



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING AGENDA

Date: Tuesday, September 9, 2025
Time: Immediately following Public Hearing - Efficiency Audit
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

AGENDA

1. Call the meeting to order and establish a quorum.
2. Pledge of Allegiance
3. Principal's Report
4. Recognitions
5. Superintendent's Report
 - A. Strategic Plan Update - Summer 2025
6. Public Comments
7. MONTHLY ACTION ITEMS:
 - A. Consider and Approve the Board of Trustees Meeting Minutes for the Public Hearing for the 2025-2026 Budget and Tax Rate held August 14, 2025, and the Regular Meeting held August 14, 2025.
 - B. Approve Monthly Bills, Monthly Financial Statement, and 4th Quarter Investment Report
8. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:
 - A. Consider and Approve the 2025-2026 District Improvement Plan
 - B. Consider and Take Action on the Appointment of Investment Officers for CISD
 - C. Consider and Approve the Timeline and Process for Appointing a Board Member to Fill the Current Vacancy on the Board.
 - D. Consider and Take Action to Allow the Superintendent to Have Hiring Authority for Non-Exempt Employees

- E. Discuss and Take Action to Revise and Approve Board Operating Procedures
 - F. Consider and Approve a Resolution Regarding Senate Bill 12 and Parent Rights
 - G. Consider and Take Action on the Appointment of a Delegate and Alternate Delegate for the 2025 TASB Delegate Assembly
9. Discussion Items
- A. Discuss Future Action and Discussion items
 - B. Discuss New and Current Board Member Training Requirements
 - C. TASA/TASB (9/11 – 9/14)
 - D. Staff Appreciation
 - E. Next Steps for Coupland Secondary School
 - Top Out/Beam Signing - October 20, 2025
 - Time - TBD?
 - CSS Planning Calendar
 - Logo Timeline
 - Next Steps
 - F. VATRE Communication Plan
10. Future Board Meeting Dates
- Next Board Meeting - Tuesday October 14, 2025 at 7:00PM
11. Executive Session:
- As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code Chapter 551). An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session:
- Personnel (Texas Gov't Code 551.074),
Student Discipline (Texas Gov't Code 551.082),
Attorney consultation (Texas Gov't Code 551.071),
Purchase, exchange, lease or value of real property (Texas Gov't Code 551.072),
Prospective gift (Texas Gov't Code 551.073),
Employee - Employee Complaint (Gov't code 551.082),
Student Discipline Complaint (Gov't Code 551.082),
Security (Gov't Code 551.076)
- Any action will be taken in a public session.
- A. Discuss Evaluation of Superintendent of Schools

B. Discuss New Hires

12. 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. New Hire Recommendations

13. Report Items

14. 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 3rd day of September, 2025 at 6:00p.m. on the front door of the school building and the school district website.

Dr. Earl W. Parcell, Superintendent

Dr. Earl W. Parcell, Superintendent



Board of Trustees

Date of Meeting

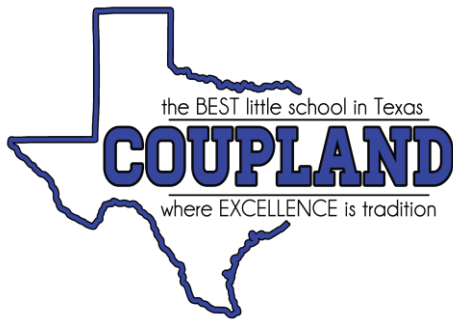
Item Type

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

Attachments	
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Contact Person

E-Mail Address



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING MINUTES

Date: Thursday, August 14, 2025

Time: Immediately Following Budget and Tax Rate Public Hearing

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

Board Members:

Crystal Ward – Present

Michael Roepke – Present

Andrew Gonzales – Present; Left at 8:19 PM

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.** @ 6:40 pm

2. **Pledge of Allegiance**

Led By: Brian Booker

3. **Principal's Report**

Mr. Booker reported on campus activities for the month of August. He highlighted Cowboy Corral, New Staff Orientation, and the first day of school.

4. Superintendent's Report

Dr. Parcell shared current enrollment information, gave a 22 month reflection of district progress (a state of the district) and provided the A-F accountability ratings for the 2023-2024 and 2024-2025 school years.

2023-2024 = 71 "C"

2024-2025 = 88 "B"

5. Public Comments

None

6. MONTHLY ACTION ITEMS:

A. Consider and Approve the Board of Trustees Meeting Minutes for the Budget Workshop held July 31, 2025, and the Regular Meeting held July 31, 2025.

I move that we Approve the Board of Trustees Meeting Minutes for the Budget Workshop held July 31, 2025, and the Regular Meeting held July 31, 2025.

Motion made by: David Young

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

B. Approve Monthly Bills and Financial Statement

I move that we Approve the Monthly Bills and Financial Statement

Motion made by: Michael Roepke

Seconded by: Royce Hatch

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

7. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:

A. Consider and Take Action on Proposed Final Budget Amendment for the 2024-2025 Fiscal Year

I move that we approve the budget amendments as presented for Fund 199 (General Fund), Fund 240 (Child Nutrition), and Fund 599 (debt Service).

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

B. Consider and Take Action on the Adoption of the 2025 - 2026 Fiscal Year Budget

I move that we Adopt of the 2025 - 2026 Fiscal Year Budgets for Fund 199 (General Fund), Fund 240 (Child Nutrition), and Fund 599 (Debt Service) as presented.

Motion made by: David Young

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 Take Action on a Resolution to Set the Tax Rate for Coupland Independent School District Tax Year 2025

I move that the property tax rate be increased by the adoption of a tax rate of \$1.192200, which is effectively a 2.6 percent increase in the tax rate and that we Adopt the Resolution to Set the Tax Rate for Coupland Independent School District Tax Year 2025.

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

D. Consider Calling a Voter Approved Tax Ratification Election for the November 4, 2025 election

I move that a Special Election be ordered on November 4, 2025, at the Coupland ISD Administration Building, pursuant to Texas Tax Code, Section 26.08, to ratify the tax rate this Board adopted at a duly called meeting on August 14, 2025 for the purpose of approving or disapproving the adopted tax rate of \$1.192200, which is effectively a 2.6 percent increase in the tax rate.

Motion made by: Tessa Strider

Seconded by: Michael Roepke

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

E. Consider and Take Action on Election Services Agreements with Travis and Williamson Counties

I move that we Approve Election Services Agreements with Travis and Williamson Counties.

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

F. Consider and Accept the Certified Appraisal Roll for Certified Taxable Values for Williamson and Travis County

I move that we Accept the Certified Appraisal Roll for Certified Taxable Values for Williamson and Travis County.

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

G. Consider and Take Action on CISD List of Approved Appraisers for 2025-2026 School Year

I move that we Approve Appraisers for 2025-2026 School Year

Motion made by: Tessa Strider

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

H. Consider and Take Action to Approve the 2025-2026 Emergency Operations Plan

I move that we Approve the 2025-2026 Emergency Operations Plan.

MOTION MADE AFTER EXECUTIVE SESSION

Motion made by: Royce Hatch

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

I. Consider and Approve Contract for an Armed Security Guard on Campus.

I move that we Approve the Contract for an Armed Security Guard on Campus.

Motion made by: Susan Schmidt

Seconded by: Royce Hatch

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

Yea.

Yea – 6; Nay – 0

8. Discussion Items

A. Employment of Retired Personnel

Dr. Parcell shared that the TRS surcharge for rehired retirees may pass the cost of the surcharge on to the employee beginning in the 2025-2026 school year. Dr. Parcell recommended the district implement this change for the 2026-2027 school year.

B. Discuss Future Action and Discussion items

C. Discuss New and Current Board Member Training Requirements

D. Debrief - TEAM of 8 Symposium (August 8-9, 2025)

The board shared their take-aways from the TEAM of 8 Symposium they attended on August 8-9. The board received more than 10 hours of required professional development training hours that included a legislative update and information on staff and personal wellness.

E. Future Board Meeting Dates

The next board meeting will be September 9, 2025 (Tuesday).

The October board meeting will be on the 14th at 7:00pm

F. Discuss and Review Board Operating Procedures

The board discussed utilizing a Consent Agenda instead of Monthly Action Items to streamline the business aspect of board meetings for routine items needing board approval. The Board agreed to take action and revise the Board Operating Procedures to incorporate the Consent Agenda into board meeting at the September board meeting. The consent agenda will then begin to be utilized at the October board meeting.

G. VATRE Communication Plan

Dr. Parcell shared his plan for getting information out to the community about the Voter Approved Tax Rate Election (VATER). Factual information will be shared via paper, electronic, and in person sessions.

H. Next Steps for New Campus

- **CJH/CHS Logo** – the board discussed a timeline for selecting a logo for the campus so that it can be included in the construction of the new campus (CJH/CHS). The plan is to have the design selected at the November board meeting so that it can be officially created (with a vector code and a hex code) by a graphic designer and then incorporated into construction and future branding efforts for the new campus.
- Construction updates on the campus were also discussed. The status of paperwork for Oncor, water, TxDOT, and the sewer was provided. It was also noted that a wood gym floor and bleachers will be added to

the project, as well as a 3,000 sq.ft. building for additional educational and enrichment purposes.

I. Preliminary FIRST Rating

The district's preliminary rating is Superior.

8:18 pm - Prior to the Board going into Executive session, Mr. Andrew Gonzales, Board Member, informed the Board that he was resigning from the Board.

9. Executive Session:

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

**Personnel (Texas Gov't Code 551.074),
Student Discipline (Texas Gov't Code 551.082),
Attorney consultation (Texas Gov't Code 551.071),
Purchase, exchange, lease or value of real property (Texas Gov't Code 551.072),
Prospective gift (Texas Gov't Code 551.073),
Employee - Employee Complaint (Gov't code 551.082),
Student Discipline Complaint (Gov't Code 551.082),
Security (Gov't Code 551.076)**

Any action will be taken in a public session.

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

The Board came out of executive session at 8:50 PM.

A. Discuss New Hire Recommendations

B. Security

10. ACTION ITEMS:

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

A. Consider and Take Action to Approve New Hire Recommendations

I move that we Approve the New Hire Recommendations.

Motion made by: Susan Schmidt

Seconded by: Royce Hatch

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

Yea – 6; Nay – 0

11. Report Items

A. Resignations

12. ADJOURNMENT @ 8:58 pm

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: Absent; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.

Yea – 6; Nay – 0

Board President Date

Board Secretary Date



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

PUBLIC HEARING - BUDGET & TAX RATE MINUTES

Date: Thursday, August 14, 2025

Time: 6:00 PM

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

Board Members:

Crystal Ward – Arrived

Michael Roepke – Present

Andrew Gonzales – Present

David Young – Arrived at 6:07pm

Tessa Strider – Present

Susan Schmidt – Present

Royce Hatch – Present:

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call to Order @ 6:02 pm**

2. **Proposed Budget and Tax Rate for 2025-2026 School Year**

Dr. Parcell presented the 2025-2026 Proposed Budget, Tax Rate with and impact a Voter-Approved Tax Ratification Election (VATRE) would have on the 2024-2025 budget. Three additional Golden Pennies would increase the district's M & O revenue by \$240,939 (\$93,771 from local taxes and \$147,168 would come from the state). The additional funds would be used to enrich the educational programs with staffing, salaries, and supplies.

The PowerPoint presentation can be found on the district's Business and Finance webpage under the Financial Transparency and Budget tab – Budget timeline and Presentations.

3. Public Comment

None

4. Adjourn @ 6:38 pm

I Move that we adjourn.

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

Board President

Date

Board Secretary

Date



Board of Trustees

Date of Meeting
Item Type

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

Attachments	
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Contact Person E-Mail Address

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
001286	08-29-2025	CHASE INK	250204	HEB 163717	461-36-6399.00-101-599000	Social Fund Sodas	82.16	N
007658	08-20-2025	COMBINED BENEFITS G	DEDCH		863-00-2153.00-012-500000	AUG DED HEALTH INSURANCE	201.42	N
			DEDCH		863-00-2153.00-013-500000	AUG DED HEALTH INSURANCE	200.23	N
			DEDCH		863-00-2153.00-015-500000	AUG DED LIFE INSURANCE	239.50	N
			DEDCH		863-00-2153.00-016-500000	AUG DED HEALTH INSURANCE	179.00	N
			DEDCH		863-00-2153.00-022-500000	AUG DED HEALTH INSURANCE	233.04	N
			DEDCH		863-00-2153.00-026-500000	AUG DED HEALTH INSURANCE	831.27	N
			DEDCH		863-00-2153.00-027-500000	AUG DED HEALTH INSURANCE	1,369.94	N
			DEDCH		863-00-2153.00-029-500000	AUG DED LIFE INSURANCE	419.83	N
			DEDCH		863-00-2153.00-035-500000	AUG DED HEALTH INSURANCE	75.60	N
			DEDCH		863-00-2153.00-105-500000	AUG DED HEALTH INSURANCE	103.00	N
			DEDCH		863-00-2153.00-106-500000	AUG DED HEALTH INSURANCE	126.36	N
			DEDCH		863-00-2153.00-107-500000	AUG DED LIFE INSURANCE	82.08	N
			DEDCH		863-00-2153.00-108-500000	AUG DED HEALTH INSURANCE	63.00	N
			DEDCH		863-00-2153.00-111-500000	AUG DED LIFE INSURANCE	43.01	N
			DEDCH		863-00-2159.00-037-500000	AUG DED MISCELLANEOUS DED	721.66	N
			DEDCH		863-00-2159.00-100-500000	AUG DED HSA	120.00	N
			DEDCH		863-00-2159.00-101-500000	AUG DED MISCELLANEOUS DED	48.98	N
			DEDCH		863-00-2159.00-110-500000	AUG DED MISCELLANEOUS DED	97.74	N
Totals for Check 007658							5,155.66	
007659	08-20-2025	NATIONAL BENEFIT SER	DEDCH		863-00-2159.00-034-500000	AUG DED TAX SHEL. ANNUITY	250.00	N
			DEDCH		863-00-2159.00-042-500000	AUG DED TAX SHEL. ANNUITY	500.00	N
			DEDCH		863-00-2159.00-103-500000	AUG DED TAX SHEL. ANNUITY	575.00	N
Totals for Check 007659							1,325.00	
007660	08-20-2025	TEXAS STATE DISBURS	DEDCH		863-00-2159.00-019-500000	AUG DED MISCELLANEOUS DED	829.66	N
008525	08-05-2025	BOKF, NA	350553	0815 Payment	599-71-6521.00-101-599000	Bond Payment	520,975.00	N
			350553	0815 Fee	599-71-6599.00-101-599000	Bond Payment	250.00	N
Totals for Check 008525							521,225.00	
080525	08-05-2025	UMB BANK NA	350552		599-71-6521.00-101-599000	Bond Payment	78,275.00	N
081425	08-14-2025	TRS	250195		863-00-2153.00-050-500000	TRS AC	6,588.00	N
			250195		863-00-2153.00-051-500000	TRS AC	3,266.00	N
			250195		863-00-2153.00-052-500000	TRS AC	13,574.00	N
Totals for Check 081425							23,428.00	
081525	08-15-2025	WEAVER & JACOBS CO	350572	Draw 9 and 10	699-81-6629.00-999-599000	Cons Draw 9 and 10	1,071,790.96	N
081925	08-19-2025	LIVE OAK PUBLIC FINAN	350574	08212025	599-71-6599.00-101-599000	Cost of Defeasance	7,744.00	N
081925	08-19-2025	UMB BANK NA	350573	08212025	599-71-6511.00-101-599000	Defeasance of 2020 Bonds	48,324.25	N
			350573	08212025	599-71-6599.00-101-599000	Defeasance of 2020 Bonds	3,450.00	N
Totals for Check 081925							51,774.25	
082025	08-20-2025	UNITED STATES TREAS	250196		863-00-2151.00-000-500000	IRS	13,828.48	N
			250196		863-00-2152.01-000-500000	IRS	3,612.75	N
			250196		863-00-2152.02-000-500000	IRS	3,612.75	N
Totals for Check 082025							21,053.98	

