



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING AGENDA

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

AGENDA

1. Call the meeting to order and establish a quorum.
2. Pledge of Allegiance
3. Principal's Report:
4. Superintendent's Report
5. Public Comments
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.
 - B. Approve Monthly Bills and Financial Statement
7. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:
 - A. Consider and Take Action on Proposed Final Budget Amendment for the 2024-2025 Fiscal Year
 - B. Consider and Take Action on the Adoption of the 2025 - 2026 Fiscal Year Budget
 - C. Consider and Take Action on a Resolution to Set the Tax Rate for Coupland Independent School District Tax Year 2025
 - D. Consider Calling a Voter Approved Tax Ratification Election for the November 4, 2025 election
 - E. Consider and Take Action on Election Services Agreements with Travis and Williamson Counties

- F. Consider and Accept the Certified Appraisal Roll for Certified Taxable Values for Williamson and Travis County
 - G. Consider and Take Action on CISD List of Approved Appraisers for 2025-2026 School Year
 - H. Consider and Take Action to Approve the 2025-2026 Emergency Operations Plan
 - I. Consider and Approve Contract for an Armed Security Guard on Campus.
8. Discussion Items
- A. Employment of Retired Personnel
 - 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)
 - E. Future Board Meeting Dates
 - F. Discuss and Review Board Operating Procedures
 - G. VATRE Communication Plan
 - H. Next Steps for New Campus
 - CJH/CHS Logo
 - I. Preliminary FIRST Rating

9. Executive Session:

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

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

Any action will be taken in a public session.

- A. Discuss 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

11. Report Items

A. Resignations

12. ADJOURNMENT:

This agenda was posted on the front door of the school building and on the school district website at: This agenda was posted on the 11th day of August, 2025 at 12:00p.m. on the front door of the school building and the school district website.

Dr. Earl W. Parcell, Superintendent

Dr. Earl W. Parcell, Superintendent



Board of Trustees

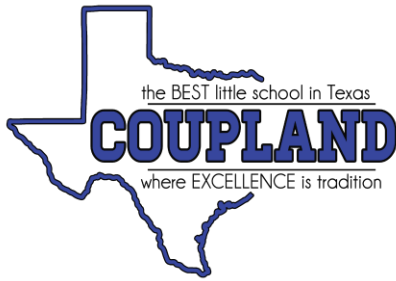
Date of Meeting

Item Type

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

Attachments	
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Contact Person E-Mail Address



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING MINUTES

Date: Thursday, July 31, 2025
Time: Immediately Following Board Workshop
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present
Michael Roepke – Present
Andrew Gonzales – Present
David Young – Present
Tessa Strider – Present
Susan Schmidt – Present
Royce Hatch – Present:

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum. @ 7:48PM**
2. **Pledge of Allegiance**
Led by: Crystal Ward
3. **Principal's Report**
Mr. Booker reported on teaching and learning as well as campus events and activities from the district's summer programming. The summer programs included Summer Academic Growth and Enrichment (formerly known as summer school), ESL summer school, and the first Cowboy Camp.
4. **Superintendent's Report**

Dr. Parcell shared that the current projected enrollment is 329 which is 9 more than the end of year.

Dr. Parcell gave a presentation updating the Board on the Spring 2025 Strategic Plan updates.

5. Public Comments

Suzie Dunlop thanked the board for the construction committee meetings. She feels involved and having first-hand knowledge allows her to advocate on behalf of the district. She really likes the way things are on the schedule and that the project is financially sound. She specifically called out board president, Crystal Ward, and thanked her for all she brings to the construction meetings, her experience and knowledge of construction. Mrs. Dunlop closed by saying she was very happy to be a part of districts' efforts.

6. MONTHLY ACTION ITEMS:

A. Consider and Approve the Board of Trustees Meeting Minutes for the Public Hearing-ROW Donation held May 8, 2025, the Board Workshop-Facility Use held June 12, 2025, and the Special Meeting held June 12, 2025.

I move that we Approve the Board of Trustees Meeting Minutes for the Public Hearing-ROW Donation held May 8, 2025, the Board Workshop-Facility Use held June 12, 2025, and the Special Meeting held June 12, 2025.

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

B. Monthly Bills and Monthly Financial Report

I move that we Approve the Monthly Bills and Monthly Financial Report

Motion made by: Susan Schmidt

Seconded by: Michael Roepke

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

Yea – 7; Nay – 0

7. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:

- A. Consider an order authorizing the issuance of unlimited tax school building bonds; levying an annual ad valorem tax and providing for the security for and payment of said bonds; approving an official statement; authorizing submission of the bonds to the Texas Attorney General; and enacting other provisions relating to the subject.**

I move to approve the order authorizing the bonds.

Motion made by: David Young

Seconded by: Royce Hatch

BOARD APPROVED AT: 7:52 PM

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

- B. Consider and Take Action to Approve and Extend the Depository Contract**

I move to Approve and Extend the Depository Contract.

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

- C. Consider and Approve Adding and Removing Authorized Representatives to District Bank Accounts**

I move that the district remove Cindy Olson from all CISD Citizens National Bank accounts and add Crystal Ward as an authorized representative to the district's Lonestar First Public accounts.

Motion made by: Susan Schmidt

Seconded by: Andrew Gonzales

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

D. Break @ 7:55 PM; Resumed meeting at 8:34PM

E. Consider and Approve the 2025-2026 Compensation Plan

I move to Approve the 2025-2026 Compensation Plan, the general pay increase, increasing the district's health insurance contribution to \$475/month and the longevity stipend as presented.

Motion made by: Andrew Gonzales

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

F. Item Over \$25,000 - Purchase of an Additional Bus

I move to Approve the Purchase of an Additional Bus.

Motion made by: Michael Roepke

Seconded by: Andrew Gonzales

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

G. Item Exceeding \$25,000 - Consider and Approve Payment of the Capital Recovery Fees to Manville Water Supply Corporation

I move the Board Approve the Payment of the Capital Recovery Fees to Manville Water Supply Corporation and authorize the Superintendent to pay the second invoice when it is in the best interest of the district.

Motion made by: Andrew Gonzales

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

H. Items Over \$25,000 - TASB Risk Management Fund - 2025-2026 Property, Auto, School Liability, and Privacy and Information Security Insurance Coverage (TASB Insurance Cooperative)

I move the Board Approve Paying the TASB Risk Management Fund - 2025-2026 Property, Auto, School Liability, and Privacy and Information Security Insurance Coverage (TASB Insurance Cooperative) Premiums as presented.

Motion made by: Susan Schmidt

Seconded by: Royce Hatch

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

Yea – 7; Nay – 0

I. Items Over \$25,000 - Consider and Approve the Annual Services Contract with Region 13 for 2025-2026

I move the Board Approve Paying the Annual Services Contract with Region 13 for 2025-2026.

Motion made by: Andrew Gonzales

Seconded by: Michael Roepke

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

Yea – 7; Nay – 0

J. Consider and Approve School Meal Prices for the 2025-2026 School Year

I move the Board Approve Paying the Annual Services Contract with Region 13 for 2025-2026.

Motion made by: Andrew Gonzales

Seconded by: Michael Roepke

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

Yea – 7; Nay – 0

K. Consider and Take Action on Legal Services Contracts for the 2025-2026 School Year

I move the Board Approve the Legal Services Contracts for the 2025-2026 School Year.

Motion made by: David Young

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

L. Consider and Take Action on the Adjunct Faculty Agreements for Texas A&M Agrilife County Extension Agents in Bastrop and Williamson Counties for the 2025-2026 School Year

I move the Board Approve the Adjunct Faculty Agreements for Texas A&M Agrilife County Extension Agents in Bastrop and Williamson Counties for the 2025-2026 School Year

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

M. Consider and Approve Policies FD(LOCAL) and FM(LOCAL) to Address SB 401 (UIL Participation for Non-Enrolled Students)

I move that the Board allow homeschool students to participate in UIL activities with strict adherence to the CISD Homeschool Participation Guidelines.

Motion made by: Andrew Gonzales

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

N. Consider and Approve Policy FNCE(LOCAL) to Address HB 1481 (Cell Phones)

I move the Board Approve Policy FNCE(LOCAL) to Address HB 1481 (Cell Phones).

Motion made by: Royce Hatch

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

O. Consider and Approve Policy EFB(LOCAL)-Alt. to Address SB 13 (Library Books)

I move the Board Approve Policy EFB(LOCAL)-Alt. to Address SB 13 (Library Books)

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

P. Consider and Take Action to Approve the 2025-2026 Student Code of Conduct

I move the Board Approve the 2025-2026 Student Code of Conduct.

Motion made by: Andrew Gonzales

Seconded by: Susan Schmidt

Crystal Ward: Yea, Michael Roepke: Yea, David Young: Abstained; Andrew Gonzales: Yea; Tessa Strider: Yea, Susan Schmidt: Yea, Royce Hatch: Yea.
Yea – 6; Nay – 0

8. DISCUSSION ITEMS

A. Discuss Future Action and Discussion items

B. Staffing Update

The district is fully staffed.

C. Board Training Update

1. Professional Development Hours (Required)

2. txEDCON2025 TASA/TASB Conference in September

D. Next Steps for the New Campus

The board engaged in discussion about the CJH/CHS logo, planning calendar, future construction alternates to consider, adding bleachers and to the project.

E. Staff Appreciation Event - Date and Location

9. Future Board Meeting Dates

The next board meeting will be August 14th at 6:00.

The September meeting will be September 9 instead of September 11 due to the TASA/TASB Conference that the board will attend (Sept. 11-14).

10. 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 10:57 PM.

The Board came out of executive session at 11:23 PM

A. Discuss New Hires

11. 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

I move the Board Approve the New Hire Recommendations.

Motion made by: Susan Schmidt

Seconded by: Andrew Gonzales

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

Yea – 7; Nay – 0

12. Report Items

A. 2025-2026 CISD Employee Handbook

B. 2025-2026 CISD Student Handbook

C. Surplus

D. Resignations

13. ADJOURNMENT: @ 11:31 PM

I Move that we adjourn.

Motion made by: Michael Roepke

Seconded by: Royce Hatch

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

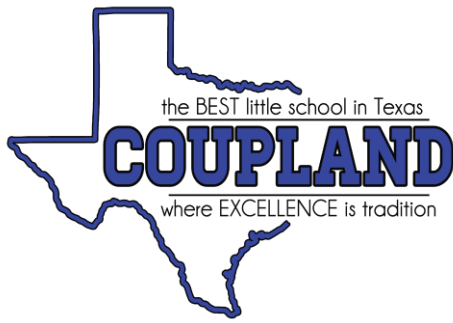
Yea – 7; Nay – 0

Board President

Date

Board Secretary

Date



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

BOARD WORKSHOP - BUDGET MINUTES

Date: Thursday, July 31, 2025
Time: 6:00 PM
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Arrived at 7:22 PM

Michael Roepke – Present

Andrew Gonzales – Present

David Young – Present

Tessa Strider – Present

Susan Schmidt – Present

Royce Hatch – Present:

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call to Order @ 6:00 PM**
2. **Public Comment**
Nobody signed up
3. **Construction Update:**
Christine Walker- Claycomb and Associates (Architect)
Randy Boone - Weaver & Jacobs (CMAR)

Mr. Boone provided a PowerPoint presentation detailing the progress at the New School site. The last concrete pour (about 400 cubic yards) was successfully poured. Steel erection will resume the week of August 4th. Now that all of the concrete foundation has been poured, the next phase will include metal framing on the exterior walls and roof decking installation. Mr. Boone also shared several photos and aerial videos of the project.

Christine Walker reviewed provided an overview of the project status to date. See Update "June 2025.

4. Discuss 2025-2026 Compensation Plan and General Pay Increase

Dr. Parcell debriefed a TASB Compensation Review of the district's compensation plan. The review incorporated recommendation to address HB2 spending requirements for teachers and support staff. The Board discussed the following:

- Increasing starting teacher pay to \$47,000 after reviewing four total pay scales.
- A 5% general pay increase to custodial/maintenance and cafeteria staff
- A 3% general pay increase to all other non-teaching staff members.
- Increasing the district's health insurance contribution \$25 dollars, from \$450 to \$475
- Providing a longevity stipend to dedicated staff at 5, 10, 15, and 20 consecutive years of service to the district.

5. Staffing Review

Dr. Parcell provided a summary of the TASB study that was conducted on district staffing. Several recommendations were provided and will be taken into consideration as the district grows and expands.

6. Budget Presentation # 3 (Preliminary) for 2025-2026

Dr. Parcell provided the board with preliminary budget that included a \$47,000 starting teacher salary, a \$475 employer health insurance contribution, a longevity stipend and additional budget items for the new school. As presented the district would have a deficit budget of about \$70,000.

Dr. Parcell also presented the same budgeted expenses but included a \$0.03 Voter Approved Tax Ratification Election increase. If a VATRE were to be successful, the district would see an additional increase in revenue of approximately \$240,000 for M & O per school year. The local taxes would generate about \$90,000 and then the state would give CISD about \$150,000. Not a single penny would leave the district (recapture). The additional funds would be directed toward staff salaries and supplies for district needs.

7. Adjourn @ 7:45 PM

I Move that we adjourn.

Motion made by: David Young

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	<input type="text"/>	E-Mail Address	<input type="text"/>
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Check Payments
 COUPLAND ISD
 District Written Checks
 For the Month of July

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
007654	07-01-2025	COMBINED BENEFITS G	DEDCH		863-00-2153.00-012-500000	JUL DED HEALTH INSURANCE	201.42	N
			DEDCH		863-00-2153.00-013-500000	JUL DED HEALTH INSURANCE	200.23	N
			DEDCH		863-00-2153.00-015-500000	JUL DED LIFE INSURANCE	239.50	N
			DEDCH		863-00-2153.00-016-500000	JUL DED HEALTH INSURANCE	179.00	N
			DEDCH		863-00-2153.00-022-500000	JUL DED HEALTH INSURANCE	233.04	N
			DEDCH		863-00-2153.00-026-500000	JUL DED HEALTH INSURANCE	918.75	N
			DEDCH		863-00-2153.00-027-500000	JUL DED HEALTH INSURANCE	1,369.94	N
			DEDCH		863-00-2153.00-029-500000	JUL DED LIFE INSURANCE	511.83	N
			DEDCH		863-00-2153.00-035-500000	JUL DED HEALTH INSURANCE	86.40	N
			DEDCH		863-00-2153.00-105-500000	JUL DED HEALTH INSURANCE	103.00	N
			DEDCH		863-00-2153.00-106-500000	JUL DED HEALTH INSURANCE	126.36	N
			DEDCH		863-00-2153.00-107-500000	JUL DED LIFE INSURANCE	83.62	N
			DEDCH		863-00-2153.00-108-500000	JUL DED HEALTH INSURANCE	63.00	N
			DEDCH		863-00-2153.00-111-500000	JUL DED LIFE INSURANCE	43.01	N
			DEDCH		863-00-2159.00-037-500000	JUL DED MISCELLANEOUS DEDU	804.99	N
			DEDCH		863-00-2159.00-100-500000	JUL DED HSA	120.00	N
			DEDCH		863-00-2159.00-101-500000	JUL DED MISCELLANEOUS DEDU	48.98	N
			DEDCH		863-00-2159.00-110-500000	JUL DED MISCELLANEOUS DEDU	99.55	N
			Totals for Check 007654					
007655	07-01-2025	NATIONAL BENEFIT SER	DEDCH		863-00-2159.00-034-500000	JUL DED TAX SHEL. ANNUITY	250.00	N
			DEDCH		863-00-2159.00-042-500000	JUL DED TAX SHEL. ANNUITY	500.00	N
			DEDCH		863-00-2159.00-102-500000	JUL DED TAX SHEL. ANNUITY	100.00	N
			DEDCH		863-00-2159.00-103-500000	JUL DED TAX SHEL. ANNUITY	575.00	N
Totals for Check 007655							1,425.00	
007656	07-01-2025	TEXAS STATE DISBURS	DEDCH		863-00-2159.00-019-500000	JUL DED MISCELLANEOUS DEDU	829.66	N
073025	07-30-2025	TRS	250191		863-00-2155.00-000-500000	TRS	20,554.37	N
			250191		863-00-2155.00-000-500000	TRS	1,619.39	N
			250191		863-00-2155.01-000-500000	TRS	853.57	N
			250191		863-00-2155.02-000-500000	TRS	3,525.73	N
			250191		863-00-2155.03-000-500000	TRS	129.35	N
			250191		863-00-2155.04-000-500000	TRS	1,868.62	N
			250191		863-00-2155.08-000-500000	TRS	4,128.18	N
			Totals for Check 073025					
IRS07A	07-18-2025	UNITED STATES TREAS	DEDCH		863-00-2151.00-000-500000	JUL WIRE PAYROLL DEDUCTION	16,770.26	N
			DEDCH		863-00-2152.01-000-500000	JUL WIRE PAYROLL DEDUCTION	3,909.96	N
			DEDCH		863-00-2152.02-000-500000	JUL WIRE PAYROLL DEDUCTION	3,909.96	N
Totals for Check IRS07A							24,590.18	
TRA07	07-18-2025	TRS	DEDCH		863-00-2153.00-050-500000	JUL WIRE PAYROLL DEDUCTION	7,478.00	N
			DEDCH		863-00-2153.00-051-500000	JUL WIRE PAYROLL DEDUCTION	3,266.00	N
			DEDCH		863-00-2153.00-052-500000	JUL WIRE PAYROLL DEDUCTION	13,574.00	N
Totals for Check TRA07A							24,318.00	
Total For District Written Checks							89,274.67	

