

KILLEEN INDEPENDENT SCHOOL DISTRICT

Manor Middle School

Third Future 1882 Partnership — Campus Readiness by Department

Board of Trustees Briefing

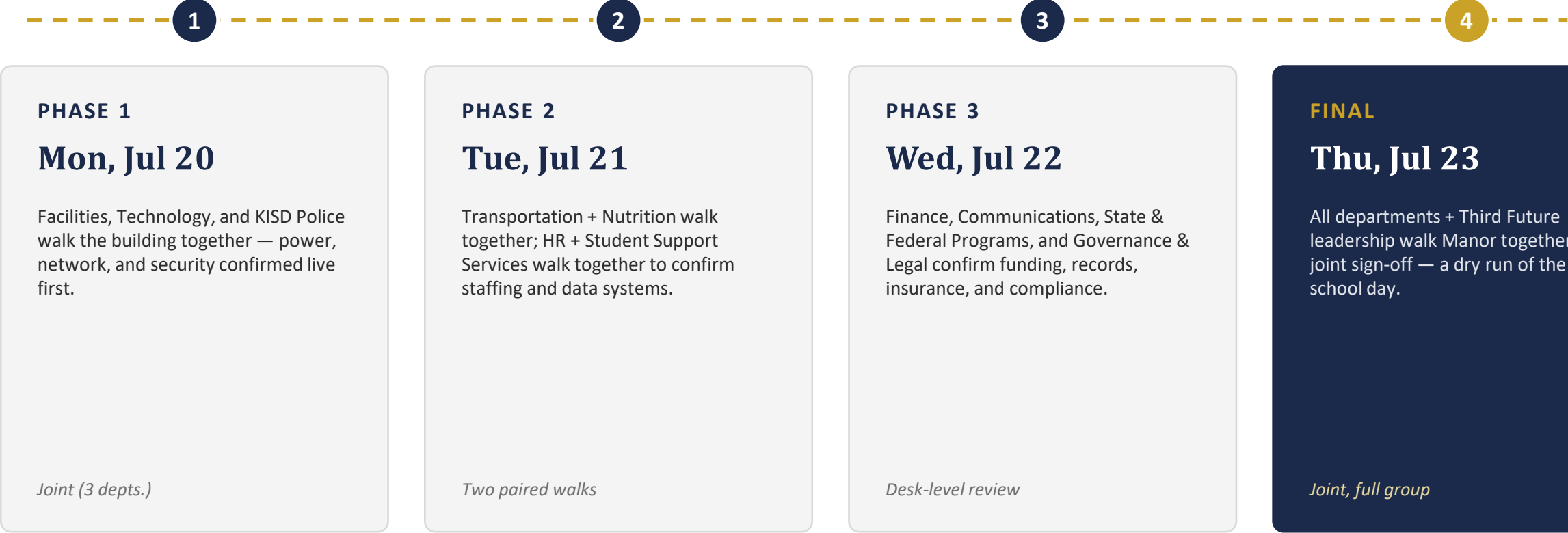
Prepared by Student Support Services • Executive Director's Office

Opening Day: August 4, 2026

All 11 department walkthroughs & sign-off complete by Thursday, July 23, 2026

Readiness Timeline

Every department completes its walkthrough and logs its gaps by Thursday, July 23, 2026 — a single shared, running gap log keeps every department and Third Future in sync in real time.



Departments covered on the following slides: Facilities • Technology • KISD Police/Safety • Transportation • Nutrition • HR & Risk Management • Student Support Services • Communications • Business Services/Finance • State & Federal Programs • Governance & Legal Compliance

Facilities Services

Confirm the physical building is safe, functional, and ready to receive students and staff.

PHASE 1

Mon, Jul 20

KISD / DISTRICT RESPONSIBILITY

- HVAC, fire/life-safety, and alarm systems inspected and current
- Custodial deep clean complete campus-wide *[Contract §9.02.2]*
- Grounds, lighting, signage, and keys issued
- Work order backlog for Manor closed out or scheduled
- **NEW** Facilities walk-through completed with OP before the July 1 Possession Date; 30-day removal-request window honored *[§13.01]*
- **NEW** Routine-maintenance/major-repair roles and 12-hour urgent-repair notice path confirmed with OP *[§9.02.2]*

THIRD FUTURE RESPONSIBILITY

- Classroom furniture/layout finalized; OP-purchased equipment moved in
- Program-specific signage and branding installed (per agreement)
- Space modifications communicated to Facilities in writing *[§13.05]*
- **NEW** OP's own equipment tagged and added to OP's inventory list *[§13.04]*
- **NEW** OP confirms Facilities will be maintained safe, neat, and orderly from the Possession Date forward *[§13.01, §13.03]*

Technology & Information Systems

PHASE 1

Mon, Jul 20

Confirm network, devices, and systems access are live before any other department tests its own tools.