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

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.S0-0rg-Pr0g	Reason	Amount	EFT
082525	08-25-2025	TEACHER RETIREMENT	250197		863-00-2155.00-000-500000	TRS	19,335.40	N
			250197		863-00-2155.00-000-500000	TRS	1,523.42	N
			250197		863-00-2155.01-000-500000	TRS	303.32	N
			250197		863-00-2155.02-000-500000	TRS	3,622.95	N
			250197		863-00-2155.03-000-500000	TRS	45.96	N
			250197		863-00-2155.04-000-500000	TRS	1,757.78	N
			250197		863-00-2155.05-000-500000	TRS	442.62	N
			250197		863-00-2155.08-000-500000	TRS	3,809.12	N
Totals for Check 082525							30,840.57	
IRS08A	08-04-2025	UNITED STATES TREAS	DEDCH		863-00-2151.00-000-500000	AUG WIRE PAYROLL DEDUCTION	125.47	N
			DEDCH		863-00-2152.01-000-500000	AUG WIRE PAYROLL DEDUCTION	38.90	N
			DEDCH		863-00-2152.02-000-500000	AUG WIRE PAYROLL DEDUCTION	38.90	N
Totals for Check IRS08A							203.27	
Total For District Written Checks							1,813,727.51	

Check Nbr	Trans Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
		CHASE INK	350477	GC23440265	199-11-6399.00-101-511000	Elem Music supplies	84.79	N
			350477	GC23440265	199-11-6399.00-101-511000	REVERSAL	-84.79	N
						Totals for Vendor 11782	.00	
		FUELMAN	250207	NP69007906	199-34-6311.00-101-599000	Gas for Bus	941.80	N
			250207	NP69007906	199-34-6311.00-101-599000	REVERSAL	-941.80	N
						Totals for Vendor 11240	.00	
020428	08-01-2025	MANVILLE WATER SUPP	350522	070925 00	699-81-6629.00-999-599000	1st 50% Cap Recovery Fee	187,100.50	N
020429	08-01-2025	PFLUGERVILLE ISD	350548	750-019	199-34-6639.00-101-599000	Bus	60,000.00	N
020430	08-04-2025	DANIEL RUNNELS	350526	31	199-13-6411.00-101-599000	SAMA 1-4	675.00	N
020431	08-05-2025	CHASE INK	350530	Amz 7938641	199-11-6397.00-101-599000	Art supplies	65.32	N
			350332	Amz 3657807	199-11-6397.00-101-599000	Start of Year Aug 2025	45.08	N
			350332	Amz 3657807	199-11-6397.00-101-599000	Start of Year Aug 2025	7.87	N
			350402	CFA 5451563	199-11-6397.00-101-599000	PD/BOY Food	131.75	N
				Amazon 6018617	199-11-6397.00-101-599000	Refund for return	-41.34	N
			350529	619	199-23-6399.00-101-599000	Certified Mail 941	10.48	N
			350532	WM 987	199-23-6411.00-101-599000	BOY Staff Appreciation	487.27	N
			250194	80111	199-34-6311.00-101-599000	Gas for Van	72.50	N
			350525	074246	199-34-6319.00-101-599000	Gas for Van	75.87	N
			350539	Uhaul 66923	199-51-6249.01-999-599000	UHaul	144.24	N
			350539	Uhaul 86357	199-51-6249.01-999-599000	UHaul	173.02	N
			350542	Amz 8867451	199-51-6319.01-101-599000	Faucet	94.02	N
			350542	Reese 323745	199-51-6319.01-101-599000	Faucet	834.73	N
			350543	27Q6J4TJ	199-53-6399.00-101-599000	DCMA License Renewal	6.00	N
			250193	Lowes	461-36-6399.00-101-599000	Plants for Jessica	132.40	N
						Totals for Check 020431	2,239.21	
020432	08-05-2025	QUAVERED INC	350463	59553-1	199-11-6399.06-101-525000	Music Curric	875.00	N
			350463	59553-1	199-11-6499.00-101-511000	Music Curric	1,000.00	N
						Totals for Check 020432	1,875.00	
020433	08-05-2025	RENAISSANCE INSTITUT	350090	2040	199-53-6299.14-101-599000	Renaissance Inst 24-25	2,500.00	N
			350090	2032	199-53-6299.14-101-599000	Renaissance Inst 24-25	4,000.00	N
						Totals for Check 020433	6,500.00	
020434	08-05-2025	TASB	350546	673473	199-41-6499.00-702-599000	TASB Localized update 125	1,254.00	N
020435	08-05-2025	WASTE MANAGEMENT	350107	0212951-2161-6	199-51-6249.00-101-599000	Trash Pickup	699.38	N
020436	08-14-2025	ABEAR COMMERCIAL S	350569	60% Draw	199-51-6249.01-999-599000	1st day HVAC repairs	5,077.71	N
020437	08-14-2025	A-LINE AUTO PARTS	350566	11418058	199-34-6319.00-101-599000	PO Created by Req: 250596	553.65	N
020438	08-14-2025	ABEAR COMMERCIAL S	350561	22-7263	199-51-6249.01-999-599000	HVAC SVC and Check	874.19	N
020439	08-14-2025	BLICK ART MATERIALS	350531	5879404	199-11-6397.00-101-599000	Art Supplies	1,375.56	N
020440	08-14-2025	DAVID PRUETT	350565	8232 8220	199-34-6499.00-101-599000	Bus Insp X 2	80.00	N
020441	08-14-2025	DIRECT ENERGY BUSIN	350108	25216005749610	199-51-6259.02-101-599000	Electricity	3,671.84	N

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020442	08-14-2025	DURAN & ASSOCIATES,	350483	Eff Audit 2	199-41-6212.00-750-599000	Efficiency Audit	3,125.00	N
020443	08-14-2025	GOLD STAR FOODS INC	250199	3205866	240-35-6341.00-101-599000	CN Food Purchase	158.34	N
020444	08-14-2025	GREATAMERICA	350099	39852462	199-23-6269.00-101-599000	Copier Lease	149.10	N
020445	08-14-2025	IXL LEARNING, INC.	350491	S537987	199-11-6397.00-101-599000	IXL License	299.00	N
020446	08-14-2025	LA COSTENITA DISTRIB	250198	17790	240-35-6341.00-101-599000	Ice Cream	214.32	N
020447	08-14-2025	LOWMAN EDUCATION L	350556	10410	199-11-6397.00-101-599000	Lowman ELA 6th	1,500.00	N
			350557	10452	199-11-6397.00-101-599000	Lowman 7th ela & ss workbook	2,250.00	N
			350557	10453	199-11-6397.00-101-599000	Lowman 7th ela & ss workbook	500.00	N
Totals for Check 020447							4,250.00	
020448	08-14-2025	QUILL	350541	45091755	199-23-6499.01-101-599000	Supplies	24.41	N
			350541	45113993	199-51-6319.00-101-599000	Supplies	31.90	N
Totals for Check 020448							56.31	
020449	08-14-2025	TOSHIBA FINANCIAL SE	350100	591301794	199-11-6269.00-101-599000	Copier Lease	296.82	N
020450	08-14-2025	TRINITY EDUCATIONAL	350571	7049	199-11-6219.00-101-523000	February Bilingual	1,353.75	N
020451	08-14-2025	WILLIAMSON CAD	350564	Title Reg Bus	199-34-6499.00-101-599000	PO Created by Req: 250594	22.00	N
	08-29-2025	WILLIAMSON CAD	350564	Title Reg Bus	199-34-6499.00-101-599000	CHARGED ON CC	-22.00	N
Totals for Check 020451							.00	
020452	08-14-2025	WILLIAMSON COUNTY T	350528	1596725	199-34-6319.00-101-599000	20 BB Reg 1596725	8.25	N
	08-29-2025	WILLIAMSON COUNTY T	350528	1596725	199-34-6319.00-101-599000	CHARGED ON CC	-8.25	N
Totals for Check 020452							.00	
020453	08-19-2025	BSN SPORTS	350517	930388129	199-36-6399.00-101-591000	PE/Athletic Supplies	465.32	N
020454	08-19-2025	ESC 13	250200	279414	199-34-6239.00-101-599000	Rinderknecht Safety Training	70.00	N
020455	08-19-2025	PEST PATROL	350106	139508	199-51-6249.03-101-599000	Pest Treatment	250.00	N
			350106	139687	199-51-6249.03-101-599000	Pest Treatment	350.00	N
Totals for Check 020455							600.00	
020456	08-19-2025	TAYLOR DAILY PRESS	350538	31891	199-41-6491.00-701-599000	Budget & tax Rate Hearing Ad	505.00	N
020457	08-19-2025	TEXAS MULTI-CHEM	350555	1063911	199-51-6249.02-101-599000	Dallas Grass Treatment 1	700.00	N
020458	08-19-2025	UNIVERSITY OF TEXAS	350575	25 26 Invoice	199-36-6399.00-101-591000	PO Created by Req: 250605	30.00	N
020459	08-29-2025	ABEAR COMMERCIAL S	350569	22-7271	199-51-6249.01-999-599000	1st day HVAC repairs	3,385.14	N
020460	08-29-2025	BOOKNOOK INC	350582	2428	199-11-6397.00-101-599000	BookNook License 25-26	1,440.00	N
020461	08-29-2025	BROTHERS FOOD	250201	1819283	240-35-6341.55-101-599000	Produce	277.15	N
020462	08-29-2025	DODSON HOUSE MOVIN	350443	2792	199-51-6249.04-999-599000	Remove and install skirting	5,800.00	N
020463	08-29-2025	ESC 13	250202	280954	199-41-6419.00-702-599000	Region 13 Board Train Aug 8-9	3,000.00	N
020464	08-29-2025	ESC REGION 20	350581	384970	199-34-6499.00-101-599000	Pruett Drg Test Apr Aug	130.00	N
			350581	384869	199-34-6499.00-101-599000	Pruett Drg Test Apr Aug	130.00	N
Totals for Check 020464							260.00	
020465	08-29-2025	GAYLYNN CLEVINGER	350534	1	199-23-6299.01-101-599000	Consult-GC 3 days	1,500.00	N

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020466	08-29-2025	AFFORDABLE SIGNS	350576	56283	199-34-6499.00-101-599000	Lettering for Bus	61.90	N
020467	08-29-2025	TEXAS FIRE WATCH	350583	33825827	199-52-6299.01-101-599000	Fire Watch	493.60	N
020468	08-29-2025	KRISTIN SCHROEDER	350589	Reimb	199-13-6499.00-101-511000	Cert Reimbursement KS	1,000.00	N
020469	08-29-2025	LA COSTENITA DISTRIB	250203	18038	240-35-6341.00-101-599000	Ice Cream	190.08	N
020470	08-29-2025	MANVILLE WATER SUPP	350109	02106541 0825	199-51-6259.00-101-599000	Water Bill	275.87	N
			350109	002138551 0825	199-51-6259.00-101-599000	Water Bill	455.39	N
			350109	00601151 0825	199-51-6259.00-101-599000	Water Bill	300.33	N
						Totals for Check 020470	1,031.59	
020471	08-29-2025	NANCY'S KEYS	350590	12653	199-51-6399.00-999-599000	Keys	174.00	N
020472	08-29-2025	QUILL	350331	45189806	199-41-6399.00-701-599000	Paper	208.37	N
			350331	45189806	199-53-6399.00-101-599000	Paper	285.10	N
						Totals for Check 020472	493.47	
020473	08-29-2025	TOSHIBA BUSINESS	350588	6258407	199-11-6269.00-101-599000	Copier Allowance	182.95	N
			350588	6258425	199-11-6269.00-101-599000	Copier Allowance	182.95	N
						Totals for Check 020473	365.90	
020474	08-29-2025	TRINITY EDUCATIONAL	350591	7173	199-11-6219.00-101-523000	Evaluation Apr May June	1,678.75	N
020475	08-29-2025	TRIUMPH PROTECTION	350427	INV24744	429-52-6299.00-101-399000	Security Officer	1,024.00	N
020476	08-29-2025	CHASE INK	350402	hEb 163717	199-11-6397.00-101-599000	PD/BOY Food	164.79	N
			350402	CFA 5528735	199-11-6397.00-101-599000	PD/BOY Food	460.66	N
			350560	Cert 585	199-11-6397.00-101-599000	Extra Supplies	20.70	N
			350560	Post Oak 182471	199-11-6397.00-101-599000	Extra Supplies	31.99	N
			350560	WM 1831	199-11-6397.00-101-599000	Extra Supplies	48.31	N
			350560	Amz 2137058	199-11-6397.00-101-599000	Extra Supplies	136.95	N
			350560	Amz 3875420	199-11-6397.00-101-599000	Extra Supplies	21.46	N
			350560	Amz 8589052	199-11-6397.00-101-599000	Extra Supplies	120.26	N
			350560	AMZ 4497805	199-11-6397.00-101-599000	Extra Supplies	98.00	N
			350332	Amz 3682636	199-11-6397.00-101-599000	Start of Year Aug 2025	51.98	N
			350477	GC23440265	199-11-6397.01-101-511000	Elem Music supplies	469.98	N
			350477	GC23440265	199-11-6399.00-101-511000	Elem Music supplies	84.99	N
			350532	07621	199-23-6411.00-101-599000	BOY Staff Appreciation	35.50	N
			350532	2527	199-23-6411.00-101-599000	BOY Staff Appreciation	40.59	N
			350549	Dom 1	199-23-6411.00-101-599000	Pizza for Cowboy Corral	215.73	N
			350562	82514	199-34-6311.00-101-599000	Gas for Van	100.00	N
			350562	82515	199-34-6311.00-101-599000	Gas for Van	49.17	N
			350562	433045	199-34-6311.00-101-599000	Gas for Van	56.00	N
			250206	1596725	199-34-6499.00-101-599000	Bus registration	24.50	N
			250206	New Bus	199-34-6499.00-101-599000	Bus registration	24.50	N
			350578	Shop Pay	199-36-6399.00-101-591000	KK Coaching Training	35.00	N
			350579	Gattis 117	199-36-6412.01-101-591000	VB Meal 8/26	112.50	N
			350540	53274231	199-41-6399.00-701-599000	Div Exp Folders	57.78	N
			350523	349036	199-41-6419.00-702-599000	Htl Brd Aug 8-9 TS RH AG CW SS	118.14	N
			350523	349037	199-41-6419.00-702-599000	Htl Brd Aug 8-9 TS RH AG CW SS	118.14	N

