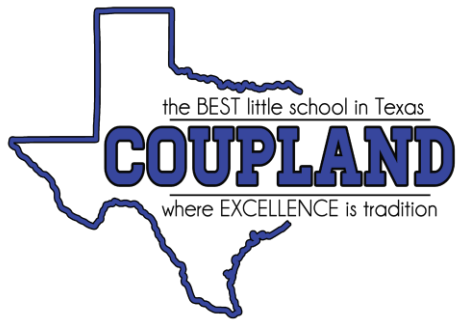
**Gratis para estudiantes de Coupland ISD**  
**Se proporciona almuerzo gratuito**  
**¡La inscripción comienza el 18 de abril!**

## **ACTIVIDADES:**

- Diversión con la comida
- Pesca
- Música
- Tecnología
- Construcción de puentes
- Arte reciclado



*8:00AM - 2:45PM | No habrá transporte disponible. Más información disponible próximamente. Plazas limitadas a las primeras 45 solicitudes*



## COUPLAND ISD

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

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### Future Board Meetings

- July 17, 2025
- August 14, 2025\*
- September 11, 2025
- October 9, 2025
- November 13, 2025
- November 18, 2025\*
- December 11, 2025
- January 15, 2026
- February 12, 2026
- March 12, 2026
- April 9, 2026
- May 14, 2026
- June 11, 2026

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**Note:** For legal requirements applicable to the disposition of real property acquired with federal funds, see CBB.

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**Sale or Exchange of Real Property**

The board may, by resolution, authorize the sale of any property, other than minerals, held in trust for public school purposes. The board president shall execute a deed to the purchaser reciting the board resolution authorizing the sale. A district may employ, retain, contract with, or compensate a licensed real estate broker or salesperson for assistance in the acquisition or sale of real property. *Education Code 11.154*

Publication of Notice and Bidding Requirements

Except for the types of land and interests described at Exceptions, below, before land owned by a district may be sold or exchanged for other land, notice to the general public of the offer of the land for sale or exchange must be published in a newspaper of general circulation in either the county in which the land is located or, if there is no such newspaper, in an adjoining county. The notice must include a description of the land, including its location, and the procedure by which sealed bids to purchase the land or offers to exchange the land may be submitted. The notice must be published on two separate dates and the sale or exchange may not be made until after the 14th day after the date of the second publication. Local Government Code 272.001 does not require the board to accept any bid or offer or to complete a sale or exchange. *Local Gov't Code 272.001(a), (d)*

Open-Enrollment Charter School Offer

The board of a district that intends to sell, lease, or allow use for a purpose other than a district purpose of an unused or underused district facility must give each open-enrollment charter school located wholly or partly within the boundaries of the district the opportunity to make an offer to purchase, lease, or use the facility, as applicable, in response to any terms established by the board, before offering the facility for sale or lease or to any other specific entity. The board is not required to accept an offer made by an open-enrollment charter school. *Education Code 11.1542*

Exceptions  
*Generally*

The notice and bidding requirements set out above do not apply to the types of land and real property interests described below and owned by a district. The land and those interests described below may not be conveyed, sold, or exchanged for less than the fair market value of the land or interest unless the conveyance, sale, or exchange is with one or more abutting property owners who own the underlying fee simple. The fair market value is determined by an appraisal obtained by the district that owns the land or interest. The appraisal price is conclusive of the fair market value of the land or interest. This applies to:

OTHER REVENUES  
SALE, LEASE, OR EXCHANGE OF SCHOOL-OWNED PROPERTY

CDB  
(LEGAL)

1. Narrow strips of land, or land that because of its shape, lack of access to public roads, or small area cannot be used independently under its current zoning or under applicable subdivision or other development control ordinances;
2. Streets or alleys, owned in fee or used by easement;
3. Land or a real property interest originally acquired for streets, rights-of-way, or easements that the district chooses to exchange for other land to be used for streets, rights-of-way, easements, or other public purposes, including transactions partly for cash;
4. Land that the district wants to have developed by contract with an independent foundation;
5. A real property interest conveyed to a governmental entity that has the power of eminent domain; or
6. The land or interests described by items 1 and 2, above, may be sold to abutting property owners:
  - a. In the same subdivision if the land has been subdivided; or
  - b. In proportion to their abutting ownership, and the division between owners must be made in an equitable manner.