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

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020387	07-02-2025	CHASE INK	250181	Costco 2025	199-11-6397.00-101-599000	Costco Annual Fee	130.00	N
			350332	June 2025	199-11-6397.00-101-599000	Start of Year Aug 2025	838.66	N
			350508	2025 06	199-11-6397.00-101-599000	Camp Supplies	943.65	N
			350477	9327400	199-11-6397.01-101-511000	Elem Music supplies	12.85	N
			350477	9225001	199-11-6399.00-101-511000	Elem Music supplies	71.99	N
			350485	6548207	199-11-6399.00-699-525000	Whiteboard, table chairs	586.04	N
			350489	Academy 0611	199-11-6399.00-699-525000	Camp Supplies	149.96	N
			350489	Walmart 0611	199-11-6399.00-699-525000	Camp Supplies	519.10	N
			350475	2481814	199-11-6399.03-101-511000	PE supplies	145.49	N
			350493	9457001	199-23-6499.00-101-599000	Flags	250.41	N
			350496	Staff Camp	199-23-6499.00-101-599000	Camp Food	651.04	N
			350505	60317204	199-31-6399.00-101-599000	IED III Classroom Kit	390.88	N
			250182	38989	199-31-6399.01-101-599000	SCUTA Max	351.00	N
			350465	8794628	199-33-6399.00-101-599000	Nurse Supplies	11.15	N
			350465	8484231	199-33-6399.00-101-599000	Nurse Supplies	76.00	N
			350465	0533809	199-33-6399.00-101-599000	Nurse Supplies	208.17	N
			350492	Stockup 5453G	199-34-6311.00-101-599000	Gas for Van	53.50	N
			250183	1585730 0612	199-34-6499.00-101-599000	CTRMA Toll	7.68	N
			350487	HEB 964823	199-41-6419.00-702-599000	June Board Meal	103.08	N
			350486	Post Oak 8717	199-51-6249.04-999-599000	AC Part	31.99	N
			350485	8353862	199-51-6319.01-101-599000	Whiteboard, table chairs	249.84	N
			350485	2485842	199-51-6319.01-101-599000	Whiteboard, table chairs	259.90	N
			350503	8365832	199-51-6319.01-101-599000	Carpet Music Fine Arts	2,598.96	N
			350497	4229051	199-53-6399.00-101-599000	Tech Supplies	51.43	N
Totals for Check 020387							8,692.77	
020388	07-02-2025	FUELMAN	250184	683953	199-34-6311.00-101-599000	Gas for Bus	120.00	N
			250184	0625 Fee	199-34-6311.00-101-599000	Gas for Bus card fee	41.93	N
				683953	199-34-6311.00-101-599000	Discount for Fuel	-12.77	N
Totals for Check 020388							149.16	
020389	07-02-2025	ESC 13	350397	278387	199-11-6239.00-101-523000	Hill Country Institute Hebbe	180.00	N
020390	07-02-2025	LEARNING A-Z, LLC	350490	CI-00119699	199-11-6397.00-101-599000	Reading A-Z	540.00	N
020391	07-02-2025	RENAISSANCE INSTITUT	350090	2024	199-53-6299.14-101-599000	Renaissance Inst 24-25	4,000.00	N
020392	07-02-2025	SPECTRUM	350091	10480050106212	199-51-6259.01-101-599000	Telephone	1,402.99	N
			350091	10480050106212	199-53-6299.15-101-599000	Internet	1,828.13	N
Totals for Check 020392							3,231.12	
020393	07-02-2025	SUBURBAN PROPANE	250185	7923-006933	199-51-6259.03-101-599000	Bulk Tank Rent	60.00	N
020394	07-02-2025	TASB	350335	675155	199-41-6299.01-701-599000	Pay System Review	3,200.00	N
020395	07-02-2025	TAYLOR SPORTING GO	350418	1116	199-11-6399.03-101-511000	PE Uniforms	1,210.00	N
020396	07-02-2025	TEXAS MULTI-CHEM	350329	1063409	199-51-6299.00-101-599000	'Field Ground service	780.00	N
020397	07-02-2025	TRIUMPH PROTECTION	350427	INV023557	429-52-6299.00-101-399000	Security Officer	896.00	N

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020398	07-02-2025	WALSH GALLEGOS TRE	250186	710870	199-41-6211.00-701-599000	Legal ROW donation	220.50	N
			250186	710871	199-41-6211.00-701-599000	Legal IND Annual Retainer	1,000.00	N
			Totals for Check 020398					
020399	07-02-2025	WASTE MANAGEMENT	350107	0211806-2161-3	199-51-6249.00-101-599000	Trash Pickup	691.99	N
020400	07-22-2025	DIRECT ENERGY BUSIN	350108	25182005727328	199-51-6259.02-101-599000	Electricity	4,037.70	N
020401	07-22-2025	ESC REGION IV	350516	1861646512	199-13-6239.00-101-511000	Dyslexia PD	860.00	N
020402	07-22-2025	GREATAMERICA	350099	39620641	199-23-6269.00-101-599000	Copier Lease	141.18	N
020403	07-22-2025	HILAND DAIRY FOODS C	250187	7031844	240-35-6341.02-101-599000	CN Milk Purchase	249.22	N
			250187	9064334	240-35-6341.02-101-599000	CN Milk Purchase	249.22	N
			250187	7032093	240-35-6341.02-101-599000	CN Milk Purchase	207.89	N
Totals for Check 020403						706.33		
020404	07-22-2025	LABATT FOOD SERVICE	250188	6029172	240-35-6341.55-101-599000	CN Food Order	700.64	N
			250188	6091697	240-35-6341.55-101-599000	CN Food Order	117.13	N
Totals for Check 020404						817.77		
020405	07-22-2025	LOWE'S	350513	986008	199-51-6249.04-999-599000	Flooring supplies	789.27	N
020406	07-22-2025	MANVILLE WATER SUPP	350109	2106541 0725	199-51-6259.00-101-599000	Water Bill	356.81	N
			350109	2138551 0725	199-51-6259.00-101-599000	Water Bill	344.90	N
			350109	601151 0725	199-51-6259.00-101-599000	Water Bill	310.35	N
Totals for Check 020406						1,012.06		
020407	07-22-2025	NEIL J WHITE	250189	Stock UP 71951	199-51-6319.01-101-599000	Gas for Mower	17.76	N
020408	07-22-2025	PEST PATROL	350106	138760	199-51-6249.03-101-599000	Pest Treatment	250.00	N
020409	07-22-2025	SUBURBAN PROPANE	250190	12840	199-51-6259.03-101-599000	Gas Check Labor	149.05	N
020410	07-22-2025	TOSHIBA FINANCIAL SE	350100	590973034	199-11-6269.00-101-599000	Copier Lease	296.82	N
020411	07-22-2025	TRIUMPH PROTECTION	350427	INV023599	429-52-6299.00-101-399000	Security Officer	960.00	N
020412	07-24-2025	CHASE INK	350501	Rush 50268576	199-34-6249.00-101-599000	Bus AC Repair	178.80	N
			350501	Rush 50268388	199-34-6249.00-101-599000	Bus AC Repair	8,389.01	N
Totals for Check 020412						8,567.81		
020413	07-31-2025	APPLE INC	350468	MB83315032	199-13-6399.00-101-511000	Ipad for Media	329.00	N
020414	07-31-2025	CONSTRUCTION CODE	350521	CPL25-06-30	699-81-6629.00-999-599000	Inspection 0630	725.00	N
020415	07-31-2025	COUPLAND WATER SUP	350536	April 2025	699-81-6629.00-999-599000	Sewer Engnr and plnt Mgr fee	250.00	N
			350536	5M 1167	699-81-6629.00-999-599000	Sewer Engnr and plnt Mgr fee	2,520.00	N
			350536	July 2025	699-81-6629.00-999-599000	Sewer Engnr and plnt Mgr fee	125.00	N
Totals for Check 020415						2,895.00		
020416	07-31-2025	ESC 13	350547	278390	199-13-6411.00-101-599000	Sped PD Tai,Abbott, Harkins	200.00	N
			350547	278389	199-13-6411.00-101-599000	Sped PD Tai,Abbott, Harkins	200.00	N
			350547	278388	199-13-6411.00-101-599000	Sped PD Tai,Abbott, Harkins	200.00	N
			350429	277904	199-41-6411.01-701-599000	PD - Parcell	55.00	N
Totals for Check 020416						655.00		

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

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020417	07-31-2025	HEARTLAND PAYMENT	350518	HSSREC038184	199-53-6299.13-101-599000	Heartland 25-26 SY	2,180.00	N
020418	07-31-2025	CHUYS TRUCKING LLC	350545	1	199-51-6249.01-999-599000	20 x 42 pad	1,800.00	N
020419	07-31-2025	RADIX TECH INC	350515	E1258000225	199-53-6399.00-101-599000	Promethean panels license	558.00	N
020420	07-31-2025	SOUTHERN TIRE MART	350512	4660099570	199-34-6249.00-101-599000	New Tires for BB Bus	1,902.92	N
020421	07-31-2025	SPECTRUM	350091	10480050107212	199-51-6259.01-101-599000	Telephone	1,401.75	N
			350091	10480050107212	199-53-6299.15-101-599000	Internet	1,827.85	N
Totals for Check 020421							3,229.60	
020422	07-31-2025	TASB	350537	679288	199-41-6411.01-701-599000	Brd Trn CW EP AG SS TS RH	485.00	N
			350537	679288	199-41-6419.00-702-599000	Brd Trn CW EP AG SS TS RH	2,425.00	N
Totals for Check 020422							2,910.00	
020423	07-31-2025	TASBO	350544	434931	199-41-6495.00-750-599000	CSF 25-26	1,700.00	N
020424	07-31-2025	TAYLOR SPORTING GO	350401	1195	199-11-6397.00-101-599000	Cowboy corral shirts	1,224.00	N
			350519	1196	199-23-6499.00-101-599000	Shirts for new staff	140.00	N
Totals for Check 020424							1,364.00	
020425	07-31-2025	FUELMAN	250192	931987	199-34-6311.00-101-599000	Gas for bus	105.00	N
			250192	191174 07 fee	199-34-6311.00-101-599000	Gas for Bus Card Fee	41.93	N
				931987	199-34-6311.00-101-599000	Discount for Fuel	-11.09	N
Totals for Check 020425							135.84	
020426	07-31-2025	TEXAS MULTI-CHEM	350329	1063704	199-51-6299.00-101-599000	'Field Ground service	1,120.00	N
020427	07-31-2025	TRINITY EDUCATIONAL	350520	7159	199-11-6219.00-101-523000	Bilingual Evals May 25	1,870.00	N
Total For Computer Written Checks							66,831.65	
Total Checks							156,106.32	

End of Report

COUPLAND INDEPENDENT SCHOOL DISTRICT

GENERAL FUND FINANCIAL STATEMENT

Fund 199
JULY 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	\$ 2,361,861	108.18%	\$ 2,233,999	\$ 2,254,277	100.91%
State Program Revenues	2,610,521	2,373,416	90.92%	2,266,553	2,012,092	88.77%
Federal Program Revenues	14,500	-	0.00%	12,445	34,251	275.22%
Other Financing Sources	-	-	0.00%	-	-	0.00%
Total Revenues	\$ 4,808,226	\$ 4,735,277	98.48%	\$ 4,512,997	\$ 4,300,620	95.29%
EXPENDITURE SUMMARY BY FUNCTION:						
11 - Instructional	\$ 2,904,321	\$ 2,499,820	86.07%	\$ 2,676,074	\$ 1,976,554	73.86%
12 - Instructional Resources and Media Services	7,850	6,190	78.86%	7,217	7,217	100.00%
13 - Curriculum and Instructional Staff Development	19,700	11,805	59.92%	18,950	5,234	27.62%
21 - Instructional Leadership	12,362	22,971	185.82%	2,150	575	26.74%
23 - School Leadership	320,173	281,595	87.95%	285,307	256,034	89.74%
31 - Guidance, Counseling and Evaluation	174,769	169,400	96.93%	175,522	142,383	81.12%
33 - Health Services	3,550	1,726	48.63%	6,400	652	10.19%
34 - Student Transportation	275,192	224,090	81.43%	179,542	139,969	77.96%
35 - Food Service	2,059	2,107	102.35%	-	-	
36 - Cocurricular/Extra Curricular Activities	27,714	22,397	80.81%	33,022	22,540	68.26%
41 - General Administration	368,356	320,499	87.01%	400,670	374,796	93.54%
51 - Plant Maintenance and Facility Services	363,425	293,360	80.72%	394,505	326,454	82.75%
52 - Security and Monitoring Services	48,750	20,735	42.53%	39,000	29,974	76.86%
53 - Data Processing Services	247,658	216,157	87.28%	186,512	178,349	95.62%
61 - Community Services	500	484	96.78%	-	328	
71 - Debt Service	66,436	66,435	100.00%	69,000	66,370	96.19%
81 - Capital Outlay	-	-	0.00%	-	-	
93 - Payments to Fiscal Agents	-	-		-	10,363	
99 - Other intergovernmental Charges	25,000	23,116	92.46%	14,000	20,000	142.86%
Operating Transfer to Cafeteria	9,681	-	0.00%	25,126	-	0.00%
Total Expenditures	\$ 4,877,496	\$ 4,182,888	85.76%	\$ 4,512,997	\$ 3,557,792	78.83%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 3,776,173	\$ 3,294,229	87.24%	\$ 3,504,349	\$ 2,705,064	77.19%
62XX - Professional and Contracted Services	550,594	439,787	79.88%	503,564	486,698	96.65%
63XX - Supplies and Materials	200,970	141,536	70.43%	246,971	156,494	63.37%
64XX - Other Operating Expenses	153,642	120,901	78.69%	97,987	72,647	74.14%
65XX - Debt Service - Principal	66,436	66,435	100.00%	69,000	66,370	96.19%
66XX - Capital Outlay Expenses	120,000	120,000	100.00%	66,000	70,519	106.85%
Operating Transfers	9,681	-	0.00%	25,126	-	0.00%
Total Expenditures	\$ 4,877,496	\$ 4,182,888	85.76%	\$ 4,512,997	\$ 3,557,792	78.83%