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			350523	349035	199-41-6419.00-702-599000	Htl Brd Aug 8-9 TS RH AG CW SS	118.14	N
			350523	Cancel Fee	199-41-6419.00-702-599000	Htl Brd Aug 8-9 TS RH AG CW SS	25.00	N
			250205	Stock 92388	199-51-6399.00-999-599000	Gas for Lawn Mower	33.68	N
			350559	56330	199-51-6429.00-101-599000	Connex and Supplies	4,587.00	N
			350559	Parker 7281070	199-51-6429.00-101-599000	Connex and Supplies	107.96	N
			350551	10333422765	240-35-6499.00-101-599000	Health Permit	6.45	N
			350551	10333422765	240-35-6499.00-101-599000	Health Permit	300.00	N
			350570	1216867019	749-61-6129.00-101-599000	Aftercare Supplies	239.86	N
						Totals for Check 020476	8,115.71	
020477	08-29-2025	DRAMATIC PUBLISHING	350586	2355427	199-11-6397.00-101-599000	Scripts OAP - 10	154.49	N
020478	08-29-2025	EARL PARCELL	250209	Stock 81006	199-23-6411.00-101-599000	Staff Appreciaiton Reimb	14.76	N
020479	08-29-2025	ESC REGION 20	350398	385043	199-34-6299.01-101-599000	Bus Driver Physical	475.00	N
020480	08-29-2025	ESC REGION IV	350533	F111458	199-11-6399.02-101-537000	Reading by Design Dyslexia	368.00	N
020481	08-29-2025	IMPACT FIRE SERVICES	350580	106700025	199-52-6299.01-101-599000	Fire Alarm Repair	4,238.73	N
020482	08-29-2025	QUILL	250208	45317640	199-11-6397.00-101-599000	Start of Year	352.78	N
			250208	44394291	199-11-6397.00-101-599000	Start of Year	5.36	N
			250208	44290471	199-11-6397.00-101-599000	Start of Year	67.97	N
			250208	44290784	199-11-6397.00-101-599000	Start of Year	31.71	N
			250208	44290097	199-11-6397.00-101-599000	Start of Year	66.53	N
			250208	44296959	199-11-6397.00-101-599000	Start of Year	181.47	N
			250208	44309506	199-11-6397.00-101-599000	Start of Year	11.33	N
			250208	44148393	199-11-6397.00-101-599000	Start of Year	103.58	N
						Totals for Check 020482	820.73	
020483	08-29-2025	SPECTRUM	350091	10480050108212	199-51-6259.01-101-599000	Telephone	1,401.79	N
			350091	10480050108212	199-53-6299.15-101-599000	Internet	1,827.88	N
						Totals for Check 020483	3,229.67	
020484	08-29-2025	TASB	350592	680181	199-41-6499.00-702-599000	Local Dist Update 2025.02	50.00	N
020485	08-29-2025	TAYLOR OFFICE PRODU	350554	Cal Print	199-23-6411.00-101-599000	Calendar Prints	240.00	N
			350554	Cal Print	199-23-6411.00-101-599000	VENDOR DONATED ITEMS	-240.00	N
						Totals for Check 020485	.00	
020486	08-29-2025	FUELMAN	250207	NP69007906	199-34-6311.00-101-599000	Gas for Bus Card Fee	41.93	N
			250207	NP690007906	199-34-6311.00-101-599000	Gas for Bus	899.87	N
				NP69007906	199-34-6311.00-101-599000	Discount for Fuel Card	-111.22	N
						Totals for Check 020486	830.58	
020487	08-29-2025	TRIUMPH PROTECTION	350427	INV024864	429-52-6299.00-101-399000	Security Officer	863.75	N
			350427	INV024864	429-52-6299.01-000-400000	Security Officer	168.25	N
						Totals for Check 020487	1,032.00	
020488	08-29-2025	CDW	350504	AE6QH1R	199-53-6299.04-101-599000	Lightspeed Filter license	3,178.50	N
						Total For Computer Written Checks	328,932.75	
						Total Checks	2,142,660.26	

End of Report

COUPLAND INDEPENDENT SCHOOL DISTRICT

GENERAL FUND FINANCIAL STATEMENT

Fund 199
AUGUST 2025



	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 2,183,205	\$ 2,385,313	109.26%	\$ 2,233,999	\$ 2,282,652	102.18%
State Program Revenues	2,610,521	2,927,165	112.13%	2,266,553	2,590,332	114.29%
Federal Program Revenues	14,500	15,176	104.67%	12,445	34,251	275.22%
Other Financing Sources	-	-	0.00%	-	-	0.00%
Total Revenues	\$ 4,808,226	\$ 5,327,655	110.80%	\$ 4,512,997	\$ 4,907,235	108.74%
EXPENDITURE SUMMARY BY FUNCTION:						
11 - Instructional	\$ 2,805,821	\$ 2,746,254	97.88%	\$ 2,571,594	\$ 2,546,366	99.02%
12 - Instructional Resources and Media Services	10,850	6,190	57.05%	9,217	7,217	78.30%
13 - Curriculum and Instructional Staff Development	22,700	13,480	59.38%	18,950	10,609	55.98%
21 - Instructional Leadership	27,362	22,971	83.95%	2,150	575	26.74%
23 - School Leadership	332,173	309,776	93.26%	295,307	286,180	96.91%
31 - Guidance, Counseling and Evaluation	194,769	184,025	94.48%	168,639	158,830	94.18%
33 - Health Services	3,550	1,726	48.63%	6,400	688	10.75%
34 - Student Transportation	310,192	289,861	93.45%	179,542	150,800	83.99%
35 - Food Service	2,059	-	0.00%	-	-	0.00%
36 - Cocurricular/Extra Curricular Activities	33,714	23,749	70.44%	38,022	27,427	72.13%
41 - General Administration	398,356	346,990	87.11%	442,670	413,997	93.52%
51 - Plant Maintenance and Facility Services	393,425	341,822	86.88%	404,505	366,100	90.51%
52 - Security and Monitoring Services	48,750	25,468	52.24%	39,000	31,097	79.74%
53 - Data Processing Services	247,659	235,022	94.90%	202,512	194,995	96.29%
61 - Community Services	500	484	96.78%	-	-	0.00%
71 - Debt Service	66,436	66,435	100.00%	69,000	66,370	96.19%
81 - Capital Outlay	-	-	0.00%	-	-	0.00%
93 - Payments to Fiscal Agents	-	-	-	10,363	10,363	100.00%
99 - Other intergovernmental Charges	25,000	23,116	92.46%	30,000	20,000	66.67%
Operating Transfer to Cafeteria	19,181	-	0.00%	25,126	-	0.00%
Total Expenditures	\$ 4,942,496	\$ 4,637,369	93.83%	\$ 4,512,997	\$ 4,291,614	95.09%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 3,750,673	\$ 3,610,500	96.26%	\$ 3,488,349	\$ 3,361,340	96.36%
62XX - Professional and Contracted Services	613,594	488,599	79.63%	519,564	525,697	101.18%
63XX - Supplies and Materials	203,970	157,042	76.99%	246,971	188,839	76.46%
64XX - Other Operating Expenses	168,642	134,792	79.93%	97,987	78,849	80.47%
65XX - Debt Service - Principal	66,436	66,435	100.00%	69,000	66,370	96.19%
66XX - Capital Outlay Expenses	120,000	180,000	150.00%	66,000	70,519	106.85%
Operating Transfers	19,181	-	0.00%	25,126	-	0.00%
Total Expenditures	\$ 4,942,496	\$ 4,637,369	93.83%	\$ 4,512,997	\$ 4,291,614	95.09%



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

	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 61,000	\$ 66,569	109.13%	\$ 67,300	\$ 57,484	85.41%
State Program Revenues	18,558	18,706	100.80%	26,854	25,619	95.40%
Federal Program Revenues	167,000	159,938	95.77%	139,506	141,276	101.27%
Other Financing Sources	19,181	-	0.00%	25,126	-	0.00%
Total Revenues	\$ 265,739	\$ 245,212	92.28%	\$ 258,786	\$ 224,379	86.70%
EXPENDITURES:						
35 - Food Services	\$ 265,739	\$ 244,589	92.04%	\$ 258,876	\$ 214,871	83.00%
Total Expenditures	\$ 265,739	\$ 244,589	92.04%	\$ 258,876	\$ 214,871	83.00%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 160,039	\$ 140,937	88.06%	\$ 135,912	\$ 120,378	88.57%
62XX - Professional and Contracted Services	6,500	-	0.00%	11,500	2,408	20.94%
63XX - Supplies and Materials	98,500	103,279	104.85%	110,674	91,843	82.99%
64XX - Other Operating Expenses	700	372	53.18%	700	242	34.57%
64XX - Other Operating Expenses	-	-	0.00%	-	-	-
Total Expenditures	\$ 265,739	\$ 244,589	92.04%	\$ 258,876	\$ 214,871	83.03%

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



	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 1,609,519	\$ 1,618,714	100.57%	\$ 1,550,025	\$ 1,459,514	94.16%
State Program Revenue	\$ 92,381	\$ 101,566	109.94%	\$ -	\$ 92,245	
Total Revenues	\$ 1,701,900	\$ 1,720,280	101.08%	\$ 1,550,025	\$ 1,551,759	100.11%
EXPENDITURES:						
71 - Debt Service	\$ 1,701,900	\$ 1,699,418	99.85%	\$ 1,550,025	\$ 959,619	61.91%
Total Expenditures	\$ 1,701,900	\$ 1,699,418	99.85%	\$ 1,550,025	\$ 959,619	61.91%
EXPENDITURE SUMMARY BY OBJECT CODE:						
65XX - Debt Service Expenses	1,701,900	1,699,418	99.85%	1,550,025	959,619	61.91%
Total Expenditures	\$ 1,701,900	\$ 1,699,418	99.85%	\$ 1,550,025	\$ 959,619	61.91%



**COUPLAND ISD
 QUARTERLY INVESTMENT REPORT
 QUARTER ENDED AUGUST 2025**

Citizens Bank

Accounts

	June	July	August	Total Interest Earned	Ending Balance a/o AUGUST 31, 2025
Index Fund	\$ 0.07	\$ 0.07	\$ 0.07	\$ 0.21	\$ 40.84
Payroll	\$ 168.53	\$ 412.06	\$ 118.88	\$ 699.47	\$ 51,298.73
Maintenance & Operating	\$ 423.61	\$ 291.24	\$ 1,054.52	\$ 1,769.37	\$ 1,038,908.83
Activity	\$ 47.20	\$ 48.09	\$ 48.00	\$ 143.29	\$ 25,222.14
Interest & Sinking	\$ 1,297.04	\$ 1,380.07	\$ 690.39	\$ 3,367.50	\$ 122,789.82
	\$1,936.45	\$2,131.53	\$1,911.86	\$5,979.84	\$ 1,238,260.36

First Public Investments

Accounts

	June	July	August	Total Interest Earned	Ending Balance a/o AUGUST 31, 2025
General Fund	\$ 15,694.02	\$ 14,834.86	\$ 12,558.02	\$ 43,086.90	\$ 3,321,613.86
Construction	\$ 57,214.64	\$ 57,050.02	\$ 55,377.89	\$ 169,642.55	\$ 15,848,970.12
	\$72,908.66	\$71,884.88	\$67,935.91	\$212,729.45	\$ 19,170,583.98


 Investment Officer 9-4-2025

This report is prepared for Coupland ISD (the District) in accordance with Chapter 2256 of the Public Funds Investment Act (PFIA). Section 2256.023(a) of the PFIA states that "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report which covers the quarter ended August 31, 2025, is signed by the District's Investment officer and includes the disclosures required in the PFIA. Market prices, where required, were obtained from the independent pricing sources.

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



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 Independent School District

District Improvement Plan

2025-2026



Mission Statement

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

Vision

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

Value Statement

WE BELIEVE IN...

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

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Comprehensive Needs Assessment

Needs Assessment Overview

Needs Assessment Overview Summary

Enrollment numbers have increased steadily over the last five years. Current growth is 6% over the previous year. Continued development of farm land into developer neighborhoods has resulted in new homes, so the district's increased enrollment is a direct result of increased district residency. The demographic breakdown is as follows:

- 37.9% White
- 57.5% Hispanic
- 4.6% All other ethnicities
- 60.7% Economically Disadvantaged
- 0.4% Gifted & Talented
- 15.1% Special Education
- 55.4% At Risk
- 4.2% 504
- 31.2% Emergent Bilingual

Students who are identified as at risk are primarily due to failure to meet the satisfactory performance standard on STAAR (4-8) or a readiness assessment (K-3). At risk students constitute 55.4% of the school population which is an increase of 20% since the 2022-2023 school year. The number of students who are Emergent Bilingual has increased significantly from 13% to 31.2% in three years. At present, Coupland does not have any migrant students. Coupland boasts a 0% drop out rate and a low chronic absenteeism rate of 6.4%. This rate pales in comparison to the state average of 25.7%. To boot we have a lower suspension rate than the state due to well managed classrooms and low occurrences of misbehavior.

A review of staff demographics reveals that 79% of the faculty are white females and 12.6% are white males. 25.2% of our teachers have 21-30 years of experience which outpaces the state average. Each elementary grade level has two teachers (K-5). In grades 6-8, the students have the same four core teachers for three years. Historically, class size has been small but despite a growing population of students, we maintain an average class size of 12 for the 2023-2024 school year.

Achievement data is disaggregated in a number of ways. The data is viewed through the lens of instruction where trends in reporting categories and

supporting standards are studied from year to year to determine if any holes exist in the curriculum. Data is also reviewed on a student by student basis to determine if growth is continuing on a yearly basis. Data is stored in Eduphoria under the tab 'Aware' where staff are able to review student data from the previous year. Mid-year, a state STAAR interim assessment is given in all core subjects that are tested grades 3-8. Reports from interim results give a percentage of a student's likelihood of passing the STAAR test. It also gives teachers the objectives students have mastered or still need work in. For grades K-2, the TPRI is administered three times each year to show beginning reading levels. TPRI data shows that there is a gap in performance between white students and their hispanic peers that closes by the time students reach 4th grade. The discrepancy between students who are on the honor roll each six weeks and students achieving the meets and/or mastered level on STAAR is shrinking so there is better alignment between the standards. Historically, Coupland School performed well on state performance measures. In 2021-2022 under the A-F Accountability Rating system, Coupland School and Coupland ISD received an overall rating of 86 or B. The school scored "Met Standard" in each domain and received a distinction for Academic Achievement in Social Studies. There have been no A-F accountability ratings since that time. The next accountability rating is scheduled to be released in August 2024. The school's English as a second language population has grown significantly in recent years but has leveled off and now comprises 31% of the total population. The performance gap between the ESL students and native English speakers is notable throughout the grade levels/school system. Our school implements an ESL program as we do not have the number of students at any one grade level to meet the requirement for bilingual education. Overall, the students in Coupland performed higher than the state averages. According to our Federal Report Card, in 2022, the White and English Learners performance in math and reading is still below expectations. All other subgroups met the performance thresholds in math. In reading, we met thresholds as a campus but all subgroups failed to meet individual targets.