KISD / DISTRICT RESPONSIBILITY

- Network infrastructure and WiFi live and tested campus-wide *[Contract §10.11]*
- Phone/intercom operational; RaaWee/Minga provisioned with Manor codes
- Third Future staff accounts created; helpdesk escalation path established
- One device cart per classroom, with teacher hand receipt and roster
- Access badges issued
- **NEW** Existing technology equipment confirmed at the same standard as similarly sized District schools *[§10.11]*

THIRD FUTURE RESPONSIBILITY

- Instructional software/platforms installed and tested
- Separately procured staff/classroom devices received, imaged, distributed
- Interactive boards/classroom AV tested; technology point of contact identified
- **NEW** List of additional OP-purchased equipment submitted to the District *[§10.11]*

KISD Police / School Safety & Security

PHASE 1

Mon, Jul 20

Confirm the campus meets district safety standards and Third Future staff are integrated into district safety protocols.

KISD / DISTRICT RESPONSIBILITY

- Access control, badges, cameras, and monitoring operational
- Visitor management system tested; threat-assessment roster updated with OP point of contact
- Emergency drills scheduled; radios issued to campus leadership
- **NEW** District security staffing and peace-officer coverage confirmed for Manor *[Contract §9.02.8]*

THIRD FUTURE RESPONSIBILITY

- All staff completed required district safety training (e.g., Standard Response Protocol)
- Campus-specific safety plan submitted to and approved by KISD Police
- Emergency contact roster submitted; front office trained on visitor management
- **NEW** OP's campus safety/security scope confirmed, including its election on Hall Monitors *[§9.02.8]*

Transportation

Confirm students can safely and predictably get to and from Manor on day one.

PHASE 2

Tue, Jul 21

KISD / DISTRICT RESPONSIBILITY

- Bus routes finalized/published; route capacity confirmed against ridership
- Driver assignments complete; loading-zone signage and safety flow confirmed
- **NEW** Inclement-weather transportation discretion policy communicated to OP *[Contract §9.02.1]*

THIRD FUTURE RESPONSIBILITY

- Student transportation eligibility/address data submitted by deadline
- Family-facing transportation communication sent (route/stop information)
- Aftercare/late-bus coordination confirmed, if applicable
- **NEW** OP acknowledges reimbursement obligation for driver-training time missed due to OP's non-standard attendance days *[§9.02.1]*

School Nutrition

Confirm meal service is fully operational for the first day.

PHASE 2

Tue, Jul 21

KISD / DISTRICT RESPONSIBILITY

- Kitchen equipment operational and health-inspected
- Food service staff assigned/scheduled; first-week menus confirmed
- Point-of-sale / meal-count system configured with correct enrollment data
- **NEW** Food and cafeteria services confirmed compliant with applicable federal, state, and local law *[Contract §9.02.4]*

THIRD FUTURE RESPONSIBILITY

- Free/reduced meal application process communicated to families, if delegated
- Special dietary accommodation requests submitted to School Nutrition
- **NEW** OP coordination with the District on eligibility, claims, and meal-count reporting confirmed *[§9.02.4]*

Human Resources & Risk Management

PHASE 2

Tue, Jul 21

Confirm every adult working at Manor is cleared and credentialed — and required insurance coverage is in force.

KISD / DISTRICT RESPONSIBILITY

- Background checks/fingerprinting cleared for OP staff on the KISD campus *[Contract §10.10]*
- Badges issued; new-hire paperwork processed; risk/insurance documentation on file
- **NEW** District's own vendor, contractor, and employee background checks completed *[§10.10]*
- **NEW** 20-calendar-day turnaround confirmed for OP requests to remove District personnel *[§11.10]*

THIRD FUTURE RESPONSIBILITY

- Final staffing roster submitted; certifications verified; onboarding complete
- **NEW** OP background checks complete for all personnel, vendors, and volunteers *[§11.03]*
- **NEW** Required insurance in force: GL/professional liability (\$1M/\$2M), auto, sexual-misconduct coverage by 7/1/26, casualty, workers' comp *[§17.01–.02]*
- **NEW** Certificate of insurance due to District by ≈ July 31, 2026 (30 days after Possession Date) and annually *[§17.03]*
- **NEW** OP Governing Board roster (Addendum A-4) current, with 30-day change-notice process *[§10.01]*

Student Support Services

PHASE 2

Tue, Jul 21

Confirm attendance, registration, health, discipline, and intervention systems are linked and ready before students arrive.