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

	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 60,000	\$ 61,174	101.96%	\$ 67,300	\$ 57,484	85.41%
State Program Revenues	11,058	16,812	152.04%	26,854	25,619	95.40%
Federal Program Revenues	167,000	159,938	95.77%	139,506	141,276	101.27%
Other Financing Sources	9,681	-	0.00%	25,126	-	0.00%
Total Revenues	\$ 247,739	\$ 237,925	96.04%	\$ 258,786	\$ 224,379	86.70%
EXPENDITURES:						
35 - Food Services	\$ 247,739	\$ 219,035	88.41%	\$ 258,876	\$ 214,871	83.00%
Total Expenditures	\$ 247,739	\$ 219,035	88.41%	\$ 258,876	\$ 214,871	83.00%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 142,039	\$ 129,899	91.45%	\$ 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	102,439	104.00%	110,674	91,843	82.99%
64XX - Other Operating Expenses	700	66	9.40%	700	242	34.57%
64XX - Other Operating Expenses	-	-	0.00%	-	-	-
Total Expenditures	\$ 247,739	\$ 232,404	93.81%	\$ 258,786	\$ 214,871	83.03%

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



	2024-2025			2023-2024		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 1,547,519	\$ 1,611,312	104.12%	\$ 1,550,025	\$ 1,459,514	94.16%
State Program Revenue	\$ 92,381	\$ 101,566	109.94%	\$ -	\$ 92,245	
Total Revenues	\$ 1,639,900	\$ 1,712,878	104.45%	\$ 1,550,025	\$ 1,551,759	100.11%
EXPENDITURES:						
71 - Debt Service	\$ 1,639,900	\$ 1,040,400	63.44%	\$ 1,550,025	\$ 959,619	61.91%
Total Expenditures	\$ 1,639,900	\$ 1,040,400	63.44%	\$ 1,550,025	\$ 959,619	61.91%
EXPENDITURE SUMMARY BY OBJECT CODE:						
65XX - Debt Service Expenses	1,639,900	1,040,400	63.44%	1,550,025	959,619	61.91%
Total Expenditures	\$ 1,639,900	\$ 1,040,400	63.44%	\$ 1,550,025	\$ 959,619	61.91%



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
GENERAL FUND
PROPOSED BUDGET AMENDMENT
BOARD MEETING AUGUST 2025**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
Revenue:				
57XX	Local Revenue	2,183,205.00	65,000.00	2,248,205.00
58XX	State Revenue	2,610,521.00		2,610,521.00
59XX	Federal Revenue	14,500.00		14,500.00
79XX	Other Resources	0.00		0.00
	Revenue Budget	4,808,226.00	65,000.00	4,873,226.00
Expense:				
11	Instruction	2,904,320.50	(98,500.00)	2,805,820.50
12	Instruction Media/Library	7,850.00	3,000.00	10,850.00
13	Curriculum Development and Instructional Staff Development	19,700.00	3,000.00	22,700.00
21	Instructional Leadership	12,362.00	15,000.00	27,362.00
23	Campus Administration	320,173.00	12,000.00	332,173.00
31	Guidance & Counseling	174,769.00	20,000.00	194,769.00
33	Health Services	3,550.00		3,550.00
34	Student Transportation	275,192.00	35,000.00	310,192.00
35	Food Service	2,059.00		2,059.00
36	Cocurricular Activities	27,714.00	6,000.00	33,714.00
41	General Administration	368,356.00	30,000.00	398,356.00
51	Plant Maintenance	363,425.00	30,000.00	393,425.00
52	Security & Monitoring Services	48,750.00		48,750.00
53	Data Processing	247,658.50		247,658.50
61	Community Services	500.00		500.00
71	Debt Service	66,436.00		66,436.00
99	Intergovernment Payments	25,000.00		25,000.00
89XX	Transfer to Food Service	9,681.00	9,500.00	19,181.00
	Expenditure Budget	4,877,496.00	65,000.00	4,942,496.00
FUND BALANCE				
	Fund Balance Increase (Decrease)	(69,270.00)	0.00	(69,270.00)



**COUPLAND ISD
FOOD SERVICE FUND
PROPOSED BUDGET AMENDMENT
BOARD MEETING AUGUST 2025**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
Revenue:				
57XX	Local Revenue	60,000.00	1,000.00	61,000.00
58XX	State Revenue	11,058.00	7,500.00	18,558.00
59XX	Federal Revenue	167,000.00		167,000.00
79XX	Other Resources	9,681.00	9,500.00	19,181.00
	Revenue Budget	247,739.00	18,000.00	265,739.00
Expense:				
35	Food Service	247,739.00	18,000.00	265,739.00
	Expenditure Budget	247,739.00	18,000.00	265,739.00
FUND BALANCE				
	Fund Balance Increase (Decrease)	0.00	0.00	0.00



**COUPLAND ISD
DEBT SERVICE FUND
PROPOSED BUDGET AMENDMENT
BOARD MEETING AUGUST 2025**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
Revenue:				
57XX	Local Revenue	1,547,519.00	62,000.00	1,609,519.00
58XX	State Revenue	92,381.00		92,381.00
59XX	Federal Revenue	0.00		0.00
79XX	Other Resources	0.00		0.00
	Revenue Budget	1,639,900.00	62,000.00	1,701,900.00
Expense:				
71	Debt Service	1,639,900.00	62,000.00	1,701,900.00
	Expenditure Budget	1,639,900.00	62,000.00	1,701,900.00
FUND BALANCE				
	Fund Balance Increase (Decrease)	0.00	0.00	0.00



Board of Trustees

Date of Meeting	
Item Type	

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

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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FY 2025-2026 Proposed Budget
With VATRE

General Operating Fund Fund 199	Debt Service Fund Fund 599	Child Nutrition Services Fund Fund 240
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Estimated Revenue

Maintenance & Operations Taxes	\$ 2,439,742		
Debt Service Interest & Sinking Taxes		\$ 1,729,834	
State Aid	\$ 2,882,166		\$ 11,213
Other Local Revenue			\$ 61,300
Transfer In (7XXX)			\$ 28,769
Federal Revenue (SHARS, eRate)	\$ 54,500		\$ 167,000
Total Revenue	\$ 5,376,408	\$ 1,729,834	\$ 268,282

Estimated Appropriations

11 Instructional	\$ 3,019,505		
12 Instructional Resources & Media Services	\$ 41,101		
13 Curriculum & Staff Development	\$ 21,200		
21 Instructional Leadership	\$ 15,000		
23 School Leadership	\$ 360,665		
31 Guidance, Counseling & Evaluation	\$ 238,013		
33 Health Services	\$ 3,550		
34 Student Transportation	\$ 157,349		
35 Child Nutrition Services			\$ 268,282
36 Extracurricular Student Activities	\$ 27,076		
41 General Administration	\$ 393,165		
51 Plant Maintenance & Operations	\$ 424,423		
52 Security & Monitoring Services	\$ 65,450		
53 Data Processing Services	\$ 312,952		
61 Community Services	\$ 1,000		
71 Debt Service	\$ 66,484	\$ 1,729,834	
81 Facilities Acquisition & Construction			
99 Other Intergovernmental Costs	\$ 27,500		
89XX Transfer to CNS	\$ 28,769		
Total Estimated Appropriations	\$ 5,203,202	\$ 1,729,834	\$ 268,282

Estimated Fund Balance Draw	\$ 173,206	\$ -	\$ -
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Budgeted Expenditure for legally-required newspaper notices: Object code - 6491 (public notices)	\$ 4,500
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Budgeted Expenditure for lobbying activities: Object code - 6214	\$ 188
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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



**Resolution of the Board to Set Tax Rate
For Coupland Independent School District for the Tax Year 2025**

Date: August 14, 2025

On this date, we, the Board of Trustees of the Coupland Independent School District, hereby levy or set the tax rate on \$100 valuation for the District for the tax year 2025 at a total tax rate of \$1.192200, to be assessed and collected by the duly specified assessor and collector as follows:

\$0.692200 for the purpose of maintenance and operations, and

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

\$1.192200 Total Tax Rate for Coupland ISD

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

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

Signed:

Crystal Ward, CISD Board President

Date

Attest:

David Young, CCISD Board Secretary

Date



Board of Trustees

Date of Meeting
Item Type

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

Attachments	
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Contact Person E-Mail Address

RESOLUTION
ORDER OF ELECTION FOR A COUPLAND ISD
VOTER-APPROVAL TAX RATE ELECTION (VATRE) ON NOVEMBER 4, 2025.

THE STATE OF TEXAS

COUNTY OF TRAVIS AND WILLIAMSON

COUPLAND INDEPENDENT SCHOOL DISTRICT

WHEREAS, the Board of Trustees (the “Board”) of the Coupland Independent School District (the “District”) has adopted an Order setting a tax rate for tax year 2025 that exceeds the District’s voter-approval tax rate; and

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

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

WHEREAS, the Board adopted its Order setting the tax rate on August 14, 2025, which date of such Order is more than seventy-one (71) days before November 4, 2025; and

WHEREAS, the Board has the authority under Chapters 42 and 85 of the Texas Election Code to designate voting locations for election day and early voting locations, dates, and times; and

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

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

WHEREAS, November 4, 2025, is the next uniform election date under Section 41.001, which date is more than seventy-eight (78) days from the date of this Order and sufficient time remains for the District to comply with the requirements of other law related to the conduct of the Election; and

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

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

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

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

The Election shall be held on Tuesday, November 4, 2025, which is seventy-eight (78) or more days from the date of adoption of this Order. This Order calls the Election within and throughout the territory of the District at which all residents, qualified electors of the District, shall be entitled to vote. The Board hereby finds that holding the Election on such date is in the public interest. The hours during which the polling places are to be open on election day shall be from 7:00 o'clock a.m. to 7:00 o'clock p.m. The voting locations for election day are attached as Exhibit "A" to this Order and incorporated by reference herein.

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

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

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

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

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

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

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

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

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

Section 4. Ballots.

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

OFFICIAL BALLOT PROPOSITION

FOR

"THIS IS A TAX INCREASE."

Ratifying the Ad Valorem tax rate of \$1.192200 in Coupland Independent School District for the current year, a rate that will result in an increase of 6.4% percent in Maintenance and Operations tax revenue for the district for the current year as compared to the preceding year, which is an additional \$240,939.

AGAINST

Section 5. Election information to be provided in Spanish.

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

Section 6. Approval of Appointment of Agent.

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

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

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

Section 7. Early Voting.

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

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

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

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

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

For the use of voters who are entitled by law to vote early by mail, the regular early voting clerk shall provide each voter with a ballot with instructions to mark the ballot indicating his or her vote for each candidate or measure on the same ballots utilized for early voting by personal appearance at the Election. An application for a ballot by mail must be received by October 24, 2025 (mere postmarking by the deadline is insufficient).

Early Voting by Personal Appearance

The dates, hours and locations for early voting by personal appearance, as well as the voting

locations for election day are attached as Exhibit “A” to this Order and incorporated by reference herein.

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

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

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

Section 9. Notice of Election.

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

Section 10. Authority of the Superintendent.

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

Section 11. Preamble Incorporation.

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

Section 12. Inconsistent Provisions.

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

Section 13. Governing Law.

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

Section 14. Severability.

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

Section 15. Notice of Meeting.

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

Section 16. Authorization to Execute.

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

Section 17. Effective Date.

This Order is effective immediately upon its passage and approval.

PASSED AND APPROVED this 14th day of August 2025 by the Board of Trustees for the Coupland Independent School District.

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

Attest:

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



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

JOINT ELECTION AGREEMENT FOR NOVEMBER 4, 2025 ELECTIONS

Recitals

1. Travis County (the “County”) will be conducting general and special elections for the participating entities (each, a “Participating Entity,” and together, the “Participating Entities”) listed in Exhibit A, which is attached to and incorporated into this agreement, on November 4, 2025. Each Participating Entity requires elections to be held on November 4, 2025 in those portions the Participating Entity’s territory that are located in Travis County.
2. Under Texas Election Code Section 271.002, political subdivisions of the State of Texas are authorized to hold elections jointly in voting precincts that can be served by common polling places if elections are ordered by the authorities of two or more political subdivisions to be held on the same day in all or part of the same territory.
3. Texas Government Code Chapter 791 authorizes local governments to contract with one another and with state agencies for various governmental functions, including those in which the contracting parties are mutually interested.
4. It would benefit the County, the Participating Entities, and their respective citizens and voters to hold the elections jointly in the election precincts that common polling places can serve.

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

I. Scope of Joint Election Agreement

This agreement covers conducting the November 4, 2025 General and Special Elections for the Participating Entities. The Participating Entities will hold these elections on November 4, 2025 (“Election Day”) jointly for the Participating Entities’ voters who reside in Travis County. This agreement also covers any General and Special Election runoffs, if necessary.

II. Election Officer

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

III. Early Voting

Each of the Participating Entities agrees to conduct its early voting jointly. Each of the Participating Entities appoints the Travis County Clerk, the early voting clerk for Travis County, as the early voting clerk for the joint election. Early voting for the Participating Entities will be conducted at the dates, times, and locations as selected by the Election Officer and authorized and ordered by the governing body of each Participating Entity.

A. County Responsibilities

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

perform all tests of voting equipment as required, including posting notice of equipment testing.

6. Under Election Code sections 66.058 and 271.010, the Participating Entities appoint the Travis County Clerk as the joint custodian of records for the sole purpose of preserving all voted ballots securely in a locked room in the locked ballot boxes for the preservation period that the Election Code requires.
7. The County will receive ballot language in both English and Spanish from each Participating Entity and format the ballots as needed to include these languages. The County will provide each Participating Entity with a final proof of ballot language for approval before printing the ballots. Upon final proof approval, ballots will be printed in an expedited timeframe so as to allow ballot allocations for the ballot mail outs for the Early Voting by Mail Program.
8. A single joint voter sign-in process consisting of a common list of registered voters, and common signature rosters will be used for early voting. A single, combined ballot and any number of ballot boxes required for each election site, as determined by the County, will be used. The County will use an electronic voting system, as defined and described in Texas Election Code Title 8, and agrees to use ballots that are compatible with such equipment.
9. The County will be responsible for facilitating the appointment and operation of the Early Voting Ballot Board. The County will designate a person to serve as the presiding judge for the Early Voting Ballot Board and will provide that information to the governing body of each Participating Entity for entry of an order by that authority appointing this official. The presiding judge for the Early Voting Ballot Board is eligible to serve in this capacity. The presiding judge for the Early Voting Ballot Board will appoint two or more election clerks, and the judge and clerks will comprise the Early Voting Ballot Board and will count and return early voting ballots and perform other duties the Election Code requires of it. This provision applies only in elections that are also countywide elections. In elections that are not also countywide elections, the Participating Entity will be responsible in making the presiding judge and the alternate presiding judge appointment. The Participating Entity will be responsible for these appointments unless the Participating Entity expressly grants to the County that authority. If the Participating Entity does not make the appointments within 45 days of the election, then the County will make those appointments.
10. The County will be responsible for facilitating the appointment and operation of the Signature Verification Committee, if needed. The early voting clerk will issue a written order creating the committee if the early voting clerk determines that a signature verification committee should be appointed or if the clerk receives a petition signed by at least 15 registered voters for the creation of the committee. The early voting clerk will determine the number

of members on the committee, providing for a minimum of five (the committee chair and four members), and they will comprise the Signature Verification Committee. The Signature Verification Committee will meet prior to election day to compare signatures on the applications for ballot by mail to the corresponding carrier envelopes and perform other duties the Election Code requires of it. This provision applies only in elections that are also countywide elections.

In elections that are not also countywide elections, the Participating Entity will be responsible in making these appointments. Not later than the fifth day after the date the early voting clerk issues the order calling for the appointment of a signature verification committee, or not later than October 15 for a committee required on the written request by at least 15 registered voters of the county in the general election for state and county officers, the Participating Entity will be responsible for appointing the members unless the Participating Entity expressly grants to the County that authority. If the Participating Entity does not appoint the members of the Committee by the above deadline, then the County will make those appointments.