Coupland participates in the statewide adoption of textbooks. The textbooks are clearly aligned with the TEKS and the TEKS are referenced in each lesson. Math was adopted in 2014. Science textbooks and Tech Apps software were adopted in the 23-2024 school year and Social Studies was adopted in 2015. New Reading and Language Arts curriculum was implementation in the 2019 school year. Students who perform below expectation on readiness assessments Grades K-3 and do not meet passing standards for STAAR grades 4-8 are assigned to reading intervention. Students in grades 6-8 are assigned to an intervention period in reading and math if they fail the previous year's STAAR test. The campus continues to refine the MTSS (multi-tiered system of supports) process to include documentation and progress monitoring in ESPED. The campus participated in the state's interim assessment online tools to benchmark performance at midyear. In order to address achievement expectation concerns, third and fourth grade science is now utilizing new supplemental materials from StemScopes. The PTA does provide some support for teacher requested instructional materials. Teachers continue to expand the use of technology to enhance student engagement. Additional needs include supplemental math spiral reviews that align with the Go Math curriculum currently being used.

Technology is up to date and reliable. Promethean screens are outfitting every classroom and chromebooks are at a one to one ratio in 2nd through 8th grade. The computer lab hosts Tech Apps. All middle schoolers receive explicit instruction in keyboarding and technology applications. The campus has a Technology Coordinator who provides technology support and professional development. He also manages the network. The adopted textbooks have online resources for teachers and students.

School employees are very close and describe the atmosphere as "family". Overall, the students are well behaved and report a positive feeling about the school. Employee surveys reveal that the staff feels valued. 100% of the employees like working here and there was minimal employee turnover from 2022-23 to 2023-24 school year. Employees believe they are supported and the principal is visible. Attitudes reveal that staff and students feel safe at school, and they are pleased with the established security measures. Students in grades 6-8 were able to participate in athletics and One Act Play. The school offers volleyball, football, basketball and track for both boys and girls. The school has a Student Council and National Junior Honor Society. Each year, all grade levels participate in the National Red Ribbon Week campaign to promote drug free awareness. A safe school is promoted by the school counselor that uses anti-bullying and mental health awareness lessons in all grade level classrooms. In the spring, we did find evidence of vaping in the

middle school. Student surveys indicate only 49% of the students believe their teachers know them well and 47% feel that they always receive individual attention when they need it. 81% of the students reported that there are clear expectations for behavior. Improvements to the playground are still the number one request among students. 25% of the students were represented in the parent survey which is down from the previous year. Parent survey results reveal they are satisfied with the school and their child's education. Over 86% of the responses revealed parents believe their child feels a sense of belonging at school and has a trusting relationship with the teacher. 96% indicate they receive regular communication from the school. 47% report that they do not use the parent portal which is a reduction since last year. Parent survey results also indicate a strong desire to add a high school.

Because the district is small, many faculty and staff members wear multiple hats. Teacher input is solicited through meetings, surveys and individual conversation. The school utilizes all state required assessments and the teachers have autonomy to use formative assessments as they choose. Teachers provide tutoring to students before, after and during the school day as needed. The overall perception of the school is that it has a strong academic program and is one of the better schools in the area. The PTA meets monthly and provides financial support to classroom teachers.

Coupland has a high percentage of students that transfer from neighboring districts. Their parents have a high investment in their education and are more willing to attend conferences, volunteer, etc. The local church is supportive and provides volunteers, and the use of facilities. Citizens Bank in Coupland has adopted our school and provides supplies each year. We have an increased number of families that have Spanish as their home language so the school now has a translator to assist with in person contact/conferences. The school sends all Remind messages and newsletters in Spanish. The website provides all kinds of information to the community on programs and events. It also has a translator so that they can receive information and updates in their native language. Parents have been given the opportunity to be a part of decision making through attending PTA meetings, Parent Surveys, and open school board meetings. The school uses REMIND, email, Facebook, and a Thursday Newsletter to communicate with parents. Lower elementary grades send home weekly folders for parents to sign and send back to school.

All teachers have a Bachelor's Degree and five of them have a Master's Degree. Teachers receive feedback regarding their instructional performance through Eduphoria. T-TESS summary data reveals that the majority of teachers fall in the proficient range. The observation information is entered by the appraiser and the teachers can view the data online. The district is participating in the Teacher Incentive Allotment. The eight instructional paras are a mixture of new and returning staff. Attendance data for employees reveals that attendance is good. When vacancies occur, they are posted on our website along with the ESC 13 website and TASA.net. We struggle to grow our applicant pool and are finding it increasingly difficult to recruit highly qualified staff into vacant positions. The employees play an active role in determining professional development needs. They set goals as part of the evaluation process and professional development is integrated in the goal setting process. Additionally, they provide feedback to the administrator on school-wide needs. A committee works on the school calendar each year and sets the training days. Teachers have 3 days to participate in training specific to their needs.

Demographics

Demographics Summary

Enrollment numbers have increased annually since 2019. Current growth is 8% over the previous year. Continued development of farm land into developer neighborhoods has resulted in new homes, so the district's increased enrollment is a direct result of increased district residency. The demographic breakdown is as follows:

● 26.9% White
● 68.4% Hispanic
● 4.6% All other ethnicities
● 71.8% Economically Disadvantaged
● 2.2% Gifted & Talented
● 18.3% Special Education
● 44.6% At Risk
● 5.9% 504
● 36.5% Emergent Bilingual
● 1.2% Military Connected

At risk students constitute 44.6% of the school population which is an increase of almost 10% since the 2022-2023 school year. The number of students who are Emergent Bilingual has tripled in the same amount of time. At present, Coupland does not have any migrant students. Coupland boasts a 0% drop out rate and a low chronic absenteeism rate of 6.4%. This rate pales in comparison to the state average of 25.7%. To boot we have a lower suspension rate than the state due to well managed classrooms and low occurrences of misbehavior.

Demographics Strengths

Low suspension rate - lower than state average

Lower than state average of chronic absenteeism (25.7%) - we are at 6.4%

Low drop-out rate - state: 0.7% ; Coupland - 0%

Problem Statements Identifying Demographics Needs

Problem Statement 1: We need more multilingual staff for our high non English speaking population.

Root Cause: Low multilingual staff pool and low teacher turnover.

Problem Statement 2: Growing GT population indicates a possible need for deeper program review.

Root Cause: Not all instructional staff have documented GT training.

Problem Statement 3: All core subject teachers must possess an ESL certification.

Root Cause: An ESL/content-based program model is an English acquisition program that serves students identified as emergent bilingual students through English instruction ---by a teacher appropriately certified for English as a Second language (ESL) under TEC, 29.061 (c)

Student Learning

Student Learning Summary

Achievement data is disaggregated in a number of ways. The data is viewed through the lens of instruction where trends in reporting categories and supporting standards are studied from year to year to determine if any holes exist in the curriculum. Data is also reviewed on a student by student basis to determine if growth is continuing on a yearly basis. Data is stored in Eduphoria under the tab 'Aware' where staff are able to review student data from the previous year. Mid-year, a state STAAR interim assessment is given in all core subjects that are tested grades 3-8. Reports from interim results give a percentage of a student's likelihood of passing the STAAR test. It also gives teachers the objectives students have mastered or still need work in. For grades K-2, the TPRI is administered three times each year to show beginning reading levels. TPRI data shows that there is a gap in performance between white students and their hispanic peers that closes by the time students reach 4th grade. The discrepancy between students who are on the honor roll each six weeks and students achieving the meets and/or mastered level on STAAR is shrinking so there is better alignment between the standards. Historically, Coupland School performed well on state performance measures. In 2021-2022 under the A-F Accountability Rating system, Coupland School and Coupland ISD received an overall rating of 86 or B. The school scored "Met Standard" in each domain and received a distinction for Academic Achievement in Social Studies. The school's English as a second language population has grown significantly in recent years but has leveled off and now comprises over 36% of the total population. The performance gap between the ESL students and native English speakers is historically notable throughout the grade levels/school system. Our school implements an ESL program as we do not have the number of students at any one grade level to meet the requirement for bilingual education.

Student Learning Strengths

EOC Algebra 1 results.

Progress Monitoring Programs currently in use to make decisions in reading intervention grouping and individual learning needs.

Kindergarten Readiness is comparable to State data

PreK overall measure went from 59% on track performance to 88% on track performance.

Problem Statements Identifying Student Learning Needs

Problem Statement 1 (Prioritized): Emergent Bilingual scoring below state averages.

Root Cause: Lack of ESL certified staff.

Problem Statement 2: We need more multilingual staff for our high non English speaking population.

Root Cause: Low multilingual staff pool and low teacher turnover.

District Processes & Programs

District Processes & Programs Summary

Coupland participates in the statewide adoption of textbooks. The textbooks are clearly aligned with the TEKS and the TEKS are referenced in each lesson. Math was adopted in 2014. Science textbooks and Tech Apps software were adopted in the 23-2024 school year and Social Studies was adopted in 2015. New Reading and Language Arts curriculum was implemented in the 2019 school year. All students in grades 1-8 receive individualized support and enrichment. The campus continues to refine the MTSS (multi-tiered system of supports) process to include documentation and progress monitoring in ESPED. The campus participated in the state's interim assessment online tools to benchmark performance at midyear. In order to address achievement expectation concerns, third and fourth grade science is now utilizing new supplemental materials from StemScopes. The PTA does provide support for teacher requested instructional materials. Teachers continue to expand the use of technology to enhance student engagement. Additional needs include supplemental math spiral reviews that align with the Go Math curriculum currently being used.

Technology is up to date and reliable. Promethean screens are outfitted in every classroom and chromebooks are at a one to one ratio in 2nd through 8th grade. The computer lab hosts CTE courses. All middle schoolers receive explicit instruction in keyboarding and technology applications. The campus has a Technology Coordinator who provides technology support and professional development. He also manages the network. The adopted textbooks have online resources for teachers and students.

District Processes & Programs Strengths

1 to 1 chromebooks for students.

Smart boards in all classrooms and around the school.

Teachers have flexibility in choosing assessments and supplemental curriculum.

According to the data, students and staff agree systems are in place for academic support.

School safety measures consist of an on campus security guard, electronic badges, consistent drills, secure fences, and a Safety Committee.

Families and community is engaged multiple ways, including, literacy night, stem night, surveys, CNA committee, PTA organization and more.

Problem Statements Identifying District Processes & Programs Needs

Problem Statement 1: We need more PD opportunities other than Region 13.

Root Cause: Budget constraints and timebound needs often result in reliance upon the region service center.

Problem Statement 2 (Prioritized): We need to establish clear school and district rules and expectations ("the Cowboy Way") and enforce them (i.e. PBIS), such as "Be safe, respectful and responsible."

Root Cause: A need to build culture and engagement among the student body.

Perceptions

Perceptions Summary

School employees are very close and describe the atmosphere as “family”. Overall, the students are well behaved and report a positive feeling about the school. Employee surveys reveal that the staff feels valued. Students in grades 6-8 were able to participate in athletics and One Act Play. The school offers volleyball, football, basketball and track for both boys and girls. The school has a Student Council and National Junior Honor Society. Each year, all grade levels participate in the National Red Ribbon Week campaign to promote drug free awareness. A safe school is promoted by the school counselor that uses anti-bullying and mental health awareness lessons in all grade level classrooms. I

Because the district is small, many faculty and staff members wear multiple hats. Teacher input is solicited through meetings, surveys and individual conversation. The school utilizes all state required assessments and the teachers have autonomy to use formative assessments as they choose. Teachers provide tutoring to students after and during the school day as needed. The overall perception of the school is that it has a strong academic program and is one of the better schools in the area. The PTA meets monthly and provides financial support to classroom teachers.

Parents have a high investment in their students' education and are willing to attend conferences, volunteer, etc. The local church is supportive and provides volunteers, and the use of facilities. Citizens Bank in Coupland has adopted our school and provides supplies each year. We have an increased number of families that have Spanish as their home language so the school now has worked to increase bilingual staffing in various positions. The website provides all kinds of information to the community on programs and events. It also has a translator so that they can receive information and updates in their native language. Parents have been given the opportunity to be a part of decision making through attending PTA meetings, Parent Surveys, and open school board meetings. The school uses it's own Coupland ISD app, email, Facebook, Instagram, YouTube and a Thursday Newsletter to communicate with parents. Lower elementary grades send home weekly folders for parents to sign and send back to school.

All teaches have a Bachelor’s Degree and growing numbers of them have a Master’s Degree. Teachers receive feedback regarding their instructional performance through Eduphoria. T-TESS summary data reveals that the majority of teachers fall in the proficient range. The observation information is entered by the appraiser and the teachers can view the data online. The district is participating in the Teacher Incentive Allotment. The eight instructional paras are a mixture of new and returning staff. Attendance data for employees reveals that attendance is good. When vacancies occur, they are posted on our website along with the ESC 13 website and TASANet. We struggle to grow our applicant pool and are finding it increasingly difficult to recruit highly qualified staff into vacant positions. The employees play an active role in determining professional development needs. They set goals as part of the evaluation process and professional development is integrated in the goal setting process. Additionally, they provide feedback to the administrator on school-wide needs. A committee works on the school calendar each year and sets the training days. Teachers have 3 days to participate in training specific to their needs.

Perceptions Strengths

Increased participation in community survey responses

Teachers ensure that all students are understanding lessons and concepts.

CISD has many methods to communicate with families, community and staff, ie. (CISD website, CISD app, Thrillshare, Facebook, and Marque)

84% of the Community/Families feel that their student is excited to go to CISD

100% of staff reported that they feel safe at CISD

Problem Statements Identifying Perceptions Needs

Problem Statement 1 (Prioritized): We need to establish clear school and district rules and expectations ("the Cowboy Way") and enforce them (i.e. PBIS), such as "Be safe, respectful and responsible."

Root Cause: A need to build culture and engagement among the student body.

Problem Statement 2: The district will likely have multiple changes and regulations that will be new compliance initiatives.

Root Cause: Legislative updates and new laws will be released from this summer's legislative session that directly impact school operations.

Priority Problem Statements

Problem Statement 1: Emergent Bilingual scoring below state averages.

Root Cause 1: Lack of ESL certified staff.

Problem Statement 1 Areas: Student Learning

Problem Statement 2: We need to establish clear school and district rules and expectations ("the Cowboy Way") and enforce them (i.e. PBIS), such as "Be safe, respectful and responsible."

Root Cause 2: A need to build culture and engagement among the student body.