*Local Gov't Code 272.001(b)-(c)*

*Higher Education  
Institutions*

A district may donate, exchange, convey, sell, or lease land, improvements, or any other interest in real property to an institution of higher education for less than its fair market value and without complying with the notice and bidding requirements in order to promote a public purpose related to higher education. The district shall determine the terms and conditions of the transaction so as to effectuate and maintain the public purpose. *Local Gov't Code 272.001(j)*

*Other Political  
Subdivisions*

A district may donate or sell for less than fair market value and without complying with the notice and bidding requirements a designated parcel of land or an interest in real property to another political subdivision if:

1. The land or interest will be used by the political subdivision to which it is donated or sold in carrying out a purpose that benefits the public interest of the donating or selling district;
2. The donation or sale of the land or interest is made under terms that effect and maintain the public purpose for which the donation or sale is made; and

OTHER REVENUES  
SALE, LEASE, OR EXCHANGE OF SCHOOL-OWNED PROPERTY

CDB  
(LEGAL)

3. The title and right to possession of the land or interest revert to the donating or selling district if the acquiring political subdivision ceases to use the land or interest in carrying out the public purpose.

*Local Gov't Code 272.001(l)*

**Sale of Instructional Facility Financed with State Allotment**

If an instructional facility financed by bonds paid with state and local funds under Education Code Chapter 46, Subchapter A, is sold before the bonds are fully paid, a district shall send to the comptroller a percentage of the district's net proceeds as determined by Education Code 46.011(a). *Education Code 46.011* [See also CCA]

**Lease of Public Property**

To a Governmental Entity

To promote a public purpose of the district, a district may:

1. Lease property owned by the district to another political subdivision or an agency of the state or federal government; or
2. Make an agreement to provide office space in property owned by the district to the other political subdivision or agency.

The district:

1. Shall determine the terms of the lease or agreement so as to promote and maintain the public purpose;
2. May provide for the lease of the property or provision of the office space at less than fair market value; and
3. Is not required to comply with any competitive purchasing procedure or any notice and publication requirement imposed by Local Government Code Chapter 272 or other law.

*Local Gov't Code 272.005*

**Required Terms for All Leases**

*Payment and Performance Bonds*

A lease between a district and another person regarding public property must contain lease terms requiring the person to:

1. Include in each contract for the construction, alteration, or repair of an improvement to the leased property a condition that the contractor:
  - a. Execute a payment bond that conforms to Property Code Chapter 53, Subchapter I (Bond to Pay Lien or Claims); and
  - b. Execute a performance bond in an amount equal to the amount of the contract for the protection of the district and conditioned on the faithful performance of the contractor's work in accordance with the plans, specifications, and contract documents; and

OTHER REVENUES  
SALE, LEASE, OR EXCHANGE OF SCHOOL-OWNED PROPERTY

CDB  
(LEGAL)

2. Provide to the district a notice of commencement at least 90 days before the date the construction, alteration, or repair of any improvement to the leased property begins.

*Notice of  
Commencement*

A notice of commencement must:

1. Identify the public property where the work will be performed;
2. Describe the work to be performed;
3. State the total cost of the work to be performed;
4. Include copies of the required performance and payment bonds; and
5. Include a written acknowledgment signed by the contractor stating that copies of the required performance and payment bonds will be provided to all subcontractors not later than the fifth day after the date a subcontract is executed.

On or before the 10th day after the date a district receives a notice of commencement for the construction, alteration, or repair of an improvement to leased property, the district may notify the leaseholder that the construction, alteration, or repair may not proceed.

*Gov't Code 2252.909(b), (c), (d)*

A district is not liable as a surety if a person leasing property from the district fails to submit the required notice of commencement.