B. Participating Entities' Responsibilities

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

IV. Election Day

A. County Responsibilities

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

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

B. Participating Entities' Responsibilities

1. Before Election Day, each Participating Entity will answer questions from the public with respect to the Participating Entity's election during regular office hours of 8:00 a.m. – 5:00 p.m.
2. Each Participating Entity shall keep their office open for election duties for at least 3 hours per day, during regular office hours, on regular business days beginning no later than the 50th day before the date of each general election or by the 3rd day after the date a special election is ordered and ending no earlier than the 40th day after election day.
3. The custodian of records for each Participating Entity will receive returns from the Travis County Clerk on Election Day.

V. Election Night

A. County Responsibilities

1. The County will be responsible for all activities on election night, including setting up a central counting station, coordinating and supervising the results tabulation, coordinating and supervising the physical layout of the support stations that are the joint election's receiving substations, and coordinating and managing election media coverage.
2. The County is responsible for coordinating the transport of voted ballot boxes to the central counting station.
3. The County will appoint the presiding judge and alternate presiding judge of the central counting station to maintain order at the central counting station, to administer oaths as necessary, to receive sealed ballot boxes, and to perform such other duties that the Texas Election Code requires, and will forward such information to each Participating Entity in a timely fashion to allow the governing body of each Participating Entity to enter appropriate orders designating such election officials before the election. The presiding judge of the central counting station may appoint clerks to serve at the central counting station. In addition, the County will appoint a tabulation supervisor to be in charge of operating the automatic tabulating equipment at the central counting station; an individual to serve as central counting station manager; and an assistant counting station manager to be in charge of administering the central counting station and generally supervising the personnel working at the central counting station. The County will forward such information to each Participating Entity in a timely fashion to allow the governing body of each Participating Entity to enter appropriate orders designating such election officials before the election. This provision applies only in elections that are also countywide elections.

In elections that are not also countywide elections, the Participating Entity will be responsible in making these appointments. The Participating Entity will be responsible for all appointments unless the Participating Entity expressly grants to the County that authority. If the Participating Entity does not make the appointments within 45 days of the election, then the County will make those appointments.

4. The County will provide the Participating Entities with reasonable space in a public area adjacent to the central counting station at which each Participating Entity may have representatives or other interested persons present during the counting process.

B. Participating Entities' Responsibilities

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

VI. County Resources

- A. The County will provide the Elections Division permanent staff and offices to administer the joint election, under the Travis County Clerk's direction.
- B. For early voting, the County will provide a locked and secure area in which voted ballot boxes will be stored until the Early Voting Ballot Board convenes. The County, by and through Administrative Operations, will be responsible for transporting the ballot boxes to the central counting station for the Early Voting Ballot Board.
- C. The County will be responsible for providing and maintaining voting equipment and testing any voting equipment as required by the Texas Election Code.
- D. The County will process the payroll for all temporary staff hired to conduct the joint election. The payroll processing includes statutory reporting and providing W-2 forms where applicable.
- E. The County will conduct early voting as indicated in this agreement.

VII. Joint Election Costs; Payment

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

- D. In the event there are any expenses associated with processing a ballot arising from a write-in candidate, the Participating Entity that received the declaration will bear the expenses.
- E. If the Participating Entity desires to establish an early voting polling place, other than those sites the Election Officer has already selected, the Participating Entity must submit the request to the Election Officer no later than 60 days before the election. The Election Officer will work with the Participating Entity to explore whether adding the location is appropriate for that election. Notwithstanding any provision to the contrary, the Election Officer has sole discretion to determine whether to provide any additional early voting sites requested by the Participating Entity.

If the Election Officer agrees that adding a proposed location is appropriate for that election, the Election Officer will thereafter provide a written estimate to the Participating Entity that sets forth the estimated cost for providing the additional early voting location(s) and the deadline by which the cost estimate must be paid, as set forth in Exhibit B. The Participating Entity will be responsible for the full cost of the additional site(s) that is being requested. If after receiving the cost estimate, the Participating Entity desires to move forward with having the additional early voting location(s), the Participating Entity will notify the Election Officer and include payment of the cost estimate with the Participating Entity's notice to the Election Officer no later than the deadline specified in the Election Officer's cost estimate.

VIII. General Provisions

A. Legal Notices

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

B. Communication

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

C. Custodian

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

D. Effective Date

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

IX. Miscellaneous Provisions

A. Amendment/Modification of Exhibits A and B

1. The Participating Entities acknowledge and agree that Exhibit A and Exhibit B may be amended to add or remove entities wishing to participate or cease participating in the agreement. The Participating Entities agree to future amendments of Exhibit A and Exhibit B and authorize the County to enter into such amendments without the Participating Entities' having to sign the future amendments. The County agrees to notify all Participating Entities of any amendments to Exhibit A and Exhibit B.
2. Except as otherwise provided, this Agreement may not be amended in any respect whatsoever except by a further agreement in writing, duly executed by the parties to this agreement. No official, representative, agent, or employee of the County has any authority to modify this Agreement except by express authorization from the Travis County Commissioners Court. No official, representative, agent, or employee of any Participating Entity has any authority to modify this agreement except by express authorization from the governing body of the respective Participating Entity. The Travis County Clerk may propose necessary amendments to this agreement in writing in order to conduct the joint election smoothly and efficiently, except that any such proposed amendment must be approved by the Travis County Commissioners Court and the governing body of each respective Participating Entity before the amendment will be effective.

B. Notice

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

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

C. Force Majeure

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

D. Venue and Choice of Law

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

E. Entire Agreement

This agreement contains the parties' entire agreement relating to the rights granted and the obligations assumed in it, and it supersedes all prior agreements, including prior election services contracts relating to each Participating Entity's November 4, 2025 election. Any prior agreements, promises, negotiations, or representations not expressly contained in this agreement are of no force or effect. Any oral representations or modifications concerning this agreement have no force or effect, except a subsequent amendment in writing as this agreement provides.

F. Severability

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

G. Breach

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

H. Payments from Current Revenues

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

I. Other Instruments

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

J. Third-Party Beneficiaries

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

K. Other Joint Election Agreements

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

L. Mediation

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

M. Counterparts

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

TRAVIS COUNTY

BY: _____
Andy Brown
County Judge

Date: _____
Dyana Limon-Mercado
County Clerk

PARTICIPATING ENTITIES

Name of Participating Entity	_____
Address	_____ _____
Name of Authorized Signatory	_____
Signature	_____
Date signed	_____
E-mail address	_____

EXHIBIT A *[this list needs to be updated]*

Municipalities

School Districts

MUDs

ESDs

EXHIBIT B
COST ESTIMATE

**THE STATE OF TEXAS
COUNTY OF WILLIAMSON**

JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES

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

This Contract is made pursuant to Texas Election Code Sections 31.092 and 271.002 and Texas Education Code Section 11.0581 for an election to be held on the election date of November 4, 2025, and administered by Bridgette Escobedo, Williamson County Elections Administrator. This Contract supersedes any and all prior contracts and agreements to conduct an election between a Participating Authority and the Elections Administrator.

RECITALS

WHEREAS each Participating Authority listed above plans to hold an election on November 4, 2025;

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

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

I. ADMINISTRATION

The Participating Authorities agree to hold an election on November 4, 2025, (“Election”) with Williamson County and each other in accordance with Chapter 271 of the Texas Election Code and this Contract. The Elections Administrator shall coordinate, supervise, and handle all aspects of administering the Election as provided in this Contract. Each Participating Authority agrees to pay the Elections Administrator for equipment, programming, election personnel, supplies, services, and administrative costs as provided in this Contract. The Elections Administrator shall serve as the Election Officer for the Election; however, each Participating Authority shall remain responsible for the decisions and actions of its officers necessary for the lawful conduct of its election. The Elections Administrator shall provide advisory services in connection with decisions to be made and actions to be taken by the officers of each Participating Authority as necessary.

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

II. LEGAL DOCUMENTS

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

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

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

In the event the boundaries of the Participating Authority have changed since the last election conducted by Williamson County with the Participating Authority, the Participating Authority shall provide the Elections Administrator with a map of the adopted boundary change in a Shapefile (.shp) format, and if possible, include a spreadsheet listing the addresses (street names and address number ranges) included within the Participating Authority's current boundaries. When adopting boundary changes, Participating Authorities are encouraged to conform to whole census block boundaries included in the latest TIGER file published by the United States Census Bureau. This map and district boundary listing provided to the Elections Administrator shall include any of the Participating Authority's districts used to elect members to the governing body as well as the external boundaries of the Participating Authority. By law, this notice and map must be provided to the Elections Administrator not later than 30 days after the date the boundary change is adopted (Sec. 42.0615, Election Code). In any event, this notice and map must be provided not later than 90 days prior to the date of the election contracted, or the Elections Administrator reserves the right to unilaterally withdraw from this Contract or modify the services contracted for at his or her discretion. The Participating Authority recognizes and agrees that failure to provide an accurate boundary map in a timely fashion can make it impossible for the Elections Administrator to provide both in-person early and Election Day voting and early voting by mail services necessary to conduct the contracted election, and the Participating Authority assumes all responsibilities to perform these duties upon failure to deliver the boundary map in accordance with this paragraph.

III. NONPERFORMANCE

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

IV. VOTING LOCATIONS

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

If polling places for the November 4, 2025 Election are different from the polling place(s) used by a Participating Authority in its most recent election, the Participating Authority agrees to post a notice no later than November 4, 2025 at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and listing the Participating Authority's polling place names and addresses in

effect for the November 4, 2025 Election. This notice shall be written in both the English and Spanish languages.

V. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

The Elections Administrator will recruit all election workers.

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

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

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

The compensation rates established by Williamson County are:

Early Voting – Early Voting Deputy Clerk (\$17 an hour), Clerks (\$15 an hour)

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

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

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

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

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

Participating Authority, and no election personnel shall be entitled to the rights, privileges, or benefits of a Participating Authority employee except as otherwise stated herein, nor shall any election personnel hold himself out as an employee or agent of a Participating Authority, unless considered an employee of the Participating Authority as determined by the governing body of said Participating Authority.

VI. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

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

Participants shall share voting equipment and supplies to the extent possible. A single ballot containing all the offices or propositions stating measures to be voted on at a particular polling place may be used in an election. A voter may not be permitted to select a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. Multiple ballot styles shall be available in those shared polling places where jurisdictions do not overlap. The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information needed to enable the election judges in the voting locations that have more than one ballot style to conduct a proper election.

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

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

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

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

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

VII. EARLY VOTING

The Participating Authorities agree to conduct Early Voting and to appoint the Election Administrator as the Early Voting Clerk in accordance with Sections 31.097 and 271.006 of the Texas Election Code. Each Participating Authority agrees to appoint the Elections Administrator's permanent county employees as Deputy Early Voting clerks. The Participating Authorities further agree that the Elections Administrator may appoint other Deputy Early Voting clerks to assist in the conduct of Early Voting as necessary, and that

these additional Deputy Early Voting clerks shall be compensated at an hourly rate set by Williamson County pursuant to Section 83.052 of the Texas Election Code. Deputy Early Voting clerks who are permanent employees of the Williamson County Elections Administrator may be paid from the election services contract fund for contractual duties performed outside of normal business hours (Sec. 31.100(e), Texas Election Code).

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

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

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

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

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

VIII. EARLY VOTING BALLOT BOARD

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

IX. CENTRAL COUNTING STATION AND ELECTION RETURNS

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

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

The Elections Administrator will prepare the unofficial canvass reports that are necessary for compliance with Texas Election Code Section 67.004, after all precincts have been counted and will deliver a copy of the unofficial canvass to each Participating Authority as soon as possible after all returns have been tabulated. Each Participating Authority shall be responsible for the official canvass of its respective election(s). The official canvass of the Election shall not take place before November 4, 2025, and no later than November 17, 2025, as per the Texas Election Code.

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

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

X. PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE WILLIAMSON COUNTY

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

XI. RUNOFF ELECTIONS

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

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

Each Participating Authority agrees to order any runoff election(s) at its meeting for canvassing the votes from the November 4, 2025, Election and to conduct its drawing for ballot positions at or immediately following such meeting in order to expedite preparations for its runoff election.

Each Participating Authority eligible to hold runoff elections after the November 4, 2025, Election agrees that the date of a necessary runoff election shall be held in accordance with the Texas Election Code.

XII. ELECTION EXPENSES AND ALLOCATION OF COSTS

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

1. **Share of Election Costs.** Each Participating Authority's share of election costs will be (i) a base fee of \$1,000.00, (ii) plus a pro rata share of the total of all costs incurred by the Elections Administrator in connection with the administration of elections of other entities held at the same time as the Election. The sum of the base charges from all Participating Authorities will be subtracted from the total of all costs before allocating the remaining costs to each Participating Authority. Each Participating Authority's share of the remaining (allocated) costs will be determined as follows: The number of registered voters in each individual Participating Authority will be divided by the number of all registered voters of all Participating Authorities to determine each entity's pro rata share expressed as a percentage, which will then be multiplied against each of the allocated costs (remaining costs after base charges are subtracted) as itemized on the final Total Cost report/invoice submitted to each Participating Authority after the Election. The end result will be a charge to the Participating Authority of \$1,000.00 plus the Participating Authority's allocated share of county-wide election costs not covered by the sum of all base fees received.

2. Each Participating Authority's share of the staffing agency fee for election workers will be determined on a pro rata basis. The staffing agency fee is based on a markup cost percentage of 27% of the gross wages of election workers not classified as employees of Williamson County.
3. Lease of Voting Equipment. Per Texas Election Code Section 123.032(d), the Williamson County Commissioners Court has established the following prices for leasing county-owned voting equipment:
 - \$250.00 per ExpressVote Ballot Marking Device
 - \$250.00 per Ballot on Demand Laptop and Printer;
 - \$400.00 per DS200/DS300 Precinct Scanner;
 - \$6,000.00 per DS850 Central Count scanner to cover the duration of the Election;
 - \$250.00 per electronic pollbook.

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

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

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

XIII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

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

XIV. RECORDS OF THE ELECTION

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

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

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

XV. RECOUNTS OR CONTESTED ELECTION

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document,

the presiding officer of the contracting Participating Authority agrees that any recount shall take place at the offices of the Elections Administrator or at a location of the Elections Administrator's choosing, and that the Elections Administrator shall serve as Recount Supervisor and the Participating Authority's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

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

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

XVI. MISCELLANEOUS PROVISIONS

1. The Elections Administrator shall file copies of this document with the Williamson County Treasurer and the Williamson County Auditor in accordance with Section 31.099 of the Texas Election Code.
2. Nothing in this Contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this Contract or a violation of the Texas Election Code.
3. This Contract shall be construed under and in accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Williamson County, Texas.
4. In the event that one of more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
5. All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.
6. The waiver by any party of a breach of any provision of this Contract shall not operate as or be construed as a waiver of any subsequent breach.
7. Any amendments of this Contract shall be of no effect unless in writing and signed by all parties hereto.
8. Participating Authority agrees to act in good faith in the performance of this Contract and shall immediately contact and notify the Elections Administrator of any potential problems or issues relevant to the subject matter of this Contract.
9. In the event that any legal action or a recount is filed concerning a Participating Authority's election under any provision of state or federal law, Participating Authority shall choose and provide, at its own expense, legal counsel for Williamson County, and its Elections Administrator or staff if named as a party, witness, or if other discovery or examination of ballots is ordered. Additionally, Participating Authority shall reimburse Williamson County, and its Elections Administrator, the actual costs of any recount or litigation expense and additional election personnel as necessary to complete tasks not otherwise covered under this contract but which are directly related to any recount, contest or other legal action.
10. It is understood that to the extent space is available, that other districts or political subdivisions may wish to participate in the use of Williamson County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political

subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to Williamson County by the Participating Authorities

XVII. COST ESTIMATES AND DEPOSIT OF FUNDS

The total *estimated* cost for the November 4, 2025, Election is \$ _____ and is based partly on the itemized costs of the November 4, 2025, joint general special election. After the final determination has been made of whom the Participating Authorities will be and the Contracts are fully executed, the Elections Administrator shall provide each Participating Authority with an official cost estimate. Each Participating Authority's percent share of the estimated total cost is based on the number of registered voters and further described in Section XII.1. of this Contract. Each Participating Authority agrees to pay the Williamson County Elections Administrator a deposit of 50% of the *estimated obligation* no later than thirty (30) days after receiving the official cost estimate. As soon as reasonably possible after the election, the Elections Administrator will submit an itemized invoice to each Participating Authority based on the actual expenses (supported by documentation such as time sheets, compensation forms, and invoices) directly attributable to the services provided by the Elections Administrator. The exact amount of each Participating Authority's obligation under the terms of this Contract shall be calculated after the election (or runoff election, if applicable); and, if the amount of an Authority's total obligation exceeds the amount deposited, the Participating Authority shall pay to the Elections Administrator the balance due within thirty (30) days after the receipt of the final invoice from the Elections Administrator. However, if the amount of the Participating Authority's total obligation is less than the amount deposited, the Elections Administrator shall refund to the Participating Authority the excess amount paid within thirty (30) days after the final costs are calculated.