Problem Statement 2 Areas: District Processes & Programs - Perceptions

Comprehensive Needs Assessment Data Documentation

The following data were used to verify the comprehensive needs assessment analysis:

Improvement Planning Data

- District goals
- Campus goals
- Performance Objectives with summative review (prior year)
- Campus/District improvement plans (current and prior years)
- Planning and decision making committee(s) meeting data
- State and federal planning requirements

Accountability Data

- Texas Academic Performance Report (TAPR) data
- Comprehensive, Targeted, and/or Additional Targeted Support Identification data
- Federal Report Card and accountability data

Student Data: Assessments

- State and federally required assessment information
- STAAR current and longitudinal results, including all versions
- STAAR End-of-Course current and longitudinal results, including all versions
- Texas English Language Proficiency Assessment System (TELPAS) and TELPAS Alternate results
- Texas Primary Reading Inventory (TPRI), Tejas LEE, or other alternate early reading assessment results
- Texas approved PreK - 2nd grade assessment data
- Texas approved Prekindergarten and Kindergarten assessment data

Student Data: Student Groups

- Race and ethnicity data, including number of students, academic achievement, discipline, attendance, and rates of progress between groups
- Special programs data, including number of students, academic achievement, discipline, attendance, and rates of progress for each student group
- Economically disadvantaged / Non-economically disadvantaged performance and participation data
- Special education/non-special education population including discipline, progress and participation data
- At-risk/non-at-risk population including performance, progress, discipline, attendance, and mobility data
- Emergent Bilingual (EB) /non-EB data, including academic achievement, progress, support and accommodation needs, race, ethnicity, gender etc.
- Section 504 data
- Gifted and talented data
- Response to Intervention (RtI) student achievement data

Student Data: Behavior and Other Indicators

- Attendance data
- Discipline records
- Student surveys and/or other feedback
- Class size averages by grade and subject

- School safety data
- Enrollment trends

Employee Data

- Staff surveys and/or other feedback
- Teacher/Student Ratio
- State certified and high quality staff data
- T-TESS data

Parent/Community Data

- Parent surveys and/or other feedback
- Community surveys and/or other feedback





Goals

Goal 1: Goal 1: 100% of Coupland ISD students will make significant educational and academic progress.

Performance Objective 1: All students will make at least one year of academic progress in reading and math.

Evaluation Data Sources: Internal website





Strategy 1 Details	Reviews			
Strategy 1: Conduct individual reading and math assessments at BOY, MOY and EOY. Strategy's Expected Result/Impact: Provide data for intervention and progress monitoring. Staff Responsible for Monitoring: Administration.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
Strategy 2: Provide customized reading instruction for students identified with dyslexia. Strategy's Expected Result/Impact: Improve reading outcomes for special programs students. Staff Responsible for Monitoring: Dyslexia team	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
Strategy 3: Provide and implement training on best instructional practices when working with Emergent Bilingual students. Strategy's Expected Result/Impact: Increase academic progress for all students. Staff Responsible for Monitoring: Administration	Formative			Summative
	Nov	Jan	Mar	June
Strategy 4 Details	Reviews			
Strategy 4: Utilizing MTSS system to fidelity Strategy's Expected Result/Impact: Identify and intervene on students that are not finding success with TIER 1 instruction and intervention. Staff Responsible for Monitoring: Administration.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 5 Details	Reviews			
Strategy 5: Administer the STAAR interim assessment in all available areas Strategy's Expected Result/Impact: Diagnostic data compared to the region and state. Staff Responsible for Monitoring: Administration.	Formative			Summative
	Nov	Jan	Mar	June

Strategy 6 Details	Reviews			
Strategy 6: Provide targeted assistance for identified struggling math & reading students grades K-8. Strategy's Expected Result/Impact: Improve reading and math outcomes for all students. Staff Responsible for Monitoring: Administration.	Formative			Summative
	Nov	Jan	Mar	June
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> No Progress</div> <div style="text-align: center;"> Accomplished</div> <div style="text-align: center;"> Continue/Modify</div> <div style="text-align: center;"> Discontinue</div> </div>				

Goal 1: Goal 1: 100% of Coupland ISD students will make significant educational and academic progress.

Performance Objective 2: Meet or exceed 97% attendance rate.

Evaluation Data Sources: PEIMS reporting data, attendance reports





Strategy 1 Details	Reviews			
Strategy 1: Implement a documented system for the active reduction of chronic absenteeism. Strategy's Expected Result/Impact: Decrease chronic absenteeism. Staff Responsible for Monitoring: Principal.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
Strategy 2: Recognize attendance goals achieved individually, grade levels, and as a campus at each awards assembly. Strategy's Expected Result/Impact: Decrease chronic absenteeism. Staff Responsible for Monitoring: Principal	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
Strategy 3: Hold an AttenDANCE each six weeks for students with perfect attendance. Strategy's Expected Result/Impact: Decrease chronic absenteeism. Staff Responsible for Monitoring: Principal	Formative			Summative
	Nov	Jan	Mar	June
Strategy 4 Details	Reviews			
Strategy 4: Provide a visual of grade level attendance results. Strategy's Expected Result/Impact: Decrease chronic absenteeism. Staff Responsible for Monitoring: Principal	Formative			Summative
	Nov	Jan	Mar	June
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  No Progress </div> <div style="text-align: center;">  Accomplished </div> <div style="text-align: center;">  Continue/Modify </div> <div style="text-align: center;">  Discontinue </div> </div>				

Goal 2: Goal 2: 100% of Coupland ISD staff, students, and families will feel welcomed, recognized, and respected.

Performance Objective 1: Exceed the required number of opportunities for parent and community involvement.

Evaluation Data Sources: District Activity Calendar





Strategy 1 Details	Reviews			
Strategy 1: Hold Meet the Teacher Night. Strategy's Expected Result/Impact: Begin the school year with face to face interactions and welcome parents to the new school year. Staff Responsible for Monitoring: Administration.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
Strategy 2: Hold Scholastic Book Fair Strategy's Expected Result/Impact: Increase family engagement. Staff Responsible for Monitoring: Librarian.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
Strategy 3: Host Harvest Fest. Strategy's Expected Result/Impact: Increase family engagement and raise funds for PTA. Staff Responsible for Monitoring: Principal	Formative			Summative
	Nov	Jan	Mar	June
Strategy 4 Details	Reviews			
Strategy 4: Contribute to the local paper Strategy's Expected Result/Impact: Widespread awareness of district events and progress on goals and projects. Staff Responsible for Monitoring: Superintendent.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 5 Details	Reviews			
Strategy 5: Provide student performance or work display for at events. Strategy's Expected Result/Impact: Pride in student work and exemplary materials. Staff Responsible for Monitoring: Teachers.	Formative			Summative
	Nov	Jan	Mar	June

Strategy 6 Details	Reviews			
Strategy 6: Use the website to publicize events. Strategy's Expected Result/Impact: Increased awareness and overall turnout. Staff Responsible for Monitoring: Administration.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 7 Details	Reviews			
Strategy 7: Utilize Social Media to publicize events Strategy's Expected Result/Impact: Widespread awareness of district events and increased clarity. Staff Responsible for Monitoring: Assistant Principal.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 8 Details	Reviews			
Strategy 8: Publish a weekly newsletter. Strategy's Expected Result/Impact: Spread awareness about campus and district events and information. Staff Responsible for Monitoring: Principal.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 9 Details	Reviews			
Strategy 9: Implement Pre-K and Kindergarten roundup. Strategy's Expected Result/Impact: Increase early enrollment in pre-k and kinder level classes and make parents aware of the benefits of the pre-k program. Staff Responsible for Monitoring: Administration.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 10 Details	Reviews			
Strategy 10: Continue Coffee with the Principal. Strategy's Expected Result/Impact: Spread awareness about campus and district events and information. Staff Responsible for Monitoring: Principal	Formative			Summative
	Nov	Jan	Mar	June
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> No Progress</div> <div style="text-align: center;"> Accomplished</div> <div style="text-align: center;"> Continue/Modify</div> <div style="text-align: center;"> Discontinue</div> </div>				

Goal 2: Goal 2: 100% of Coupland ISD staff, students, and families will feel welcomed, recognized, and respected.

Performance Objective 2: Define, publicize, promote, and review an effective "cowboy way" culture.


Evaluation Data Sources: discipline referrals, gradebook data, survey data

Strategy 1 Details	Reviews			
Strategy 1: Reference Cowboy Way Motto, R-I-D-E, as part of student body culture and positive approach to behavior management plan. Strategy's Expected Result/Impact: Unified common vocabulary and shared expectations. Staff Responsible for Monitoring: Committee	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
Strategy 2: Enhance and continue the Cowboy Corral. Strategy's Expected Result/Impact: Have clear, shared expectations and enhance school spirit. Staff Responsible for Monitoring: Middle School Staff	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
Strategy 3: Continue school-wide spirit activities. Strategy's Expected Result/Impact: Increase school spirit and shared vision. Staff Responsible for Monitoring: Committee	Formative			Summative
	Nov	Jan	Mar	June
Strategy 4 Details	Reviews			
Strategy 4: Adopt dating violence policy (FFH local).	Formative			Summative
	Nov	Jan	Mar	June
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  No Progress </div> <div style="text-align: center;">  Accomplished </div> <div style="text-align: center;">  Continue/Modify </div> <div style="text-align: center;">  Discontinue </div> </div>				

Goal 2: Goal 2: 100% of Coupland ISD staff, students, and families will feel welcomed, recognized, and respected.





Performance Objective 3: Increase the safety rating of parents, students and staff by 5%.

Evaluation Data Sources: Campus Needs Assessment surveys

Strategy 1 Details	Reviews			
Strategy 1: Ensure that armed security services contracts are maintained with a reputable security firm. Strategy's Expected Result/Impact: Increased feelings of safety. Staff Responsible for Monitoring: Superintendent	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
Strategy 2: Conduct at least one full evacuation drill. Strategy's Expected Result/Impact: Increased feelings of safety. Staff Responsible for Monitoring: Assistant Principal	Formative			Summative
	Nov	Jan	Mar	June
				

Goal 3: Coupland ISD will be 100% staffed with the best prepared, highly effective, and well supported personnel.





Performance Objective 1: Fully staff all classrooms.

Strategy 1 Details	Reviews			
Strategy 1: Continue to maintain and revise a teacher retention plan. Strategy's Expected Result/Impact: Retention of experienced staff. Staff Responsible for Monitoring: Superintendent	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
Strategy 2: Develop and recruit from a pipeline of high quality substitute teachers and paraprofessionals. Strategy's Expected Result/Impact: Increased pool of interested potential applicants. Staff Responsible for Monitoring: Administration.	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
Strategy 3: Continue the Teacher Incentive Allotment. Strategy's Expected Result/Impact: Increase teacher retention. Staff Responsible for Monitoring: Administration.	Formative			Summative
	Nov	Jan	Mar	June
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  No Progress </div> <div style="text-align: center;">  Accomplished </div> <div style="text-align: center;">  Continue/Modify </div> <div style="text-align: center;">  Discontinue </div> </div>				

Goal 3: Coupland ISD will be 100% staffed with the best prepared, highly effective, and well supported personnel.





Performance Objective 2: Provide timely and engaging professional learning experiences directly tied to instructional needs.

High Priority

Strategy 1 Details	Reviews			
Strategy 1: Provide training and support for Tier 1 instruction of emergent bilingual students. Strategy's Expected Result/Impact: Increased learning for EB students Staff Responsible for Monitoring: Administration	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
Strategy 2: Provide training for newly acquired resources, i.e. instructional tools, resources, etc. Strategy's Expected Result/Impact: Increased fidelity of use for new resources. Staff Responsible for Monitoring: Administration	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
Strategy 3: Offer trade days for continued professional learning. Strategy's Expected Result/Impact: Teachers will seek out applicable training that aligns with their professional goals. Staff Responsible for Monitoring: All staff	Formative			Summative
	Nov	Jan	Mar	June
Strategy 4 Details	Reviews			
Strategy 4: Provide trauma informed care training to be implemented in classrooms Strategy's Expected Result/Impact: Improvement of classroom management and student behavior. Staff Responsible for Monitoring: Administration	Formative			Summative
	Nov	Jan	Mar	June
Strategy 5 Details	Reviews			
Strategy 5: Provide training for recognizing and addressing all forms of child maltreatment. Strategy's Expected Result/Impact: Positive teacher-student interactions and relationships. Staff Responsible for Monitoring: Administration	Formative			Summative
	Nov	Jan	Mar	June
<div style="display: flex; justify-content: space-around; align-items: center;">  No Progress  Accomplished  Continue/Modify  Discontinue </div>				

Goal 4: 100% of Coupland ISD communications to students, families and staff will be interactive, engaging, accurate, timely and accessible.

Performance Objective 1: Continuously improve upon the effective use of Coupland ISD communications platforms.

Strategy 1 Details	Reviews			
Strategy 1: Maintain an up-to-date Coupland ISD website. Strategy's Expected Result/Impact: Reliable access to current information and resources. Staff Responsible for Monitoring: Administration	Formative			Summative
	Nov	Jan	Mar	June
Strategy 2 Details	Reviews			
Strategy 2: Continue to publicize use of the Coupland ISD app from Apptegy. Strategy's Expected Result/Impact: Streamline access to information Staff Responsible for Monitoring: Administration	Formative			Summative
	Nov	Jan	Mar	June
Strategy 3 Details	Reviews			
Strategy 3: Maintain a single Google Calendar for events throughout the school year. Strategy's Expected Result/Impact: Streamline access of information. Staff Responsible for Monitoring: Administration	Formative			Summative
	Nov	Jan	Mar	June
Strategy 4 Details	Reviews			
Strategy 4: Require updated email and phone numbers for all families during registration process. Strategy's Expected Result/Impact: Ensure access to information. Staff Responsible for Monitoring: Registrar	Formative			Summative
	Nov	Jan	Mar	June
Strategy 5 Details	Reviews			
Strategy 5: Maintain quarterly community face to face meetings with the principal. Strategy's Expected Result/Impact: Increase opportunities for communication of important information. Staff Responsible for Monitoring: Administration	Formative			Summative
	Nov	Jan	Mar	June
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  No Progress </div> <div style="text-align: center;">  Accomplished </div> <div style="text-align: center;">  Continue/Modify </div> <div style="text-align: center;">  Discontinue </div> </div>				

Collaborative Campus Needs Assessment Committee

Committee Role	Name	Position
Parent	Linsey Silva	Parent
Parent	Karina Barrera	Parent
Parent	Brooke Molineaux	Parent
Parent	Crystal Ruddell	Parent
Classroom Teacher	Allison Schultz	Teacher
Classroom Teacher	Michelle Lester	Special Education Teacher
Classroom Teacher	Melissa Price	Teacher
Classroom Teacher	Brandi Smith	Teacher
Classroom Teacher	Allison Grose	Teacher
Non-classroom Professional	Julie Lake	Librarian
Classroom Teacher	Rebecca Vernier	Teacher
Classroom Teacher	Tammy Sane	Teacher
Classroom Teacher	Briana Larson	Teacher
Classroom Teacher	Kim Combs	Teacher
Paraprofessional	Megan Herring	Instructional Aide
Paraprofessional	Lindsey Olson	Instructional Aide
Classroom Teacher	Hannah Moore	Teacher
Classroom Teacher	Lilly Royce	Teacher
Paraprofessional	Kendall Jonse	Instructional Aide
Classroom Teacher	Kelli Combs	Teacher
Non-classroom Professional	Nicole Kincaide	Support Staff
Administrator	Kate Knapek	Administrator
Administrator	Dr. Earl Parcell	Chairperson
Administrator	Brian Booker	Co-Chairperson

Assurances

Statutorily Required Assurances

The LEA Plan must include assurances that the LEA will:

1. Ensure migratory children and formerly migratory children eligible to receive services are selected to receive services on the same basis as other children [Section 1112(c)(1)].
2. Provide services to eligible children attending private schools in accordance with section 1117, and timely and meaningful consultation with private school officials [Section 1112(c)(2)].
3. Participate, if selected, in the National Assessment of Educational Progress in reading and math in grades 4 and 8 [Section 1112(c)(3)].
4. Coordinate and integrate services with other English learners, children with disabilities, migratory children, American Indian, Alaska Native, and Native Hawaiian children, and homeless children and youths to increase program effectiveness, eliminate duplication, and reduce fragmentation [Section 1112(c)(4)].
5. Collaborate with State or local child welfare agency to—
 - Designate a point of contact if the corresponding child welfare notifies the LEA, in writing, that the agency has designated an employee to serve as a point of contact for the LEA;
 - Develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin (when in their best interest) will be provided, arranged, and funded for the duration of the time in foster care. [Section 1112(c)(5)]. (For details of what these procedures must ensure, see Children in Foster Care.)
6. Ensure all teachers and paraprofessionals working in Title I, Part A, supported programs meet applicable State certification and licensure requirements [Section 1112(c)(6)].
7. For LEAs using Title I, Part A funds to provide early childhood education services to low-income children, ensure that services comply with performance standards of the Head Start Act [Section 1112(c)(7)].
8. Notify the parents of each student attending any school receiving Title I, Part A funds of the Parents' Right-To-Know [Section 1112(e)(1)].
9. Notify the parents of each student attending any school receiving Title I, Part A funds of Testing Transparency [Section 1112(e)(2)].
10. Implement an effective means of outreach to parents of English learners [Section 1112(e)(3)(C)].