*Gov't Code 2253.027(c)*

**Sale or Lease of  
Minerals**

Minerals in land belonging to a district may be sold to any person. The sale must be authorized by a resolution adopted by majority vote of the board. *Education Code 11.153(a)-(b)*

After the board determines that it is advisable to lease land belonging to the district, it shall give notice of its intention to lease the land. The notice shall be published once a week for three consecutive weeks in a newspaper published in the county and with general circulation in the county, and shall:

1. Describe the land to be leased; and
2. Designate the time and place at which the board will receive and consider bids for the lease.

*Natural Resources Code 71.005*

After adoption of a resolution authorizing sale, the board president may execute an oil or gas lease or sell, exchange, and convey the minerals. The mineral deed or lease must recite the approval of the resolution of the board authorizing the sale. *Education Code 11.153(c)*

**Donation of Former  
School Campus**

The board may, by resolution, authorize the donation of real property and improvements formerly used as a school campus to a municipality, county, state agency, or nonprofit organization if:

1. Before adopting the resolution, the board holds a public hearing concerning the donation and, in addition to any other notice required, gives notice of the hearing by publishing the subject matter, location, date, and time of the hearing in a newspaper having general circulation in the territory of a district;
2. The board determines that:
  - a. The improvements have historical significance;
  - b. The transfer will further the preservation of the improvements; and
  - c. At the time of the transfer, the district does not need the real property or improvements for educational purposes; and
3. The entity to whom the transfer is made has shown, to the satisfaction of the board, that the entity intends to continue to use the real property and improvements for public purposes.

The board president shall execute a deed transferring ownership of the real property and improvements to the municipality, county, state agency, or nonprofit organization. The deed must:

1. Recite the resolution of a board authorizing the donation; and
2. Provide that ownership of the real property and improvements revert to a district if the municipality, county, state agency, or nonprofit organization:
  - a. Discontinues use of the real property and improvements for public purposes; or
  - b. Executes a document that purports to convey the property.

*Education Code 11.1541(a)-(b)*

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**Note:** Regarding disposal of school buses, see CNB.  
Regarding disposal of school-owned personal property, see CI.  
Regarding geospatial data products, see CQA.

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# Educ. Code Section 11.1541

## Donation of Surplus Property

- (a) The board of trustees of an independent school district may, by resolution, authorize the donation of real property and improvements formerly used as a school campus to a municipality, county, state agency, or nonprofit organization if:
- (1) before adopting the resolution, the board holds a public hearing concerning the donation and, in addition to any other notice required, gives notice of the hearing by publishing the subject matter, location, date, and time of the hearing in a newspaper having general circulation in the territory of the district;
  - (2) the board determines that:
    - (A) the improvements have historical significance;
    - (B) the transfer will further the preservation of the improvements; **and**
    - (C) at the time of the transfer, the district does not need the real property or improvements for educational purposes; **and**
  - (3) the entity to whom the transfer is made has shown, to the satisfaction of the board, that the entity intends to continue to use the real property and improvements for public purposes.
- (b) The president of the board of trustees shall execute a deed transferring ownership of the real property and improvements to the municipality, county, state agency, or nonprofit organization. The deed must:
- (1) recite the resolution of the board authorizing the donation; **and**
  - (2) provide that ownership of the real property and improvements revert to the district if the municipality, county, state agency, or nonprofit organization:

**A)**

discontinues use of the real property and improvements for public purposes; **or**

**(B)**

executes a document that purports to convey the property.

**(c)**

In this section, "nonprofit organization" means an organization exempt from federal income taxation under Section 501(a), Internal Revenue Code of 1986, as an organization described by Section 501(c)(3) of that code. Added by Acts 2001, 77th Leg., ch. 161, Sec. 1, eff. Jan. 1, 2002. Amended by Acts 2003, 78th Leg., ch. 1189, Sec. 1, eff. Sept. 1, 2003.

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Source: Section 11.1541 — *Donation of Surplus Property*, <https://statutes.capitol.texas.gov/Docs/ED/htm/ED-11.htm#11.1541> (accessed Feb. 26, 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