The Participating Authority agrees that it shall provide ballot details as required in Section VI above to the Elections Office not later than the 69th day (August 29, 2025) before the election. It is understood that if the ballot details are not provided to the Elections Office by the 63rd day before the election (September 2, 2025) that the Elections Office may impose a penalty fee of \$1000.00 assessed to the total cost. It is also understood that if the ballot details are not provided to the Elections Office by the 56th day before Election Day (September 9, 2025), this contract will be declared null, and void and it will be the responsibility of the political entity to conduct a separate election.

XVIII. SIGNATURE PAGE

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

ELECTIONS ADMINISTRATOR:

Bridgette Escobedo, Elections Administrator
Williamson County, Texas

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

PARTICIPATING AUTHORITY:

Name of Participating Authority:

Printed Name: _____

Official Capacity: _____

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

List of Participating Authorities

ATTACHMENT B

Election Day Voting Locations

ATTACHMENT C

Early Voting Schedule with Voting Locations

Early Voting by personal appearance will be conducted beginning on Monday, October 20, 2025, and ending on Friday, October 31, 2025, at:

(La votación anticipada por presentación personal se llevará a cabo a partir del martes 20 de octubre de 2025 y finalizará el viernes 31 de octubre de 2025 en:)

Main Location:

(ubicación principal)

Georgetown Annex, HR 108, 100 Wilco Way, Georgetown, TX 78626

Dates and Times for Full-Time Locations:

(Fechas y horarios para las localidades de tiempo completo)

Monday, October 20, 2025, through Saturday, October 25, 2025
(martes, 20 de octubre de 2025 -sábado, 25 de octubre de 2025)

8:00am-6:00pm
8:00am-6:00pm

Sunday, October 26, 2025
(domingo, 26 de octubre de 2025)

12:00pm-6:00pm
12:00pm-6:00pm

Monday, October 27, 2025 through Friday, October 31, 2025
(lunes, 27 de octubre de 2025 -viernes, 31 de octubre de 2025)

7:00am-7:00pm
7:00am-7:00pm

ELECTION AGREEMENT BETWEEN TRAVIS COUNTY AND COUPLAND INDEPENDENT SCHOOL DISTRICT

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

Section 1. GENERAL PROVISIONS

- (A) Except as otherwise provided in this Agreement, the term “election” refers to any Participating Entity election, occurring on any uniform election date prescribed by the Texas Election Code or a primary election date, along with any resulting runoff, if necessary, within all Participating Entity’s territory located in Travis County. If a runoff is necessary, to the extent the date is not already set by statute, the Participating Entity shall work with the Election Officer to determine a mutually acceptable run-off date. In the event that the Participating Entity and the Election Officer do not agree on a run-off date, the Participating Entity agrees to the run-off date selected by the Election Officer.

- (B) If the Participating Entity determines it is necessary to conduct an election during a time other than that specified in Section 1(A), the Election Officer and a representative designated by the Participating Entity will meet as soon as possible thereafter to determine the feasibility of the Election Officer conducting such an election. If both parties agree that the Election Officer will administer the election, the new election will be based on all other applicable provisions of this Agreement except provisions that are inconsistent and cannot be feasibly applied.

- (C) Except as otherwise provided in this Agreement:
 - (1) The term “Election Officer” refers to the Travis County Clerk;
 - (2) The term “precinct” means all voter registration precincts in the territory of the Participating Entity located within Travis County;

- (3) The term “election services” refers to services used to perform or supervise any or all of the duties and functions that the Election Officer determines necessary for the conduct of an election; and
 - (4) The term “cost for election services” includes the costs for personnel, supplies, materials, or services needed for providing these services and an administrative fee as permitted by the Texas Election Code but does not refer to costs relating to the use of the voting equipment.
- (D) Except as otherwise provided in this Agreement, the cost for “use of voting equipment” for a particular election is the amount the County will charge the Participating Entity for use of the County’s voting equipment in use at the time of that election.
- (E) The Participating Entity agrees to commit the funds necessary to pay for all election-related expenses for Participating Entity elections in accordance with this Agreement.
- (F) The Election Officer has the right to enter into agreements with other entities at any time, including during the dates listed in Section 1(A).
- (G) As a condition for providing election services and equipment usage, the Election Officer may require authorities of political subdivisions holding elections on the same day in all or part of the same territory to enter into a joint election agreement as authorized in Chapter 271 of the Texas Election Code, and the Participating Entity agrees to enter into any joint election agreement required by the County.

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

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

SECTION 3. APPOINTMENT OF ELECTION OFFICER

- (A) The Travis County Election Officer (“Election Officer”) is appointed to serve as the Participating Entity’s Election Officer and Early Voting Clerk to conduct the Participating Entity’s elections described in Section 1.

- (B) As the Participating Entity's Election Officer and Early Voting Clerk, the Election Officer shall coordinate, supervise, and conduct all aspects of administering voting in Participating Entity elections in compliance with all applicable laws, subject to Section 3(C) below.
- (C) The Participating Entity shall continue to perform those election duties listed in (1) through (6) below and any other election duties, such as receipt of candidate applications, that are not allowed to be delegated to another governmental entity:
 - (1) Preparing, adopting, and publishing all required election orders, including orders for appointment of central counting station personnel, early voting ballot board personnel, and signature verification personnel in elections where needed, resolutions, notices, and other documents, including bilingual materials, evidencing action by the governing authority of the Participating Entity necessary to the conduct of an election, except that:
 - a. The Election Officer does not provide newspaper notices on behalf of the Participating Entity with respect to a specific election.
 - b. With respect to each debt obligation election the Election Officer conducts for the Participating Entity pursuant to this Agreement:
 - i. The Election Officer, after receiving from the Participating Entity a copy of the debt obligation election order, shall post the notice required by and in accordance with Texas Election Code Section 4.003(f)(1) on election day and during early voting by personal appearance, in a prominent location at each polling place;
 - ii. The Election Officer shall provide written confirmation to the Participating Entity that the debt obligation election order was posted in accordance with Texas Election Code Section 4.003(f)(1); and
 - iii. The Participating Entity shall pay any applicable expenses incurred by the Election Officer that directly relates to the posting required by Texas Election Code Section 4.003(f)(1).
 - (2) Preparing the text for the Participating Entity's official ballot in English and Spanish and any other languages as required by law;
 - (3) Providing the Election Officer with a list of candidates or propositions showing the order and the exact manner in which the candidates' names and the propositions are to appear on the official ballot;
 - (4) Conducting the official canvass of a Participating Entity election;
 - (5) Administering the Participating Entity's duties under state and local

campaign finance laws;

- (6) Filing the Participating Entity's annual voting system report to the Secretary of State as required under Texas Election Code Chapter 123.
- (D) The Participating Entity shall also be responsible for proofing and attesting to the accuracy of all ballot language, including any required language translations, and format information programmed by the County. This includes any information programmed for use with the audio or tactile button features of the equipment. The Participating Entity may also monitor and review all logic and accuracy testing and mandatory tabulations. The Participating Entity will complete its duties within timeframes as prescribed by the County. If the Participating Entity finds any discrepancies or concerns, it will immediately report them to the Election Officer and work with her to resolve any issues so that final approval can be reached. The Participating Entity shall be responsible for any and all actual costs associated with correcting the ballot and ballot programming if the error is discovered after the Participating Entity has signed off on its final proof containing the error.
- (E) The Coupland ISD Superintendent, Dr. Earl W. Parcell, will assist the County whenever possible when the conduct of the election requires assistance from Participating Entity departments and staff. The Coupland ISD Superintendent, Dr. Earl W. Parcell, will serve as the Regular Early Voting Clerk for the Participating Entity to receive requests for applications for early voting ballots and forward these applications to the Joint Early Voting Clerk. The Coupland ISD Superintendent, Dr. Earl W. Parcell, will serve as the Custodian of Records for the Participating Entity to complete those tasks in the Texas Election Code that the Election Officer will not perform.

SECTION 4. ELECTION WORKERS AND POLLING PLACES

- (A) For presentation to the governing body of the Participating Entity, the County shall provide a list containing the locations, times, and dates of early voting polling places suitable for consideration and adoption by the governing body in accordance with Texas Election Code Chapter 85.
- (B) The Election Officer will assume the responsibility for recruiting election personnel; however, if by the 5th day before the Election, the Election Officer reports vacancies in positions for election judges, alternate judges, election day clerks, early voting ballot board, receiving substation clerks, or any other key election personnel, the Participating Entity shall provide emergency personnel in these positions.
- (C) The Election Officer shall notify each of the election judges and alternates of their

appointment and the eligibility requirements that pertain to them and to the selection of Election Day clerks. Included in this notification will be the number of clerks that each precinct should have in addition to the election judge and alternate judge. The election judges and/or the alternates are responsible for recruiting and supervising their clerks.

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

SECTION 5. PAYMENTS FOR ELECTION SERVICES

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

email. The following email address will be used for email communications to or from the County pursuant to Section 5: elections@traviscountytexas.gov, with a copy to ElectionEntities@traviscountytexas.gov. The Participating Entity has designated the Coupland ISD Superintendent, Dr. Earl W. Parcell, as the Participating Entity's representative for sending and receiving email communications under Section 5, and the Participating Entity designates the following email address as the Participating Entity's email address for sending and receiving email communications pursuant to Section 5: eparcell@couplandisd.org.

- (2) Initial Cost Estimate. On or before the 60th day before an election for which the Participating Entity has requested election services, the Election Officer will mail and/or email the Participating Entity a cost estimate for conducting the election. The cost estimate will include an administrative fee that is equal to 10% of the total estimated cost of conducting the Participating Entity's election, excluding the costs of voting equipment. In the event of a joint election, the cost estimate will reflect that election costs will be divided on a pro rata basis among all entities involved in the election in the manner set forth in this Section 5. The proportional cost for the Election Officer to conduct each participating entity's election will be calculated by dividing the number of registered voters in the territorial jurisdiction of each participating entity by the total number of registered voters for all of the participating entities involved in the joint election and multiplying that quotient by the total cost of the election. The product of these numbers is the pro rata cost share for each participating entity. The Participating Entity acknowledges and understands that if any other participating entity listed in the cost estimate cancels its election, each remaining participating entity's pro rata cost (including the Participating Entity's pro rata cost share) will result in a proportionate cost increase.
- (3) Initial Invoice and Initial Payment. Along with the initial cost estimate, the Election Officer will also include an initial invoice for the Participating Entity to pay 60% of the initial cost estimate. The Participating Entity must pay the County the amount specified in each invoice no later than 30 days after the Participating Entity's receipt of the invoice.
- (4) Runoff Elections. For each runoff election the Participating Entity has requested that the Election Officer conduct, the Participating Entity must make a payment equal to 60% of the projected costs for the runoff election no later than three business days after receiving that cost estimate from the Election Officer. The projected share of election costs will include an administrative fee that is equal to 10% of the total estimated cost of

conducting the Participating Entity's runoff election, excluding the costs of voting equipment.

- (5) Each party may change its respective email addresses for email communications under this Section 5, without the need to amend this Agreement, by sending notice to the other party in accordance with Section 9(B).
- (F) Final Accounting and Final Invoice. The County will send the Participating Entity a final invoice of election expenses not later than 90 days after an election unless the Election Officer notifies the Participating Entity during that 90-day period following the election that the Election Officer requires additional time to send a final invoice to the Participating Entity. The final invoice will include a listing of additional costs incurred at the Participating Entity's behalf and specify the total payment due from the Participating Entity for any unpaid portion of the Participating Entity's costs.
- (1) Within 30 days after receipt of an election cost invoice setting forth the Election Officer's actual contract expenses and charges incurred in the conduct of the election, the Participating Entity shall pay the Election Officer the balance due on each final invoice no later than 30 days after the Participating Entity's receipt of that invoice.
 - (2) A refund may be due from the County to the Participating Entity if the final costs are lower than the amount already paid by the Participating Entity or if, at the end of the calendar year, the County Auditor's Office makes adjustments to the election workers' payroll and the amount already paid by the Participating Entity for election worker payroll costs exceeds the payroll amounts calculated by the County Auditor's Office.
- (G) The Participating Entity shall promptly review an election invoice and any supporting documentation when received from the County. The Participating Entity may audit, during the County's normal business hours, relevant County election or accounting records upon reasonable notice to the County. The Participating Entity shall pay the entire final invoice or the undisputed portion of the final invoice not later than the 30th day after receiving the invoice. Failure by the Participating Entity to timely pay an invoice in full may impact the Election Officer's participation in future elections with the Participating Entity.

SECTION 6. PAYMENTS FOR USE OF VOTING EQUIPMENT

- (A) The Election Officer shall conduct elections using a voting system certified by the Secretary of State in accordance with the Texas Election Code and that has been

approved for use by the Travis County Commissioners Court unless otherwise agreed upon by the Participating Entity, the Travis County Clerk, and the Travis County Commissioners Court.

- (B) The Participating Entity shall make payments to Travis County as consideration for the use of the County's voting equipment.
 - (1) For each election the Election Officer conducts for the Participating Entity after January 1, 2025, through January 1, 2026, the Participating Entity shall pay (a) the sum of 4% of the cost of the electronic voting system equipment installed at a polling place and 4% for each unit of other electronic equipment used by the Travis County Clerk's Office to conduct the election or provide election services, if the sum is greater than \$100.00, and (b) \$100.00 if the sum described in (a) is \$100.00 or less.
 - (2) In this Agreement "other electronic equipment" includes ballot marking devices, ballot scanners, ballot printers, ballot tabulators, electronic pollbooks, and ballot programming software.
- (C) Payment by the Participating Entity to the County for voting equipment is due no later than 30 days after the Participating Entity's receipt of an invoice from the County.
- (D) If the County acquires additional equipment, different voting equipment, or upgrades to existing equipment during the term of this Agreement, the charge for the use of the equipment may be renegotiated.

SECTION 7. ADDITIONAL EARLY VOTING LOCATIONS

- (A) All of the Participating Entity's voters within Travis County will have access to all the Travis County Early Voting sites in each election at no additional cost.
- (B) If the Participating Entity desires to have one or more early voting sites that are in addition to those sites the Election Officer has already selected for a specific election, the Participating Entity must submit the request to the Election Officer no later than 60 days before the election. The Election Officer will work with the Participating Entity to explore whether adding the location is appropriate for that election. Notwithstanding any provision to the contrary, the Election Officer has sole discretion to determine whether to provide any additional early voting sites requested by the Participating Entity.
- (C) If the Election Officer agrees that adding a proposed location is appropriate for that election, the Election Officer will thereafter provide a written estimate to the Participating Entity that sets forth the estimated cost for providing the additional

early voting location(s) and the deadline by which the cost estimate must be paid. The Participating Entity will be responsible for the full cost of the additional site(s) that is being requested. If after receiving the cost estimate, the Participating Entity desires to move forward with having the additional early voting location(s), the Participating Entity will notify the Election Officer and include payment of the cost estimate with the Participating Entity's notice to the Election Officer no later than the deadline specified in the Election Officer's cost estimate.