Signature indicates the 10 assurances are included in the LEA Plan Signature of Assurance

Addendums

Definitions

Bullying

“Bullying”:

1. Means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that satisfies the applicability requirements below and that:
 - a. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property;
 - b. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
 - c. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
 - d. Infringes on the rights of the victim at school; and
2. Includes cyberbullying.

Cyberbullying

“Cyberbullying” means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Applicability

These provisions apply to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - a. Interferes with a student’s educational opportunities; or

- b. Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Policy

The board shall adopt a policy, including any necessary procedures, concerning bullying that:

1. Prohibits the bullying of a student;
2. Prevents and mediates bullying incidents between students that:
 - a. Interfere with a student's educational opportunities; or
 - b. Substantially disrupt the orderly operation of a classroom, school, or school-sponsored or school-related activity;
3. Prohibits retaliation against any person, including a victim, a witness, or another person, who in good faith provides information concerning an incident of bullying;
4. Establishes a procedure for providing notice of an incident of bullying to:
 - a. A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
 - b. A parent or guardian of the alleged bully within a reasonable amount of time after the incident;
5. Establishes the actions a student should take to obtain assistance and intervention in response to bullying;
6. Sets out the available counseling options for a student who is a victim of or a witness to bullying or who engages in bullying;
7. Establishes procedures for reporting an incident of bullying, including procedures for a student to anonymously report an incident of bullying, investigating a reported incident of bullying, and determining whether the reported incident of bullying occurred;
8. Prohibits the imposition of a disciplinary measure on a student who, after an investigation, is found to be a victim of bullying, on the basis of that student's use of reasonable self-defense in response to the bullying;
9. Requires that discipline for bullying of a student with disabilities comply with applicable requirements under federal law,

including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.); and

10. Complies with the minimum standards adopted by the Texas Education Agency (TEA) for a district's policy.

The policy and any necessary procedures must be included annually in the student and employee handbooks and in the district improvement plan under Education Code 11.252. [See BQ]

Internet Posting

The procedure for reporting bullying must be posted on a district's internet website to the extent practicable.

Education Code 37.0832

Note: This policy addresses bullying of District students. For purposes of this policy, the term bullying includes cyberbullying.

For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

Bullying Prohibited	The District prohibits bullying, including cyberbullying, as defined by state law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.
Examples	Bullying of a student could occur by physical contact or through electronic means and may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.
Retaliation	The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.
Examples	Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.
False Claim	A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.
Timely Reporting	Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.
Reporting Procedures	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, school counselor, or other District employee. The Superintendent shall develop procedures allowing a student to anonymously report an alleged incident of bullying.
Student Report	
Employee Report	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the Superintendent or designee.

Report Format	A report may be made orally or in writing. The Superintendent or designee shall reduce any oral reports to written form.
Notice of Report	When an allegation of bullying is reported, the Superintendent or designee shall notify a parent of the alleged victim on or before the third business day after the incident is reported. The Superintendent or designee shall also notify a parent of the student alleged to have engaged in the conduct within a reasonable amount of time after the incident is reported.
Prohibited Conduct	The Superintendent or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, sex, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
Investigation of Report	The Superintendent or designee shall conduct an appropriate investigation based on the allegations in the report. The Superintendent or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
Concluding the Investigation	<p>Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the Superintendent or designee shall take additional time if necessary to complete a thorough investigation.</p> <p>The Superintendent or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense.</p>
Notice to Parents	If an incident of bullying is confirmed, the Superintendent or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
District Action	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct. The District may notify law enforcement in certain circumstances.
<i>Bullying</i>	
<i>Discipline</i>	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

	<p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
<i>Corrective Action</i>	<p>Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine whether any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.</p>
<i>Transfers</i>	<p>The Superintendent or designee shall refer to FDB for transfer provisions.</p>
<i>Counseling</i>	<p>The Superintendent or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.</p>
Improper Conduct	<p>If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.</p>
Confidentiality	<p>To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.</p>
Appeal	<p>A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.</p>
Records Retention	<p>Retention of records shall be in accordance with CPC(LOCAL).</p>
Access to Policy and Procedures	<p>This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's website, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.</p>



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

Timeline and Process for Appointing A School Board Member to Fill the Existing Vacancy

Timeline for Appointing A Board Member to Fill Vacant Position	
9/10/2025	Post Application for Coupland ISD Board of Trustees Vacancy
10/1/2025	Application Deadline
?????	Committee Review of Applications
10/8/2025	Notify Applicants Chosen for Consideration
10/14/2025	CISD Board of Trustees Review and Appoint New Board Member
11/13/2025	Newly Appointed Board Member will be Sworn In and Seated

Applications will be made available on **September 10, 2025 at 8:00 am CDT**:

- In the front office (Coupland ISD, 620 S. Commerce Street, Coupland, TX 78615)
- From the Coupland ISD Webpage
- Posted on Coupland ISDs social media page

Applications must be received in the front office by **4:00 PM CDT on October 1, 2025**.

Applications must be submitted in a signed and sealed envelope.

A committee, consisting of a Coupland ISD staff member, a board member, and a community member, will review all applications and recommend up to **five** applicants for further consideration by the Board of Trustees at the October 14, 2025, board meeting.

The applicants chosen by the Application Review Committee for further consideration by the Board of Trustees will be notified by October 8, 2025. These applicants must attend and **will have 3 minutes to speak** to the Board at the October 14, 2025 board meeting in order to be considered for appointment by the Coupland ISD Board of Trustees.

Coupland ISDs Board of Trustees plan to review, consider, and appoint a new board member at the October 14, 2025, board meeting.

Additional Information:

- BBC (LEGAL) – Filling a Vacancy
- BBA (LEGAL) – Board Member Eligibility/Qualifications

Commitment:

- New School board Members are required to complete 14 hours of training in the first 120 days in office
- Attend regular monthly board meetings (usually held on the second Thursday of the month)
- Attend special board meetings

NOTE: Appointed Board member will serve on the board until the next regularly scheduled election which will take place in November 2026.

New Trustee Checklist

LEGAL REQUIREMENTS FOR THE FIRST YEAR

As soon as feasible after election

Receive certificate of election prepared by presiding officer in compliance with Texas Election Code section 67.016. See *TASB Policy BBBB(LEGAL)*.



Policies adopted by school boards are organized by topic into policy manuals maintained by the school district. Your local policy manual contains TASB's (LEGAL) reference policies and board-adopted (LOCAL) policies. Find out more about policies at tasb.org/services/policy-service/resources.aspx.

Read and sign Statement of Elected Officer and take oath of office. Tex. Const. art. XVI, section 1. See *TASB Policy BBBB(LEGAL)*.

First week

File conflict-of-interest disclosure forms as applicable.

These requirements are ongoing and apply to all school officials as defined by state law and district policy:

- You need to file Form CIS (available on the Texas Ethics Commission website at ethics.state.tx.us/data/forms/conflict/CIS.pdf) with the district records administrator (often the superintendent's secretary) if any of the following apply: within the last year, you or your first-degree family member have received taxable income of more than \$2,500, or gift(s) with a value of more than \$100, from a school district vendor; or you have a family relationship within the third degree of relation to a school district vendor. See *TASB policies BBFA(LEGAL), (LOCAL)*.
- If you own, or are a representative of, an entity that does business with the district, you must also complete and file with the district records administrator the vendor's questionnaire form CIQ (available on the Texas Ethics Commission website at ethics.state.tx.us/data/forms/conflict/CIQ.pdf). See *TASB Policy CHE(LEGAL)*.

- Other disclosures may be required of trustees in your district by state law or local policy. See *TASB Model Policy BBFA(LOCAL)*. If you are not sure what laws apply to your district, contact an attorney.

First two weeks

Complete the form to withhold personal information, such as your home address, phone number, emergency contact information, and family information, from the district's response to a request for public information. See *TASB Policy GBA(LEGAL)*.

Receive introduction to TASB resources and set up your TASB login.



Access TASB guidance specific to new board members at New Board Members web page tasb.org/new-board-member.

First 90 days

Attend one to two hours of Open Meetings Act training. Tex. Gov't Code § 551.005. See *TASB Policy BBD (LEGAL)*. Open Meetings Act training is available in the Online Learning Center at onlinelearning.tasb.org.

Attend one to two hours of Public Information Act (PIA) training if required by local policy. Board member training on the PIA is recommended but not required if the district has delegated responsibility for the training to the superintendent or other administrator in Policy BBD(LOCAL). Tex. Gov't Code § 552.012. See *TASB Policy BBD(LEGAL), (LOCAL)*.



TASB Legal Services has online resources about the Texas Open Meetings Act at schoollawsource.tasb.org. The Texas attorney general offers free online training at texasattorneygeneral.gov.



First 120 days

If you have not already attended a local orientation, receive orientation to local district policies and procedures, including, but not limited to, an introduction to the following:

- Current school board policy manual and any operating procedures
- Policies governing board meetings and trustee responsibilities in policy manual Section B on Governance
- District goals and priorities
- District budget calendar and process for board adoption of budget and tax rate
- Superintendent evaluation instrument and process

Attend three-hour orientation on the Texas Education Code delivered by regional education service center.

Attend a three-hour *Evaluating and Improving Student Outcomes (EISO)* session at a regional education service center with an authorized provider. TASB is an authorized EISO provider and can offer these sessions at our conferences or per requests from local boards.

Attend one-hour training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children. Trustees can also meet this training requirement in the Online Learning Center at onlinelearning.tasb.org. See *TASB Policy BBD(LEGAL)*.

Complete the Texas School Safety Center's two-hour school safety course provided free online at SBOE - School Safety Training - TEA Learn. register.tealearn.com/courses/sboe---school-safety-training

First year

Participate in team-building session and assessment of continuing education needs with district board of trustees and superintendent.

Attend at least 10 hours of additional continuing education based on assessed needs and state-adopted Framework for School Board Development.

Attend annual cybersecurity training in accordance with with the Texas Department of Information Resources guidelines. See *TASB Policy CQB(LEGAL)* and *DIR Certified Cybersecurity Training*. See *TASB Policy BBD(LEGAL)*.



You can find more information about school board trustee training requirements, including a list of approved training providers, on the Texas Education Agency website at tea.texas.gov/Texas_schools/school_boards/school_board_member_training.



For more information on board training and other legal requirements, visit TASB School Law eSource schoollawsource.tasb.org.

Additional Resources

Board development and events | TASB Board Development Services | tasb.org/board-dev, 800.580.8272

Continuing education credit | TASB Board Development Services | cec.tasb.org, 800.580.8272

TASB login | loginsupport@tasb.org, 800.436.8501

Policy | TASB Policy Service | policy.tasb.org, 800.580.7529

TASB Legal Services | Legal Line | legal.tasb.org, 800.580.5345

TASB Member Center | tasb.org/members

TASB publications | store.tasb.org

TASB School Law eSource | schoollawsource.tasb.org

TASB website | tasb.org



Texas Association of School Boards
P.O. Box 400
Austin, Texas 78767-0400

tasb.org



Coupland ISD Board of Trustees Application for Vacant Position 2025

Personal Information

- Full Name: _____
- Date of Birth: _____
- Permanent Residence Address: _____
City: _____ State: _____ Zip Code: _____
- Email Address: _____
- Occupation: _____ Employer: _____
Time Length Employed: Years _____ Months _____
Business Address: _____ City _____
State _____ Zip: _____

Eligibility Information

- Are you a United States Citizen? Yes ____ No ____
- Are you 18 years or older? : Yes ____ No ____
- Are you a resident of the state of Texas?: Yes ____ No ____
 - How long have you resided in Texas? Years _____ Months _____
- Do you currently reside within the boundaries of Coupland ISD?: Yes ____ No ____
 - How long have you resided in within the boundaries of Coupland ISD?
Years ____ Months _____
- Are you a registered voter?: Yes ____ No ____
- Have you been convicted of felony?: Yes ____ No ____

Additional Information

- Do you have children in the district's schools?
Yes ____ No ____

- Are you related to a current employee of the District?
Yes ____ No ____
 - If yes, name of employee and relationship:

- Are you an officer at or employed by any city, country, local government, or other municipality?
Yes ____ No ____

- Do you currently serve on any county, city, or joint agency governmental boards?
Yes ____ No ____

- Do you receive any compensation or benefits as a result of any contracts or business with Coupland ISD?
Yes ____ No ____

- Do you currently hold a leadership position with any organization that provides financial support or receives funds in the name of Coupland ISD, or schools or students?
Yes ____ No ____

Educational Background:

High School

- Name: (put N/A if not applicable): _____

- Graduated Year: _____

- Address: _____

Background & Experience

1. Do you have prior experience serving on a governing board? Please list such prior experience.

2. Have you worked on any school committees or participated in any school activities recently? Please list them.

3. Why do you want to be a school board member?

4. In your own words, what is the purpose of a school district board of trustees?

5. What, in your view, is the difference between the board's role and that of the superintendent?



6. Briefly describe your commitment to public education and our local school district.



7. What do you see as the strengths of the Coupland ISD?



8. Which area(s) most need improvement in the Coupland ISD?



9. What does equity mean to you and what role should equity play in a public school system?

10. Please describe a time where you had to adapt to joining a new team. What did learn, how did you overcome obstacles, etc.?