KISD / DISTRICT RESPONSIBILITY

- RaaWee/PEIMS codes confirmed; registration/withdrawal process aligned
- Campus nurse assigned and clinic supplies stocked *[Contract §9.02.7]*
- Special Education/504 continuity confirmed; Branching Minds/MTSS access provisioned
- **NEW** Dyslexia intervention staffing confirmed in place *[§9.02.6]*
- **NEW** District's excess-cost/off-campus SPED service responsibility confirmed *[§9.02.5, §9.01.6]*

THIRD FUTURE RESPONSIBILITY

- Enrollment/registration data and immunization records process in place
- Discipline code alignment confirmed (KISD SCOC vs. Third Future code) *[§10.7]*
- **NEW** Student Code of Conduct finalized; DAEP billing understood (\$36/day; 4 reserved seats) *[§12.06]*
- **NEW** Records-keeping personnel appointed (attendance, grades, PEIMS) *[§9.01.7]*
- **NEW** Curriculum plan confirmed vs. 19 TAC §74.2, with 10-day alteration-notice process *[§12.02]*

Communications & Community Relations

PHASE 3

Wed, Jul 22

Confirm families and the community have clear, accurate information before day one.

KISD / DISTRICT RESPONSIBILITY

- District website updated; family communication templates reviewed for accuracy
- Media inquiry protocol established for the partnership launch *[Contract §10.12]*
- **NEW** Joint parent-communications protocol formally approved — due ≈ May 24, 2026; confirm completion status *[§10.13]*

THIRD FUTURE RESPONSIBILITY

- Family-facing welcome/orientation communications sent
- Campus branding/signage installed within district guidelines; community engagement plan active
- **NEW** Media-request/press-release joint-approval protocol confirmed *[§10.12]*

Business Services / Finance

PHASE 3

Wed, Jul 22

Confirm the financial mechanics of the partnership are operational before enrollment-driven funding starts flowing.

KISD / DISTRICT RESPONSIBILITY

- Per-pupil funding flow mechanism and budget codes set for Manor *[Contract §14.01, §14.04]*
- **NEW** 16% retention of FSP/SB 1882 funds for Required District Administrative Services confirmed (first 2 years) *[§14.02]*
- **NEW** Monthly funding payment schedule confirmed — 15th of each month, commencing July 15, 2026 *[§14.05]*
- **NEW** Pro-rata federal grant allocation process confirmed (Title I/II/III/IV, IDEA-B) *[§14.06]*
- **NEW** Optional District Services invoicing process established (Addendum A-9) *[§14.03; Add. A-9]*

THIRD FUTURE RESPONSIBILITY

- Financial systems operational and ready to report; insurance/liability docs on file
- Reporting templates set per agreement (GASB annual / FASB monthly) *[§14.10]*
- **NEW** CPA-audited financial statements due within 180 days of fiscal-year end *[§14.10]*
- **NEW** 30-calendar-day invoice approval/objection process confirmed for Optional Services *[§14.03]*

State & Federal Programs

PHASE 3

Wed, Jul 22

Confirm compliance obligations tied to Manor's new partnership status are addressed before students arrive.

KISD / DISTRICT RESPONSIBILITY

- Title I/federal program compliance requirements reviewed for Manor's updated status
- Compliance monitoring calendar established for the school year
- **NEW** Records-management system meets the Local Government Records Act; 5-year minimum retention confirmed *[Contract §15.01]*
- **NEW** Annual state/federal reporting schedule with deadlines to be issued to OP *[§15.02]*

THIRD FUTURE RESPONSIBILITY

- Required federal program applications/data submitted; compliance point of contact identified
- **NEW** OP's PEIMS/state-federal reporting and error-correction process confirmed *[§15.02]*
- **NEW** FERPA / Texas Public Information Act student-records access protocol confirmed *[§15.03]*

Governance & Legal Compliance

Tracked jointly by the Executive Director, Student Support Services, and the Third Future site lead — not a single walkthrough department.

PHASE 3

Wed, Jul 22

KISD / DISTRICT RESPONSIBILITY

- Charter properly authorized under TEC Chapter 12, Subchapter C, effective July 1, 2026 *[Contract Art. I, §1.04]*
- Capacity-increase notice/comment/coordination process confirmed with OP *[§10.06]*
- Annual evaluation & public-reporting process (ELA-LOCAL) understood by OP leadership *[Addendum A-2]*
- Probation/revocation notice and hearing procedures reviewed with OP *[Addendum A-2]*

THIRD FUTURE RESPONSIBILITY

- OP operating under current Charter Policy; 60-day policy-draft review process in place *[§7.02–§7.03]*
- OP Governing Board roster (Addendum A-4) confirmed current and complete
- Quarterly TFS-Texas on-site support visits scheduled; leader training confirmed *[§9.01.8]*
- OP schedule due to District ≥ 45 days before school start (≈ by June 19, 2026) *[§10.8]*
- 24-hour mutual litigation/claim notice protocol acknowledged *[§18.01]*
- Addendum A-3 academic/financial goals and culture/family-engagement measures reviewed with leadership *[Addendum A-3]*

Summary

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Departments walking
Manor before opening

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Contract-sourced requirements
tracked in the Traceability Matrix

Third Futures Schools is prepared to open school on the 4th of August and will be in compliance with all contractual requirements.