SECTION 8. COMMUNICATIONS

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

SECTION 9. MISCELLANEOUS PROVISIONS

- (A) Amendment/Modification. Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing and duly executed by the parties hereto. No official, representative, agent, or employee of the County has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the Commissioners Court of Travis County, Texas. No official, representative, agent, or employee of the Participating Entity has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the governing body of the Participating Entity. Dyana Limon-Mercado, Travis County Clerk (or her successor), may propose necessary amendments or modifications to this Agreement in writing in order to conduct a joint election smoothly and efficiently, except that any such proposals must be approved by the

Commissioners Court of the County and the governing body of the Participating Entity.

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

Coupland ISD
620 S. Commerce Street
Coupland, TX 78615

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

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

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

- (C) Force Majeure. In the event that the performance by the County of any of its obligations or undertakings hereunder shall be interrupted or delayed by any occurrence not occasioned by its own conduct, whether such occurrence be an act of God or the result of war, riot, civil commotion, sovereign conduct, or the act or condition of any persons not a party hereto or in privity thereof, then it shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.
- (D) Venue and Choice of Law. The Participating Entity agrees that venue for any dispute arising under this Agreement will lie in the appropriate courts of Austin,

Travis County, Texas. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas and the United States of America.

- (E) Entire Agreement. This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and also supersedes all prior agreements, including prior election services contracts and prior agreements to conduct joint elections. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force or effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.
- (F) Severability. If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement. Parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.
- (G) Breach. In the event that Participating Entity or County breaches any of its obligations under this Agreement, the non-breaching party shall be entitled to pursue any and all rights and remedies allowed by law.
- (H) Payments from Current Revenues. Payments made by the Participating Entity in meeting its obligations under this Agreement shall be made from current revenue funds available to the governing body of the Participating Entity. Payments made by the County in meeting its obligations under this Agreement shall be made from current budget or revenue available to the County.
- (I) Other Instruments. The County and the Participating Entity agree that they will execute other and further instruments, or any documents as may become necessary or convenient to effectuate and carry out the purposes of this Agreement.
- (J) Third Party Beneficiaries. Except as otherwise provided herein, nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights or remedies under or by reason of this Agreement.
- (K) Joint Election Agreements. The County and the Participating Entity expressly understand and acknowledge that each may enter into other joint election agreements with other jurisdictions, to be held on Election Day and at common polling places covered by this Agreement.

- (L) Mediation. When mediation is acceptable to both parties in resolving a dispute arising under this Agreement, the parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of the mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.053 of the Texas Civil Practice and Remedies Code unless both parties agree, in writing, to waive the confidentiality. Notwithstanding the foregoing, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term “confidential” as used in this Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.
- (M) Addresses for Payments. Payments made to the County, or the Participating Entity under this Agreement shall be addressed to following respective addresses:
- Travis County Clerk – Elections Division
P.O. Box 149325
Austin, Texas 78714
- Coupland ISD
620 S. Commerce Street
Coupland, TX 78615
- (N) Effective Date. This Agreement is effective upon execution by both parties and remains in effect until either party terminates this agreement for any reason upon providing 60 days written notice to the other party.
- (O) Reference of Time. All times referenced in this Agreement are to Central Time, and in all instances, the time-stamp clock used by the Travis County Clerk’s Office at 5501 Airport Boulevard in Austin, Texas is the official clock for determining the correct time.
- (P) Signatures. The individuals below have been authorized to sign this Agreement.

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

[Signatures on following page]

Coupland Independent School District

BY: _____
Name: Dr. Earl W. Parcell
Title: Superintendent

DATE: _____

TRAVIS COUNTY

BY: _____
Dyana Limon-Mercado (or her successor)
County Clerk

DATE: _____



Resolution No. _____

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

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

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

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

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

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

PASSED BY VOTE AND APPROVED this 14th day of August, 2025

REQUIRED:

/s/ _____ Coupland ISD,
Presiding officer

_____ Coupland ISD, Board Secretary

ADDITIONAL SIGNATURES REQUIRED:



512 - 856 - 2422
620 South Commerce Street, Coupland TX 78615
www.CouplandISD.org

ATTEST:

/s/ _____ City Secretary/ Clerk

APPROVED AS TO FORM:/s/ _____

City Attorney

Superintendent, Dr. Earl Parcell
Principal, Brian Booker
Assistant Principal, Kate Knapek



Resolution No. _____

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

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

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

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

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

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

PASSED BY VOTE AND APPROVED this 14th day of August, 2025

REQUIRED:

/s/ _____ Coupland ISD,
Presiding officer

_____ Coupland ISD, Board Secretary

ADDITIONAL SIGNATURES REQUIRED:



512 - 856 - 2422
620 South Commerce Street, Coupland TX 78615
www.CouplandISD.org

ATTEST:

/s/ _____ City Secretary/ Clerk

APPROVED AS TO FORM:/s/ _____

City Attorney

Superintendent, Dr. Earl Parcell
Principal, Brian Booker
Assistant Principal, Kate Knapek



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

TRAVIS CENTRAL APPRAISAL DISTRICT

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



LEANA MANN
CHIEF APPRAISER

BOARD MEMBERS
JETT HANNA
JOHN HAVENSTRITE
CELIA ISRAEL
DICK LAVINE
SHENGHAO "DANIEL" WANG
BLANCA ZAMORA-GARCIA

July 19, 2025

COUPLAND ISD

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

In accordance with Tax Code Section 26.01(a-1), enclosed is the **2025 Certified Net Taxable Value** for your taxing unit. The values in the Certified Estimate shall be used to calculate the no-new-revenue tax rate and the voter-approval tax rate, per Tax Code Section 26.04(c-2). The value remaining under protest is reported, pursuant to Tax Code Section 26.01(c), as the owner's opinion of value or the preceding year's value, whichever is lower. Therefore, it is a conservative estimate.

The following pages included with your Certified Value provide information to assist you in completing the Truth in Taxation calculations and postings. Line 15 of the TNT worksheet 50-859, which covers taxes refunded for years preceding the prior tax year, has been provided for entities with a collection agreement with the Travis County Tax Office.

The certification information is based on the provisional requirements of SB2 and SB23, with the homestead exemption set at \$140,000 and the over-65 and disabled persons exemptions set at \$60,000. Page 4 includes additional information that may be helpful when completing the TEA Local Property Value Survey.

The calculated tax rates and hearing date information should be posted to the taxing unit portal maintained by the appraisal district, as required in Tax Code Section 26.17(e). For taxing units required to comply with Tax Code Section 26.04(e), the 26.17(e) postings should be completed by August 7, 2025.

Approved Net Taxable	\$10,948,716
Certification Percentage	99.23%
Section 26.01(c) Net Taxable Value Under Protest	\$375,428
Net Taxable Value	\$11,324,144
Freeze Adjusted Taxable Value	\$10,620,163

Sincerely,

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

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

Tax Rate Calculation Worksheet- School Districts without Chapter 313 and JETI Agreements

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
1	Prior year total taxable value. Enter the amount of the prior year taxable value on the prior year tax roll today. Include any adjustments since last year's certification; exclude one-fourth and one-third over-appraisal corrections made under Tax Code Section 25.25(d) from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2).	\$10,160,844
2	Prior year tax ceilings. Enter the prior year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled.	\$1,174,985
3	Preliminary prior year adjusted taxable value. Subtract Line 2 from Line 1.	\$8,985,859
4	Prior year total adopted tax rate.	1.1669 /\$100
5	Prior year taxable value lost because court appeals of ARB decisions reduced the prior year appraised value. A. Original prior year ARB values: _____ \$ 0 B. Prior year values resulting from final court decisions: _____ \$ 0 C. Prior year value loss. Subtract B from A	\$ 0
6	Prior year taxable value subject to an appeal under Chapter 42, as of July 25. A. Prior year ARB certified value: _____ \$ 0 B. Prior year disputed value: _____ \$ 0 C. Prior year undisputed value. Subtract B from A.	\$ 0
7	Prior year Chapter 42-related adjusted values. Add Line 5 and Line 6.	\$ 0
8	Prior year taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	\$8,985,859
9	Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, of the prior year. Enter the prior year value of property in deannexed territory.	\$ 0
10	Prior year taxable value lost because property first qualified for an exemption in the current year. If the school district increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport goods-in-transit or temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in the current year does not create a new exemption or reduce taxable value. A. Absolute exemptions. Use prior year market value: _____ \$2,134,920 B. Partial exemptions. Current year exemption amount or current year percentage exemption times prior year value: _____ \$809,964 C. Value loss. Add A and B	\$2,944,884
11	Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/ scenic appraisal or public access airport special appraisal in the current year. Use only properties that qualified for the first time in the current year for the first time; do not use properties that qualified in the prior year. A. Prior year market value: _____ \$ 0 B. Current year productivity or special appraised value: _____ \$ 0 C. Value loss. Subtract B from A.	\$ 0
12	Total adjustments for lost value. Add Lines 9, 10C and 11C.	\$2,944,884
13	Adjusted prior year taxable value. Subtract Line 12 from Line 8.	\$6,040,975
14	Adjusted prior year total levy. Multiply Line 4 by Line 13 and divide by \$100.	\$70,492
15	Taxes refunded for years preceding the prior tax year. Enter the amount of taxes refunded by the district for tax years preceding the prior tax year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for the prior tax year. This line applies only to tax years preceding the prior tax year.	\$ 414
16	Adjusted prior year levy with refunds. Add Lines 14 and 15.	\$70,906

Form 50-856

Tax Rate Calculation Worksheet- School Districts without Chapter 313 and JETI Agreements

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
17	<p>Total current year taxable value on the current year certified appraisal roll today. This value includes only certified values and includes the total taxable value of homesteads with tax ceilings (will deduct in line 19). These homesteads include homeowners age 65 or older or disabled.</p> <p>A. Certified values: \$10,948,716</p> <hr/> <p>B. Pollution control and energy storage system exemption: Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: \$ 0</p> <hr/> <p>C. Total current year value. Subtract B from A. \$10,948,716</p>	
18	<p>Total value of properties under protest or not included on certified appraisal roll.</p> <p>A. Current year taxable value of properties under protest. The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest: \$375,428</p> <hr/> <p>B. Current year value of properties not under protest or included on certified appraisal roll. The chief appraiser gives school districts a list of those taxable properties that the chief appraiser knows about but are not included in the appraisal roll certification. These properties are also not on the list of properties still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll: \$ 0</p> <hr/> <p>C. Total value under protest or not certified. Add A and B. \$375,428</p>	
19	<p>Current year tax ceilings. Enter current year total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled.</p>	\$703,981
20	<p>Current year total taxable value. Add Lines 17C and 18C. Subtract Line 19.</p>	\$10,620,163
21	<p>Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year. Include both real and personal property. Enter the current year value of property in territory annexed by the school district.</p>	\$ 0
22	<p>Total current year taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in the prior year. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, of the prior year and be located in a new improvement.</p>	\$ 0
23	<p>Total adjustments to the current year taxable value. Add Lines 21 and 22.</p>	\$ 0
24	<p>Adjusted current year taxable value. Subtract Line 23 from Line 20.</p>	\$10,620,163
25	<p>Current year NNR tax rate. Divide Line 16 by Line 24 and multiply by \$100.</p>	0.667655 /\$100

Notice of Public Hearing – Budget/Tax Rate Information

2024 Average appraised value of properties with a homestead exemption	\$553,584
2024 Total appraised value of all property	\$130,826,928
2024 Total appraised value of all new property	\$613,772
2024 Average taxable value of properties with a homestead exemption	\$223,369
2024 Total taxable value of all property	\$10,160,844
2024 Total taxable value of all new property	\$613,772
2025 Average appraised value of properties with a homestead exemption	\$523,790
2025 Total appraised value of all property	\$137,434,171
2025 Total appraised value of all new property	\$ 0
2025 Average taxable value of properties with a homestead exemption	\$215,706
2025 Total taxable value of all property	\$10,620,163
2025 Total taxable of all new property	\$ 0

The TEA LPVS information below is based on the homestead exemption amount of \$100,000 and the over-65 and disabled persons exemptions amount of \$10,000. All other certification information is based on the provisional requirements of SB 2 and SB 23, with the homestead exemption set at \$140,000, and the over-65 and disabled persons exemptions set up \$60,000.

TEA Local Property Value Survey Information HS \$100,000; OV65 & DP \$10,000	
TEA LPVS 2025 Taxable Value	\$12,135,979
TEA LPVS 2025 Freeze Adjusted Taxable Value	\$10,860,163
TEA LPVS 2025 Local Option Value Loss	\$ 0

Please join us for our annual Truth in Taxation Portal Training on Monday, July 28, 2025, at 10 a.m. Register for the webinar at Traviscad.org/TNT.

APPRAISAL TOTALS

7-19-2025

Run ID: 5607

Type: Adjusted Certified Totals

Year: 2025

As of Roll Correction: 1

Property Type List: All

Taxing Unit List: All

Taxing Unit Selection Type: All

Mineral Company:

Tag List:

Property List:

Custom Query:

	NOT UNDER REVIEW	UNDER REVIEW	TOTAL
REAL PROPERTY & MFT HOMES	(Count) (68)	(Count) (2)	(Count) (70)
Land HS Value	3,275,047	0	3,275,047
Land NHS Value	9,649,698	853,644	10,503,342
Land Ag Market Value	118,334,260	0	118,334,260
Land Timber Market Value	0	0	0
Total Land Value	131,259,005	853,644	132,112,649
Improvement HS Value	4,094,494	0	4,094,494
Improvement NHS Value	1,131,932	203,575	1,335,507
Total Improvement	5,226,426	203,575	5,430,001
Market Value	136,485,431	1,057,219	137,542,650
BUSINESS PERSONAL PROPERTY	(10)	(0)	(10)
Market Value	538,740	0	538,740
OIL & GAS / MINERALS	(0)	(0)	(0)
Market Value	0	0	0
OTHER (Intangibles)	(0)	(0)	(0)
Market Value	0	0	0
	(Total Count) (78)	(Total Count) (2)	(Total Count) (80)
TOTAL MARKET	137,024,171	1,057,219	138,081,390
Ag Productivity	519,014	0	519,014
Ag Loss (-)	117,815,246	0	117,815,246
Timber Productivity	0	0	0
Timber Loss (-)	0	0	0
APPRAISED VALUE	19,208,925	1,057,219	20,266,144
	94.5%	5.5%	100.0%
HS CAP Limitation Value (-)	957,671	0	957,671
CB CAP Limitation Value (-)	1,531,512	135,215	1,666,727
NET APPRAISED VALUE	16,719,742	922,004	17,641,746
Total Exemption Amount	5,771,026	0	5,771,026
NET TAXABLE	10,948,716	922,004	11,870,720
TAX LIMIT/FREEZE ADJUSTMENT	703,981	0	703,981
LIMIT ADJ TAXABLE (I&S)	10,244,735	922,004	11,166,739
CHAPTER 312 ADJUSTMENT	0	0	0
CHAPTER 313 ADJUSTMENT	0	0	0
LIMIT ADJ TAXABLE (M&O)	10,244,735	922,004	11,166,739

APPROX TOTAL LEVY = LIMIT ADJ TAXABLE * (TAX RATE / 100) + ACTUAL TAX
 \$131,014.78 = 11,166,739 * (1.166900 / 100) + \$710.1

COUPLAND ISD
Tax Limit Adjustment Breakdown
(Freeze)

NOT UNDER REVIEW

Limitation	Net Appr	Taxable	Act Tax (Prior Cmp)	Act Tax	Ceiling (Prior Cmp)	Ceiling	Count
OV65	1,810,149	656,314	6,130.24	710.1	8,729.37	710.1	6
OV65S	247,667	47,667	556.23	0	1,528.98	0	1
Total	2,057,816	703,981	6,686.47	710.1	10,258.35	710.1	7