Position Expectations

- Should you be appointed to fill the current vacant trustee seat, would you consider running for a 4-year term in November 2026?

Not Interested _____ Would Consider _____ Would Run _____

- This position requires regular evening meetings and occasional weekend meetings, and occasional travel for trainings. It also includes spending time reading meeting materials and about current educational issues, best practices in school board leadership, and important legal documents. Are you willing to dedicate time to all activities?

YES _____ NO _____

SIGNATURE

I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

- Applicant Printed Name _____
- Applicant Signature _____
- Date Signed _____



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	

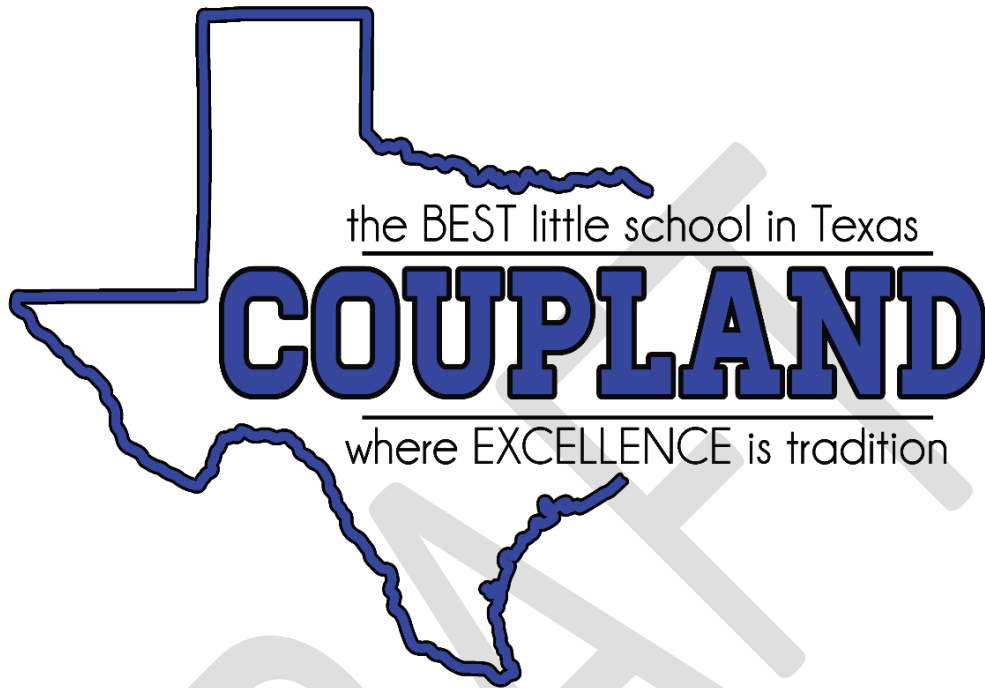
Attachments	
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Coupland I.S.D. Board Operating Procedures

Version 1.05



Coupland I.S.D.

Board Operating Procedures



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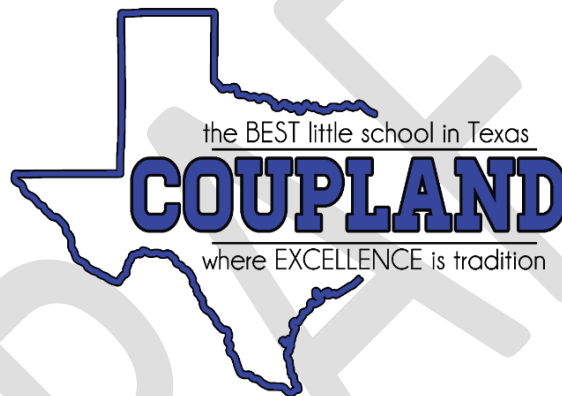
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Introduction

Preamble

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



Our Mission

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

Vision

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

Beliefs

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



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Document Purpose

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

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Board Member Code of Ethics

Equity in attitude

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

Trustworthiness in stewardship

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

Honor in conduct

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

Integrity of character

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

Commitment to service

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

Student centered focus

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



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Board Code of Conduct

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

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



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



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Board Meeting Agenda

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

Regular Meeting Agenda

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

CALL TO ORDER / Establish a Quorum

PLEDGE OF ALLEGIANCE

PRINCIPAL'S REPORT

RECOGNITIONS

SUPERINTENDENT'S REPORT

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

PUBLIC COMMENTS

ACTION ITEMS:

1. ~~Monthly Action Items:~~ **CONSENT AGENDA:**
 - a. ~~Approve the minutes for the previous Board meeting(s) (Regular and/or Special)~~
 - b. ~~Approve the bills and financial reports~~
 - c. ~~Amend budget as recommended~~
 - d. All routine items
 - e. Annual renewals of Region 13, Shared Service Agreements, and TEA matters
 - f. Budget amendments
 - g. Tax refunds over \$500
 - h. Gifts, donations and bequests
 - i. Financial information
 - j. Minutes of Regular and Special Board meetings
 - k. Updates of Board policy
 - l. Routine personnel items
 - m. Routine bid considerations
 - n. Items recommended by the Superintendent
2. Consider approval of additional action items as needed:
 - a. Items on Annual Calendar of Board Agenda
 - b. Goals added to appraisal/goals clarified for appraisal
 - c. Directives to the Superintendent



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- d. Discuss items to be placed on next agenda
- e. TASB Policy updates

DISCUSSION ITEMS:

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

EXECUTIVE SESSION:

As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code 551.00) to discuss items relating to personnel (Texas Gov't Code 551.074), student discipline (Texas Gov't Code 551.082(1)), attorney consultation (Texas Gov't Code 551.071) and/or the purchase, exchange, lease or value of real property (Texas Gov't Code 551.072). Any action will be taken in a public session.

An Executive Session - may occur at any time during the meeting as permitted under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session.

- Personnel - hiring of contractual personnel, resignations, contract terminations/non-renewals, issues, etc.
- Superintendent's appraisal, goals, directives, contract, compensation, etc.

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

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

REPORT ITEMS

ADJOURNMENT

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

Special Meetings

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

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

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



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Annual Calendar of Board Agenda Items

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

Month	Action Items	Reports/Information/Discussion Items
September	<ul style="list-style-type: none"> ● Class Size Waivers (if necessary) ● Approval of District/Campus Improvement Plan ● Approve Bastrop & Williamson County Adjunct Faculty Agreements ● Approve Investment Officer(s) 	<ul style="list-style-type: none"> ● Procedures for dismissal of school due to weather conditions ● Beginning School Enrollment Report ● Free & Reduced Lunch Information
October	<ul style="list-style-type: none"> ● Approval of tax roll resolution Williamson County and Travis County Appraisal Districts ● Set Board meeting for canvassing election return (even years only) ● Announcement of Board Continuing Education hours ● Revise HB 3 Goals 	<ul style="list-style-type: none"> ● Staff Appreciation Event Planning ● Plan annual Team of 8 training
November	<ul style="list-style-type: none"> ● Induct new Board members ● Board Reorganization ● Canvass Ballots for trustee election (Oath of Office) ● HB 3033 Business days ● Public Hearing - FIRST 	<ul style="list-style-type: none"> ● Fall ADA Report ● October special population enrollment: bilingual/ESL students ● Canvas ballots for trustee/special election (special meeting) Oath of Office (Even years only) ● Public Hearing – FIRST Financial Rating Workshop ● Provide new board member(s) with local orientation ● Plan for Superintendent Evaluation and set evaluation date
December	<ul style="list-style-type: none"> ● Review of Board Operating Procedures ● Annual Financial Audit report for Prior Year (PY) 	<ul style="list-style-type: none"> ● Consider budget plan / timeline ● Staff Appreciation Event ● Superintendent delivers self-evaluation and required evaluation reports
January	<ul style="list-style-type: none"> ● Commit Fund Balance ● Public Hearing - TAPR ● Superintendent Annual (Summative) Evaluation ● Superintendent Contract Consideration 	<ul style="list-style-type: none"> ● Superintendent's evaluation form approved if changes needed ● Begin District Goal Setting ● Determine/plan summer projects ● Set Superintendent Goals for the following year



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February	<ul style="list-style-type: none"> ● Adopt School Calendar for next school year ● Approve audit firm for upcoming year ● Determine/plan summer projects 	<ul style="list-style-type: none"> ● Proposed School Calendar ● Discipline Report ● Board Self-Evaluation ● Continue District Goal Setting
March	<ul style="list-style-type: none"> ● Teacher Contract Renewals ● Approve PD Waiver ● Finalize district goals ● Establish district goals ● Approve Summer Work Hours 	<ul style="list-style-type: none"> ● Review of Technology Plan Updates ● Set calendar for end of year activities/graduation ● Board Self-Evaluation
April	<ul style="list-style-type: none"> ● Approve summer projects ● IMA & TEKS Certification ● Board Self-Evaluation ● Review compensation/benefits package 	<ul style="list-style-type: none"> ● ESL & Summer School Plan ● Initial Budget Workshop – School Finance ● Receive Preliminary Values ● Plan Team of 8 training
May	<ul style="list-style-type: none"> ● Bank Depository Bids (every other year) 	<ul style="list-style-type: none"> ● Begin Budget Planning ● Review professional development report ● Review District/Campus Improvement Plan

Month	Action Items	Reports/Information/Discussion Items
June	<ul style="list-style-type: none"> ● Superintendent Annual (Formative) Evaluation ● Superintendent Contract Consideration ● Cafeteria Services Report and Prices for the next year ● Intent to Apply for ESSA/Grant Funds ● MOU for DAEP ● SB401 Review, Consider & Approve – UIL Participation for Homeschool Students ● Security Guard Contract for next SY 	<ul style="list-style-type: none"> ● Budget Workshop – DRAFT 2025-2026 Budget ● Consider new or modified programs for upcoming school year ● Review Employee/Staff Handbook Draft ● Review Student Handbook & Code of Conduct Draft
July	<ul style="list-style-type: none"> ● Approve Code of Conduct ● Approve Employee Handbook ● Order Trustee election and approve contract for election services (Even years only) ● Establish Trustee Election Dates (Even years only) 	<ul style="list-style-type: none"> ● Budget Workshop – Preliminary 2025-2026 Budget ● Consider TASB attendance at TASB Conference in September ● Select TASB Delegate and Alternate ● Receive Certified Values (7/25)



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

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

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

Items that cannot be on the Agenda

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

Use of Consent Agenda

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

Consent items may include:

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



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

Board Meeting Protocol

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

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

Board Member Meeting Conduct

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



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

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

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

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

Board Response to Patrons Addressing the Board

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



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

Voting

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

Meeting Preparation

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

Hearings

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



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Individual Board Member Request for Information or Report

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

Citizen Request / Complaint to Individual Board Members

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

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



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Employee Request / Complaint to Individual Board Members

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

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

Communications

Board / Superintendent Communications

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

Communication among Trustees

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



Coupland I.S.D.

Board Operating Procedures

Version 1.05

Communication with Legal Counsel

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

Communication with the Public

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

Board / District Staff Communication

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

Media Inquiries to the Board or Board Member

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



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Board Operating Procedures

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Evaluation of the Superintendent

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

Evaluation of the Board

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



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Board Operating Procedures

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Criteria and Procedure for Selecting Board Officers

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

President

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

Vice President

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

Secretary

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

Office Vacancy

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



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Criteria for Selecting the Board President and Vice President

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

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

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

Role and Authority of Board Members and/or Board Officers

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



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

Role of the Board in Executive (Closed) Session

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



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Required Board Member Training

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

Continuing Education

School board members should attend conferences to stay updated on current educational trends, best practices, new technologies, and emerging challenges in the field, allowing them to make informed decisions that best support student learning within their district while also providing opportunities to network with other educators and learn from their experiences. The Board, or a delegation within the Board, shall attend at least two school board conferences per year.

Key reasons for school board members to attend conferences:

1. Knowledge acquisition: Gaining insight into innovative teaching methods, curriculum development, student assessment strategies, and special education needs to ensure their district is providing high-quality education.
2. Policy development: Understanding the latest research and policy discussions to inform decisions on budget allocation, program implementation, and district-wide initiatives.
3. Networking opportunities: Connecting with other school board members, administrators, teachers, and community leaders to share ideas, best practices, and potential solutions to challenges.
4. Professional development: Enhancing their understanding of complex educational issues, leadership skills, and effective communication strategies.
5. Community awareness: Bringing back knowledge about current trends in education to inform community members and stakeholders about the district's direction.
6. Staying ahead of the curve: Proactively identifying potential issues and opportunities in the educational landscape to ensure their district remains competitive.



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District Goal Setting

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

Board Members as Parents

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

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

Board Members as School Support Organization Members/Officers

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



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

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

Reimbursable Expenses

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

Campaigning for Election or Re-Election

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

Violations and Sanctions

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



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

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

Board Review of Code of Ethics and Board Operating Procedures

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

Procedures for Board Members Visiting Campuses

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



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Version 1.05

Document Revision History

Version	Date	Name	Description
1.00	13-Feb-2018	Kandice Samuelson	Initial version approved by the Coupland I.S.D. School Board on 13-Feb-2018. This document will become effective immediately with the exception of the section on Board Members as School Support Organization Members/Officers which will become effective on 01-Jun-2018.
1.01	13-Apr-2018	Kandice Samuelson	Modified Developing the Agenda section item #2 to match updated Policy BE (Local). Deadline for submitting items was changed from third calendar day to seventh calendar day before regular meetings.
1.02	August 3, 2022	Tammy Brinkman	Removed #6 on page 14-no longer legal to do; updated mission statement on page 4
1.03	March 7, 2023	Tammy Brinkman	Updated from BOT meeting in Feb. 2023
1.04	1/16/2025	Dr. Earl Parcell	Revised the district's mission, vision, and beliefs to match the strategic plan. Revised the Annual calendar of Agenda Items. Moved Superintendent Report before Public Comment. Added Continuing Education section.
1.05	9/9/2025	Dr. Earl Parcell	Added Pledge of Allegiance, Recognitions, and Report Items to board Agenda. Also added Consent Agenda In lieu of Monthly Action Items. Revised the Annual calendar of action items.

Resolution Regarding Senate Bill 12 and Parent Rights

WHEREAS, Senate Bill 12 from the 89th legislative session relates to parental rights in public education, including requirements and prohibitions regarding instruction; diversity, equity and inclusion duties; assistance with District student social transitioning; and student clubs;

WHEREAS, Senate Bill 12 becomes effective on September 1, 2025; and

WHEREAS, local policies relating to matters in Senate Bill 12 will be adopted as soon as practicable, but after the effective date.