Tax Rate: 1.166900

UNDER REVIEW

TOTAL

Limitation	Net Appr	Taxable	Act Tax (Prior Cmp)	Act Tax	Ceiling (Prior Cmp)	Ceiling	Count
OV65	1,810,149	656,314	6,130.24	710.1	8,729.37	710.1	6
OV65S	247,667	47,667	556.23	0	1,528.98	0	1
Total	2,057,816	703,981	6,686.47	710.1	10,258.35	710.1	7

Tax Rate: 1.166900

EXEMPTIONS Exemption	NOT UNDER REVIEW		UNDER REVIEW		TOTAL	
	Total	Count	Total	Count	Total	Count
Homestead Exemptions						
HS-Local	0	0	0	0	0	0
HS-State	1,820,000	14	0	0	1,820,000	14
HS-Prorated	0	0	0	0	0	0
OV65-Local	0	0	0	0	0	0
OV65-State	301,835	6	0	0	301,835	6
OV65-Prorated	0	0	0	0	0	0
OV65S-Local	0	0	0	0	0	0
OV65S-State	60,000	1	0	0	60,000	1
OV65S-Prorated	0	0	0	0	0	0
Subtotal for Homestead Exemptions	2,181,835	21	0	0	2,181,835	21
Disabled Veterans Exemptions						
DV1	12,000	1	0	0	12,000	1
Subtotal for Disabled Veterans Exemptions	12,000	1	0	0	12,000	1
Absolute Exemptions						
EX-XR	125,818	2	0	0	125,818	2
EX-XR-PRORATED	0	0	0	0	0	0
EX-XV	3,450,346	2	0	0	3,450,346	2
EX-XV-PRORATED	0	0	0	0	0	0
EX366	1,027	3	0	0	1,027	3
Subtotal for Absolute Exemptions	3,577,191	7	0	0	3,577,191	7
Total:	5,771,026	29	0	0	5,771,026	29

New Value

Total New Market Value: \$0
Total New Taxable Value: \$0

JETI

New Market Value: \$0
New Taxable Value: \$0

Chapter 313

New Market Value: \$0
New Taxable Value: \$0

Exemption Loss

New Absolute Exemptions

Exemption	Description	Count	Last Year Market Value
EX-XV	Other Exemptions (including public property, reli...	1	2,134,920
Absolute Exemption Value Loss:		1	2,134,920

New Partial Exemptions

Exemption	Description	Count	Partial Exemption Amt
Partial Exemption Value Loss:		0	0
Total NEW Exemption Value			2,134,920

Increased Exemptions

Exemption	Description	Count	Increased Exemption Amt
HS	Homestead	14	509,964
OV65	Over 65	5	250,000
OV65S	OV65 Surviving Spouse	1	50,000
Increased Exemption Value Loss:		20	809,964
Total Exemption Value Loss:			2,944,884

Average Homestead Value

Category	Count of HS	Average Market	Average Exemption	Average Taxable
A Only	3	523,790	140,000	215,706
A & E	13	433,583	138,953	220,963

Property Under Review - Lower Value Used

Count	Market Value	Lower Market Value	Estimated Lower Taxable Value
2	1,057,219	410,000	375,428

Not Under Review

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	Single-family Residential	3		0	1,571,371	587,118
D1	Qualified Open-Space Land	41	2,602.04	0	118,334,260	517,399
D2	Farm or Ranch Improvements on Qualified	2		0	292,320	292,320
E	Rural Land,Not Qualified for Open-Space Land	32		0	12,225,140	8,541,595
J3	Electric Companies (including Co-ops)	2		0	387,300	387,300
J4	Telephone Companies (including Co-ops)	1		0	27,090	27,090
L1	Commercial Personal Property	2		0	100,020	100,020
L2	Industrial and Manufacturing Personal Property	1		0	19,771	19,771
M1	Mobile Homes	7		0	489,708	476,103
XB	Income Producing Tangible Personal	3		0	1,027	0
XR	Nonprofit Water or Wastewater Corporation	2		0	125,818	0
XV	Other Totally Exempt Properties (including	3	07.5	0	3,450,346	0
Totals:			2,609.54	0	137,024,171	10,948,716

Under Review

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
E	Rural Land,Not Qualified for Open-Space Land	2		0	1,057,219	922,004
		Totals:	0	0	1,057,219	922,004

Grand Totals

Code	Description	Count	Acres	New Value	Market Value	Taxable Value
A	Single-family Residential	3		0	1,571,371	587,118
D1	Qualified Open-Space Land	41	2,602.04	0	118,334,260	517,399
D2	Farm or Ranch Improvements on Qualified	2		0	292,320	292,320
E	Rural Land,Not Qualified for Open-Space Land	34		0	13,282,359	9,463,599
J3	Electric Companies (including Co-ops)	2		0	387,300	387,300
J4	Telephone Companies (including Co-ops)	1		0	27,090	27,090
L1	Commercial Personal Property	2		0	100,020	100,020
L2	Industrial and Manufacturing Personal Property	1		0	19,771	19,771
M1	Mobile Homes	7		0	489,708	476,103
XB	Income Producing Tangible Personal	3		0	1,027	0
XR	Nonprofit Water or Wastewater Corporation	2		0	125,818	0
XV	Other Totally Exempt Properties (including	3	07.5	0	3,450,346	0
Totals:			2,609.54	0	138,081,390	11,870,720

Rank	Owner ID	Taxpayer Name	Market Value	Taxable Value
1	250261	GRAU BRUNNER	\$1,725,861	\$1,725,861
2	1924046	FLORES JESSICA & NORMA RAMOS DE	\$782,219	\$647,004
3	2001146	NOGUEZ JUAN DANIEL MORALES &	\$527,882	\$527,882
4	1934713	BELLO AGUSTIN JIMENEZ &	\$806,452	\$484,176
5	1888772	CARRIZALES ELIEZER ARTURO	\$590,476	\$464,081
6	1385403	CHAVEZ SANTOS O & SANDRA	\$921,633	\$449,833
7	1884946	JLM GENERAL CONSTRUCTION LLC	\$577,403	\$396,029
8	1924038	TOVAR GABRIELA & JOSE ANTONIO	\$576,992	\$395,977
9	1888774	MARTINEZ AGUSTIN RODRIGUEZ &	\$576,927	\$395,969
10	1884948	MARTINEZ MAYRA VAZQUEZ &	\$576,469	\$395,908
11	1787620	GONZALEZ BENITO VAZQUEZ	\$575,476	\$395,767
12	1888769	CAMARILLO MANUEL CORENO &	\$594,575	\$395,360
13	1678559	SCARBOROUGH MARK	\$332,681	\$332,681
14	1653188	MOKRY CLINT & HALEY	\$714,604	\$300,848
15	1944732	ONCOR ELECTRIC DELIVERY CO LLC	\$290,400	\$290,400
16	321954	GING SCOTT A & JO ANN	\$1,129,082	\$286,924
17	2037215	RUVATI PROPERTIES LLC	\$12,322,960	\$279,041
18	422973	GUTIERREZ JOSE DAVID G &	\$275,000	\$275,000
19	250245	VRABEL JOHNNY & IRENE FAMILY	\$2,142,725	\$256,667
20	1687382	COCHRAN ROLAND P & JENNIFER L	\$450,000	\$255,122
Total			\$26,489,817	\$8,950,530



625 F.M. 1460
Georgetown, Texas 78626

(512) 930-3787

www.wcad.org

Board of Directors

Jon Lux, Chairman

Lora H. Weber, Vice Chairman

Hope Hisle-Piper, Secretary

Lisa Birkman

Larry Gaddes

Harry Gibbs

Mason Moses

Mike Sanders

Michael Wei

Chief Appraiser

Alvin Lankford
(512) 930-3787

"Our mission is to provide an accurate, fair and cost-effective appraisal roll while maintaining high levels of transparency and giving industry leading customer service to the consumers of our data and services."

July 17th, 2025

To Whom this May Concern,

Due to new legislation related to Truth in Taxation, we will be slightly modifying the certification packet to make it easier for our entities to use the information. We have made sure to include all the necessary fields for your calculations while removing some redundancies. If you have any questions, feel free to reach out at Jessicam@wcad.org.

With Kindest Regards,

Alvin Lankford



Williamson Central Appraisal District

Board of Directors

CERTIFIED 2025 VALUES

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

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

Chief Appraiser:

Alvin Lankford

I, Alvin Lankford, Chief Appraiser of the Williamson Central Appraisal District, hereby certify that the 2025 value for the following jurisdiction:

Coupland ISD

Approved Appraisal Roll		SCO	Property Under Protest	
No. of Accounts	Market Value		No. of Accounts	Market Value
1,460	\$784,638,688	Real Property	69	\$40,800,666
71	\$104,084,049	Personal Property	17	\$544,241
1,531	\$888,722,737	Total	86	\$41,344,907

Exemptions

No. of Accounts	Exemption Amount		No. of Accounts	Exemption Amount
689	\$6,177,527	AgMkt	17	\$216,365
		Mineral		
		Auto		
401		HS Homestead Local	15	
401	\$49,761,629	HS HomesteadState	15	\$1,930,600
149		O65 Local	3	
149	\$6,283,527	O65 State	3	\$180,000
12		DP Local	1	
12	\$405,208	DP State	1	\$60,000
13	\$128,211	DV (disable vet)		
15	\$3,419,032	DV (disable vet 100%)		
2	\$73,175	DVXSS		
		DVXMAS		
		CDV		
		FRSS		
0		PRO(prorated)		
2	\$199,794	SOL	1	\$36,959
2	\$581,239	PC		
		CHDO04		
		FP		
		MUV		
		AB		
		VEH		
14	\$11,933	HB366	1	\$613
		WSA		
2	\$110,136	SPEcAuto		
		HT		
118	\$2,858,734	CBL	9	\$106,624
309	\$20,755,849	Homestead Cap Adjustment	12	\$1,315,211
	\$308,041,464	Net taxable (Before Freeze)		\$19,914,165
		Taxpayers Estimate of Value (under review)		\$11,948,499

Chief Appraiser:
Alvin Lankford

Williamson Central Appraisal District



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

CERTIFICATION OF 2025 APPRAISED VALUES

I, Alvin Lankford, Chief Appraiser of the Williamson Central Appraisal District, hereby certify the 2025 value for the following jurisdiction:

Taxing Unit SCO - Coupland ISD

Taxable Value	Prior year Total Taxable value	\$324,390,766
	Prior year Tax Ceilings	\$21,087,900
	Prior Year Total Adopted Tax Rate	1.1669000
Previous year taxable values lost because court appeals of ARB decisions reduced the prior years's taxable value (As of 7/12/2025)	Original Prior Year ARB Values	\$0
	Prior Year Values Resulting from Final Court Decisions	\$0
	Prior year Value Loss	\$0
	Prior Year ARB Certified Value	\$0
Prior year Taxable Value subject to an appeal under chapter 42 as of July 25	Prior Year ARB Disputed Value	\$0
	Prior Year Undisputed Value	\$0
	Absolute Exemption	\$0
Prior year taxable value lost because property first qualified for an exemption in the current tax year.	Partial Exemptions	\$2,597,928
	Value Loss	\$2,597,928
Prior year taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in the currrent year.	Prior Year Market Value	\$1,955,626
	Current Year Productivity or special appraisal value	\$8,146
	Value Loss	\$1,947,480
	Current Year Certified Values	\$308,041,464
Total current taxable value on the certified appraisal roll today.	Current year Taxable Value of Properties Under Protest	\$11,948,499
	Current Year Tax Ceiling	\$14,114,784
Total previous year taxable value of properties in territory annexed after January.1, of the prior year.		\$0
Prior year taxable value of property in territory deannexed after Jan. 1		\$0

Chief Appraiser:
Alvin Lankford

Williamson Central Appraisal District



CERTIFICATION OF 2025 APPRAISED VALUES

I, Alvin Lankford, Chief Appraiser of the Williamson Central Appraisal District, hereby certify the 2025 value for the following jurisdiction:

Taxing Unit SCO

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

	A1 state code			Homestead		
	No. Properties	Value	Average	No. Properties	Value	Average
Prior Year Market Value	430	\$121,049,247	\$281,510	407	\$211,678,725	\$520,095
Prior Year Taxable Value	430	\$89,192,333	\$207,424	407	\$83,908,242	\$206,163
Current Year Market Value	439	\$126,869,338	\$288,996	413	\$225,952,056	\$547,099
Current year Taxable Value	439	\$96,388,218	\$219,563	413	\$97,528,962	\$236,148
Current year Total Appraised Value of New Improvements			\$7,811,006			
Current year Total Taxable Value of New Improvements			\$7,811,006			

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

Assessment Roll Grand Totals Report

WCAD

Tax Year: 2024 As of: Supplement 13

Property Types: M, Test, P2, LTRR, C1, P3, LTRC, BPP9

SCO - Coupland ISD (ARB Approved Totals)

Number of Properties: 1581

Land Totals

Land - Homesite	(+)	\$70,821,596		
Land - Non Homesite	(+)	\$53,400,005		
Land - Ag Market	(+)	\$535,873,395		
Land - Timber Market	(+)	\$0		
Land - Exempt Ag/Timber Market	(+)	\$0		
Total Land Market Value	(=)	\$660,094,996	(+)	\$660,094,996

Improvement Totals

Improvements - Homesite	(+)	\$129,469,268		
Improvements - Non Homesite	(+)	\$31,328,777		
Total Improvements	(=)	\$160,798,045	(+)	\$160,798,045

Other Totals

Personal Property (83)		\$102,950,008	(+)	\$102,950,008
Minerals (0)		\$0	(+)	\$0
Autos (0)		\$0	(+)	\$0
Total Market Value			(=)	\$923,843,049
Total Market Value 100%			(=)	\$926,192,497
Total Homestead Cap Adjustment (181)			(-)	\$14,614,263
Total Circuit Breaker Limit Cap Adjustment (60)			(-)	\$2,490,836
Total Exempt Property (32)			(-)	\$11,192,060

Productivity Totals

Total Productivity Market (Non Exempt)	(+)	\$535,873,395		
Ag Use (718)	(-)	\$6,266,733		
Timber Use (0)	(-)	\$0		
Total Productivity Loss	(=)	\$529,606,662	(-)	\$529,606,662
Total Assessed			(=)	\$365,939,228

Exemptions

(HS Assd 117,331,435)

(HS) Homestead Local (409)	(+)	\$0		
(HS) Homestead State (409)	(+)	\$36,893,977		
(O65) Over 65 Local (152)	(+)	\$0		
(O65) Over 65 State (152)	(+)	\$1,196,146		
(DP) Disabled Persons Local (12)	(+)	\$0		
(DP) Disabled Persons State (12)	(+)	\$90,000		
(DV) Disabled Vet (16)	(+)	\$160,375		
(DVX) Disabled Vet 100% (16)	(+)	\$2,675,055		
(DVXSS) DV 100% Surviving Spouse (2)	(+)	\$157,875		
(SOL) Solar (2)	(+)	\$199,794		
(AUTO) Lease Vehicles Ex (1)	(+)	\$28,607		
(HB366) House Bill 366 (19)	(+)	\$18,108		
(PC) Pollution Control (1)	(+)	\$128,525		
Total Exemptions	(=)	\$41,548,462	(-)	\$41,548,462
Net Taxable (Before Freeze)			(=)	\$324,390,766

Assessment Roll Grand Totals Report

WCAD

Tax Year: 2024 As of: Supplement 13

Property Types: M, Test, P2, LTRR, C1, P3, LTRC, BPP9

**** O65 Freeze Totals

Freeze Assessed	\$32,047,865
Freeze Taxable	\$18,753,343
Freeze Ceiling (128)	\$74,410.32

**** O65 Transfer Totals

Transfer Assessed	\$359,524
Transfer Taxable	\$349,524
Post-Percent Taxable	\$193,451
Transfer Adjustment (1)	\$156,073

Freeze Adjusted Taxable (Net Taxable - Freeze Taxable - Transfer Adjustment)	(=)	\$305,481,350
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*** DP Freeze Totals