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Coupland School District directs all staff and contractors to comply with the following requirements and directives:

1. All policies shall be implemented and followed;
2. Parental rights, including the right to direct the moral and religious training of the parent's child, make decisions concerning the child's education, and consent to medical, psychiatric, and psychological treatment of the parent's child will not be infringed unless required by law or to provide life-saving care to the child;
3. Except as required by state or federal law, employees and contractors may not assign diversity, equity, and inclusion duties to any person, and the District hereby prohibits a District employee, contractor, or volunteer from engaging in diversity, equity, and inclusion duties at, for, or on behalf of the District;
4. An employee or contractor who intentionally or knowingly engages in or assigns to another person diversity, equity, and inclusion duties or engages in prohibited instruction will be appropriately disciplined, up to and including termination;
5. Employees of the District are prohibited from assisting a student enrolled in the District with social transitioning, including providing any information about social transitioning or providing guidelines intended to assist a person with social transitioning;
6. No information about a parent's child may be withheld from the parent unless required by law, and parents are entitled to access all written records of the District concerning the parent's child, including library records and health records. Information may be withheld if disclosure is likely to result in the student suffering abuse or neglect;
7. Information regarding a parent's right to access records relating to the parent's child shall be posted on the District's home page of the internet website;
8. Instructional plans or course syllabi for each class offered in the District for a semester must be posted on the District's internet website at the beginning of each semester;
9. The Superintendent is directed to provide for an internet portal through which parents of students enrolled in the District may submit comments to campus or District administrators and the Board;
10. The Board shall prioritize public comments by hearing comments at the beginning of each Board meeting;
11. The Board will only hold Board meetings outside of typical work hours;

12. Parents are entitled to notice no later than one school business day after the date an employee first suspects that a criminal offense has been committed against the parent's child;
13. Employees are not prohibited from providing parents with information regarding a student's mental, emotional, or physical health or well-being or a change in services provided to or monitoring of the student related to the student's mental, emotional, or physical health or well-being;
14. No employee will encourage or have the effect of encouraging a student to withhold from the student's parent information about the student's mental, emotional, or physical health or well-being;
15. Employees may not discourage or prohibit parental knowledge of or involvement in critical decisions affecting a student's mental, emotional, or physical health or well-being;
16. Unless authorized by law, no employee may disclose a child's health or medical information to any person other than the child's parent;
17. Unless authorized by law, no employee may collect, use, store, or disclose to any person other than the child's parent a child's biometric identifiers;
18. Unless authorized by law, no employee will provide health care services or medication or conduct a medical procedure to a student;
19. All grievances received by the District on or after September 1, 2025, will comply with the legal requirements in Texas Education Code Chapter 26A;
20. Before a student may be provided with human sexuality instruction, the District must obtain the written consent of the student's parent in the manner prescribed by law;
21. No employee may provide or allow a third party to provide instruction, guidance, activities, or programming regarding sexual orientation or gender identity to students enrolled in prekindergarten through grade 12;
22. Each parent will be provided at least two opportunities for in-person conferences with the child's teacher during each school year;
23. No student club authorized or sponsored by the District may be based on sexual orientation or gender identity;
24. Written parental consent is required before a student may participate in a student club authorized or sponsored by the District or campus;
25. The Superintendent is directed to provide a copy of this resolution to all District employees and contractors electronically and physically.

Adopted this 9th day of September, 2025, by the Board.

Board President's signature: _____

Board Secretary's signature: _____



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

Three steps to make your voice count.

1

**Understand
why it's
important.**

2

**Name your
Delegate.**

3

**Discover
the Delegate
experience.**

Your guide to participating in the TASB Delegate Assembly

TASB is an association of many voices. Delegate Assembly is where those voices come together to develop a common vision — the best public schools we can provide for Texas students.

During the Assembly, your board's Delegate will participate with school board members from around the state in laying the groundwork for how TASB — your Association — will tackle the tough advocacy issues facing Texas public schools.

**Your Association.
Your Voice.**

**TASB Delegate
Assembly**

 tasb.org/delegate



Understand why it's important.

1

About Delegate Assembly

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

Your board's voice

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

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



2025 Assembly

WHEN:

Saturday, Sept. 13

12:30 p.m.

Regional Caucuses

2 p.m.

Delegate Assembly

WHERE:

Houston

Regional Caucuses will be held in the Hilton Americas, and the Assembly will be held in the George R. Brown Convention Center

Delegate Assembly is held in conjunction with txEDCON25 in Houston.

Lunch is provided to Delegates and Alternates during the caucuses.

**Your Association.
Your Voice.**

**TASB Delegate
Assembly**



tasb.org/delegate



Name your Delegate.

2



Place an item on your upcoming board agenda.

Take action now, so you are prepared when registration opens July 22.

Suggested agenda language:

- **Item name:** Discuss and consider board approval of a Delegate and Alternate to the 2025 Texas Association of School Boards (TASB) Delegate Assembly.
- **Background:** TASB's 2025 Delegate Assembly will be held Sept. 13, 2025, during txEDCON25 in Houston. Attending Delegate Assembly gives the board the chance to participate in the democratic process that governs TASB. Delegates will elect TASB officers and directors, vote on TASB's Advocacy Agenda, have the opportunity to interact with other board members in our region, and earn continuing education training credit.
- **Recommended Action:** I recommend that the Board of Trustees name [INSERT NAME] as the Official Voting Delegate and [INSERT NAME] as the Alternate to the 2025 TASB Delegate Assembly.



Select your Delegate and Alternate.

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

- **Knowledge:** The Assembly will consider a wide range of advocacy issues. Who has the best background on the challenges and concerns for your district and community?
- **Voice:** Delegates may submit amendments to proposed action items. Who would be best equipped to consider how amendments may affect your district and then take action based on your board's priorities?
- **Commitment:** The Regional Caucuses and Assembly are held during the Saturday of txEDCON25. Who can commit their time to the full meeting?

Name your delegate.

Step 2 continued



Register your representatives

Registration will open July 22 as part of txEDCON25 registration. Make sure your board takes action now to select your representatives, so you are ready as soon as registration opens!

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

More information will be shared in late June.



Watch for your Assembly materials.

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

Questions?

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

“ Delegate Assembly is the most effective way that we as Texas trustees can come together in one united voice to speak up for our kids!”

– Pam Watts
Midway ISD-McLennan County



**Your Association.
Your Voice.**

**TASB Delegate
Assembly**



tasb.org/delegate

Discover the Delegate experience.

3



The role of a Delegate

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

“ Attending Delegate Assembly is important because it provides an opportunity to represent my school board's voice in shaping key policies and decisions that affect education.”

– Carolyn Booker
Westwood ISD

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

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



20 days before the assembly

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

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

Discover the Delegate experience.

Step 3 continued



Day of the assembly

12:30–1:30 p.m.

Regional Caucus, Hilton Americas–Houston:

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

Lunch will be provided!

1:45 p.m.

Action Forms, George R. Brown Convention Center:

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

2–4:30 p.m.

Assembly, George R. Brown Convention Center:

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

“ I did not know what to expect for my first time at Delegate Assembly, but it was highly informative and educational. Being a Delegate is something I plan on doing again and again!”

– Jessie Campolla
Highland Park ISD–Potter County



But what about...?

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

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



**Your Association.
Your Voice.**

**TASB Delegate
Assembly**



tasb.org/delegate

Action and Discussion Items Calendar

Month	Action Items	Reports/Information/Discussion Items
September	<ul style="list-style-type: none"> ● Class Size Waivers (if necessary) ● Approval of District/Campus Improvement Plan ● Approve Bastrop & Williamson County Adjunct Faculty Agreements ● Approve Investment Officer(s) 	<ul style="list-style-type: none"> ● Procedures for dismissal of school due to weather conditions ● Beginning School Enrollment Report ● Free & Reduced Lunch Information
October	<ul style="list-style-type: none"> ● Approval of tax roll resolution Williamson County and Travis County Appraisal Districts ● Set Board meeting for canvassing election return (even years only) ● Announcement of Board Continuing Education hours ● Revise HB 3 Goals 	<ul style="list-style-type: none"> ● Staff Appreciation Event Planning ● Plan annual Team of 8 training
November	<ul style="list-style-type: none"> ● Induct new Board members ● Board Reorganization ● Canvass Ballots for trustee election (Oath of Office) ● HB 3033 Business days ● Public Hearing - FIRST 	<ul style="list-style-type: none"> ● Fall ADA Report ● October special population enrollment: bilingual/ESL students ● Canvas ballots for trustee/special election (special meeting) Oath of Office (Even years only) ● Public Hearing – FIRST ● Financial Rating Workshop ● Provide new board member(s) with local orientation ● Plan for Superintendent Evaluation and set evaluation date
December	<ul style="list-style-type: none"> ● Review of Board Operating Procedures ● Annual Financial Audit report for Prior Year (PY) 	<ul style="list-style-type: none"> ● Consider budget plan / timeline ● Staff Appreciation Event ● Superintendent delivers self-evaluation and required evaluation reports
January	<ul style="list-style-type: none"> ● Commit Fund Balance ● Public Hearing - TAPR 	<ul style="list-style-type: none"> ● Superintendent's evaluation form approved

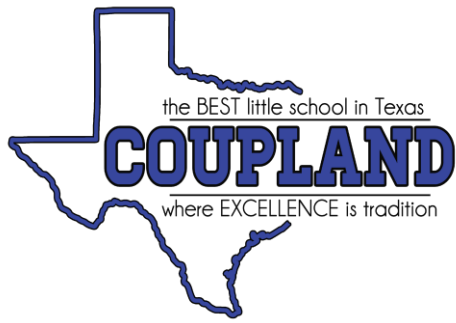
	<ul style="list-style-type: none"> ● Superintendent Annual (Summative) Evaluation ● Superintendent Contract Consideration 	<p>if changes needed</p> <ul style="list-style-type: none"> ● Begin District Goal Setting ● Determine/plan summer projects ● Set Superintendent Goals for the following year
February	<ul style="list-style-type: none"> ● Adopt School Calendar for next school year ● Approve audit firm for upcoming year ● Determine/plan summer projects 	<ul style="list-style-type: none"> ● Proposed School Calendar ● Discipline Report ● Board Self-Evaluation ● Continue District Goal Setting
March	<ul style="list-style-type: none"> ● Teacher Contract Renewals ● Approve PD Waiver ● Finalize district goals ● Establish district goals ● Approve Summer Work Hours 	<ul style="list-style-type: none"> ● Review of Technology Plan Updates ● Set calendar for end of year activities/graduation ● Board Self-Evaluation
April	<ul style="list-style-type: none"> ● Approve summer projects ● IMA & TEKS Certification ● Board Self-Evaluation ● Review compensation/benefits package 	<ul style="list-style-type: none"> ● ESL & Summer School Plan ● Initial Budget Workshop – School Finance ● Receive Preliminary Values ● Plan Team of 8 training
May	<ul style="list-style-type: none"> ● Bank Depository Bids (every other year) 	<ul style="list-style-type: none"> ● Begin Budget Planning ● Review professional development report ● Review District/Campus Improvement Plan
June	<ul style="list-style-type: none"> ● Superintendent Annual (Formative) Evaluation ● Superintendent Contract Consideration ● Cafeteria Services Report and Prices for the next year ● Intent to Apply for ESSA/Grant Funds ● MOU for DAEP ● SB401 Review, Consider & Approve – UIL Participation for Homeschool Students ● Security Guard Contract for next SY 	<ul style="list-style-type: none"> ● Budget Workshop – DRAFT 2025-2026 Budget ● Consider new or modified programs for upcoming school year ● Review Employee/Staff Handbook Draft ● Review Student Handbook & Code of Conduct Draft
July	<ul style="list-style-type: none"> ● Approve Code of Conduct ● Approve Employee Handbook 	<ul style="list-style-type: none"> ● Budget Workshop – Preliminary 2025-2026 Budget

	<ul style="list-style-type: none"> • Order Trustee election and approve contract for election services (Even years only) • Establish Trustee Election Dates (Even years only) 	<ul style="list-style-type: none"> • Consider TASB attendance at TASB Conference in September • Select TASB Delegate and Alternate • Receive Certified Values (7/25)
August	<ul style="list-style-type: none"> • Approve Proposed 2025-2026 Budget • Amend budget for previous year • Accept certification of appraisal roll for the certified taxable value • Approval of clubs for extra-curricular absence purposes • Approve district teacher appraisal calendar • Set the Tax Rate (Special Board Meeting) • Budget Hearing (Special Board Meeting) 	<ul style="list-style-type: none"> • Review Multi-Hazard Emergency Operations Plan

Revised 8/7/2025

Board Training Requirements 2024-2025

Required Continuing Education	First Year in Office	Subsequent Years in Office	Eligible Provider(s)
Local District Orientation	Three hours within the first 120 days in office	N/A	Local District
Orientation to the Texas Education Code	Three hours within the first 120 days in office	N/A	Education Service Centers
Update to the Texas Education Code	Following each legislative session and of sufficient length to address major changes		<ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches
Team-building (Team-of-eight)	Three hours	Three hours every year	<ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches
Additional Education based on Framework for School Board Development	Ten hours	Five hours every year	<ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches
Evaluating and Improving Student Outcomes	Three hours within the first 120 days in office	Three hours every two years	<ul style="list-style-type: none"> • Authorized Providers • LSG Coaches
Sexual Abuse, Human Trafficking, and Other Maltreatment of Children	One hour within the first 120 days in office	One hour every two years	<ul style="list-style-type: none"> • Registered Providers • Authorized Providers • LSG Coaches
Open Meetings Act (OMA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Public Information Act (PIA)	One hour within the first 90 days in office	N/A	Attorney General of Texas
Cybersecurity	Varies by provider	Every year	Department of Information Resources
School Safety	Two hours within the first 120 days in office	Every two years	<ul style="list-style-type: none"> • TEA Learn • Technical Support



COUPLAND ISD

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

2025-2026

Future Board Meetings

- July 31, 2025
- August 14, 2025*
- September 9, 2025
- ~~September 11, 2025~~ conflicts with txEDCON Conference
- ~~October 9, 2025~~
- October 14, 2025 (at 7:00pm)
- 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

*Budget, Tax Rate, possibly call a VATRE

** Canvass the ballots (VATRE)

8/29/2025

2025-2026 NEW HIRES

Name	Employment Date	Position	Campus/Department	Years Exp. In Position	Years Exp. In Education	College To Issue Degree	Certification	Previous District
Katelyn Tijerina	8/25/2025	Substitute	Coupland ISD	0	0	NA	NA	None
Mary Wainscott	8/29/2025	Substitute	Coupland ISD	4	4	NA	NA	Sasakwa P.S.
Shelly Lilley	8/29/2025	Substitute	Coupland ISD	0	0	NA	NA	None
Jana Hinojosa	9/3/2025	Substitute	Coupland ISD		35	Tx. St.	EC-12 PE; Family & Consumer Science	Coppell ISD
Dakota Brown	9/3/2025	Substitute	Coupland ISD	1	1	NA	NA	McDade ISD
Patricia (Patsy) Knappek	9/3/2025	Substitute	Coupland ISD	0	0	Temple College	NA	NA

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



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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