Freeze Assessed	\$3,399,342
Freeze Taxable	\$2,178,484
Freeze Ceiling (12)	\$7,840.04

*** DP Transfer Totals

Transfer Assessed	\$0
Transfer Taxable	\$0
Post-Percent Taxable	\$0
Transfer Adjustment (0)	\$0

Freeze Adjusted Taxable (Net Taxable - Freeze Taxable - Transfer Adjustment)	(=)	\$303,302,866
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Assessment Roll Grand Totals Report

WCAD

Tax Year: **2025** As of: **Certification**

Property Types: **M, Test, P2, LTRR, C1, P3, LTRC, BPP9**

SCO - Coupland ISD (ARB Approved Totals)

Number of Properties: 1531

Land Totals

Land - Homesite	(+)	\$54,187,869		
Land - Non Homesite	(+)	\$37,401,507		
Land - Ag Market	(+)	\$456,635,330		
Land - Timber Market	(+)	\$0		
Land - Exempt Ag/Timber Market	(+)	\$0		
Total Land Market Value	(=)	\$548,224,706	(+)	\$548,224,706

Improvement Totals

Improvements - Homesite	(+)	\$163,176,951		
Improvements - Non Homesite	(+)	\$73,237,031		
Total Improvements	(=)	\$236,413,982	(+)	\$236,413,982

Other Totals

Personal Property (71)		\$104,084,049	(+)	\$104,084,049
Minerals (0)		\$0	(+)	\$0
Autos (0)		\$0	(+)	\$0
Total Market Value			(=)	\$888,722,737
Total Market Value 100%			(=)	\$893,283,874
Total Homestead Cap Adjustment (309)			(-)	\$20,755,849
Total Circuit Breaker Limit Cap Adjustment (118)			(-)	\$2,858,734
Total Exempt Property (32)			(-)	\$45,035,375

Productivity Totals

Total Productivity Market (Non Exempt)	(+)	\$456,635,330		
Ag Use (689)	(-)	\$6,177,527		
Timber Use (0)	(-)	\$0		
Total Productivity Loss	(=)	\$450,457,803	(-)	\$450,457,803
Total Assessed			(=)	\$369,614,976

Exemptions

(HS Assd 126,509,199)

(HS) Homestead Local (401)	(+)	\$0		
(HS) Homestead State (401)	(+)	\$49,761,629		
(O65) Over 65 Local (149)	(+)	\$0		
(O65) Over 65 State (149)	(+)	\$6,283,527		
(DP) Disabled Persons Local (12)	(+)	\$0		
(DP) Disabled Persons State (12)	(+)	\$405,208		
(DV) Disabled Vet (13)	(+)	\$128,211		
(DVX) Disabled Vet 100% (15)	(+)	\$3,419,032		
(DVXSS) DV 100% Surviving Spouse (2)	(+)	\$73,175		
(AUTO) Lease Vehicles Ex (2)	(+)	\$110,136		
(SOL) Solar (2)	(+)	\$199,794		
(BI) Builders Inventory (17)	(+)	\$599,628		
(HB366) House Bill 366 (14)	(+)	\$11,933		
(PC) Pollution Control (2)	(+)	\$581,239		
Total Exemptions	(=)	\$61,573,512	(-)	\$61,573,512
Net Taxable (Before Freeze)			(=)	\$308,041,464

Assessment Roll Grand Totals Report

WCAD

Tax Year: 2025 As of: Certification

Property Types: M, Test, P2, LTRR, C1, P3, LTRC, BPP9

**** O65 Freeze Totals

Freeze Assessed	\$33,489,714
Freeze Taxable	\$13,172,288
Freeze Ceiling (119)	\$74,410.32

**** O65 Transfer Totals

Transfer Assessed	\$0
Transfer Taxable	\$0
Post-Percent Taxable	\$0
Transfer Adjustment (0)	\$0

Freeze Adjusted Taxable (Net Taxable - Freeze Taxable - Transfer Adjustment)	(=)	\$294,869,176
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*** DP Freeze Totals

Freeze Assessed	\$2,644,652
Freeze Taxable	\$942,496
Freeze Ceiling (11)	\$264.52

*** DP Transfer Totals

Transfer Assessed	\$0
Transfer Taxable	\$0
Post-Percent Taxable	\$0
Transfer Adjustment (0)	\$0

Freeze Adjusted Taxable (Net Taxable - Freeze Taxable - Transfer Adjustment)	(=)	\$293,926,680
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Assessment Roll Grand Totals Report

WCAD

Tax Year: 2025 As of: Certification

Property Types: M, Test, P2, LTRR, C1, P3, LTRC, BPP9

SCO - Coupland ISD (Under ARB Review Totals)

Number of Properties: 86

Land Totals

Land - Homesite	(+)	\$2,208,904		
Land - Non Homesite	(+)	\$7,407,274		
Land - Ag Market	(+)	\$18,017,100		
Land - Timber Market	(+)	\$0		
Land - Exempt Ag/Timber Market	(+)	\$0		
Total Land Market Value	(=)	\$27,633,278	(+)	\$27,633,278

Improvement Totals

Improvements - Homesite	(+)	\$11,086,560		
Improvements - Non Homesite	(+)	\$2,080,828		
Total Improvements	(=)	\$13,167,388	(+)	\$13,167,388

Other Totals

Personal Property (17)		\$544,241	(+)	\$544,241
Minerals (0)		\$0	(+)	\$0
Autos (0)		\$0	(+)	\$0
Total Market Value			(=)	\$41,344,907
Total Market Value 100%			(=)	\$41,344,907
Total Homestead Cap Adjustment (12)				(-) \$1,315,211
Total Circuit Breaker Limit Cap Adjustment (9)				(-) \$106,624
Total Exempt Property (0)				(-) \$0

Productivity Totals

Total Productivity Market (Non Exempt)	(+)	\$18,017,100		
Ag Use (17)	(-)	\$216,365		
Timber Use (0)	(-)	\$0		
Total Productivity Loss	(=)	\$17,800,735	(-)	\$17,800,735
Total Assessed			(=)	\$22,122,337

Exemptions

(HS Assd 6,703,393)

(HS) Homestead Local (15)	(+)	\$0		
(HS) Homestead State (15)	(+)	\$1,930,600		
(O65) Over 65 Local (3)	(+)	\$0		
(O65) Over 65 State (3)	(+)	\$180,000		
(DP) Disabled Persons Local (1)	(+)	\$0		
(DP) Disabled Persons State (1)	(+)	\$60,000		
(HB366) House Bill 366 (1)	(+)	\$613		
(SOL) Solar (1)	(+)	\$36,959		
Total Exemptions	(=)	\$2,208,172	(-)	\$2,208,172
Net Taxable (Before Freeze)			(=)	\$19,914,165

Assessment Roll Grand Totals Report

WCAD

Tax Year: 2025 As of: Certification

Property Types: M, Test, P2, LTRR, C1, P3, LTRC, BPP9

**** O65 Freeze Totals

Freeze Assessed	\$603,645
Freeze Taxable	\$203,645
Freeze Ceiling (2)	\$0.00

**** O65 Transfer Totals

Transfer Assessed	\$0
Transfer Taxable	\$0
Post-Percent Taxable	\$0
Transfer Adjustment (0)	\$0

Freeze Adjusted Taxable (Net Taxable - Freeze Taxable - Transfer Adjustment)	(=)	\$19,710,520
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*** DP Freeze Totals

Freeze Assessed	\$1,094,627
Freeze Taxable	\$894,627
Freeze Ceiling (1)	\$7,575.52

*** DP Transfer Totals

Transfer Assessed	\$0
Transfer Taxable	\$0
Post-Percent Taxable	\$0
Transfer Adjustment (0)	\$0

Freeze Adjusted Taxable (Net Taxable - Freeze Taxable - Transfer Adjustment)	(=)	\$18,815,893
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Effective Tax Rate Report

Tax Year: 2025

Taxing Unit: SCO - Coupland ISD

NEW EXEMPTIONS:

	COUNT	2024 ABSOLUTE EX VALUES	2025 PARTIAL EX VALUES
NEW EXEMPT PROPERTY	3	\$0	
NEW HS EXEMPTIONS	27		\$1,903,656
NEW PRO EXEMPTIONS	0		\$0
NEW OA EXEMPTIONS	7		\$180,000
NEW DP EXEMPTIONS	1		\$60,000
NEW DV1 EXEMPTIONS	0		\$0
NEW DV2 EXEMPTIONS	0		\$0
NEW DV3 EXEMPTIONS	0		\$0
NEW DV4 EXEMPTIONS	0		\$0
NEW DVX EXEMPTIONS	1		\$420
NEW HB366 EXEMPTIONS	0		\$0
NEW PC EXEMPTIONS	1		\$453,852
NEW FRSS EXEMPTIONS	0		\$0

ABSOLUTE EX TOTAL		\$0
PARTIAL EX TOTAL	(+)	\$2,597,928
2024 TAXABLE VALUE LOST DUE TO PROPERTY BECOMING EXEMPT IN 2025	(=)	\$2,597,928

NEW ANNEXED PROPERTY:

	COUNT	APPRAISED VALUE	TAXABLE VALUE
NEWLY ANNEXED PROPERTY	0	\$0	\$0
IMPROVEMENT SEGMENTS	0	\$0	
LAND SEGMENTS	0	\$0	
MINERAL	0	\$0	
OTHER	0	\$0	

TAXABLE VALUE ON NEWLY ANNEXED PROPERTY:	\$0
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NEW AG APPLICATIONS:

NEW AG APPLICATIONS COUNT	5
2024 MARKET	\$1,955,626
2025 USE	(-) \$8,146
VALUE LOST DUE TO AG APPLICATIONS:	(=) \$1,947,480 (\$1,947,480 Taxable)

NEW IMPROVEMENTS:

	COUNT	TOTAL APPRAISED VALUE ¹	NEW CURRENT TAXABLE ²
NEW IMPROVEMENTS	26	\$9,771,153	\$5,959,886
RESIDENTIAL	24	\$7,273,521	\$3,863,315
COMMERCIAL	2	\$2,497,632	\$2,096,571

OTHER	0	\$0	\$0
NEW ADDITIONS	26	\$10,308,753	\$1,851,120
RESIDENTIAL	20	\$8,541,556	\$686,472
COMMERCIAL	1	\$1,593,257	\$1,089,816
OTHER	5	\$173,940	\$74,832
PERCENT COMPLETION CHANGED	0	\$0	\$0
TOTAL NEW PERSONAL VALUE	0	\$0	\$0
SECTION 52 & 59	0	\$0	\$0
REDUCED/EXPIRING ABATEMENTS	0	\$0	\$0
TOTALS:		\$20,079,906	\$7,811,006

2024 TOTAL TAXABLE (EXCLUDES UNDER PROTEST)	\$324,390,766
2024 OA DP FROZEN TAXABLE	\$21,087,900
2024 TAX RATE	1.1669
2024 OA DP TAX CEILING	\$82,250
2025 CERTIFIED TAXABLE	\$308,041,464
2025 TAXABLE UNDER PROTEST	\$19,914,165
2025 OA FROZEN TAXABLE	\$13,172,288
2025 DP FROZEN TAXABLE	\$942,496
2025 TRANSFERRED OA FROZEN TAXABLE	\$0
2025 TRANSFERRED DP FROZEN TAXABLE	\$0
2025 OA FROZEN TAXABLE UNDER PROTEST	\$203,645
2025 DP FROZEN TAXABLE UNDER PROTEST	\$894,627
2025 TRANSFER OA WITH FROZEN TAXABLE UNDER PROTEST	\$0
2025 TRANSFER DP WITH FROZEN TAXABLE UNDER PROTEST	\$0
2025 APPRAISED VALUE	\$391,737,313
2025 OA DP TAX CEILING	\$82,250

1. Includes all land and other improvements of properties with new improvement values.
2. Includes only new improvement value.



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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PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

DNA
(LOCAL)

T-TESS

The District shall appraise teachers annually using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law and administrative regulations.

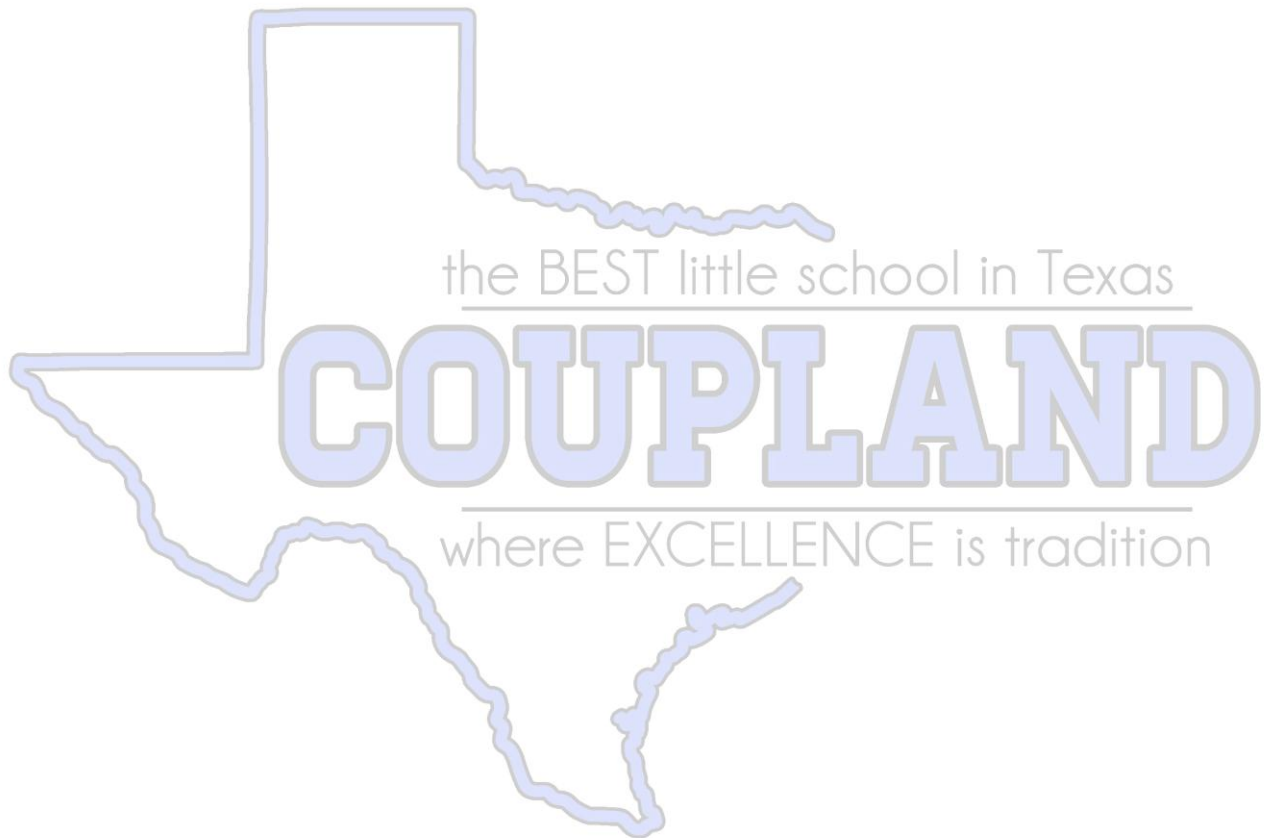
The Board shall approve a list of certified appraisers who can appraise a teacher in place of the teacher's supervisor.



512 - 856 - 2422
620 South Commerce Street, Coupland TX 78615
www.CouplandISD.org

2025-2026 T-TESS Administrators

- Brian Booker
- Kate Knapek



Superintendent, Dr. Earl Parcell
Principal, Brian Booker
Assistant Principal, Kate Knapek



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



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

Triumph Agreement with Coupland Independent School District



Services Agreement

Client Contact Details

Client Information:	
Client Name	Coupland Independent School District
Project Number	23-000639
Service Start Date	09/03/2025
Point of Contact Name	Dr. Earl Parcell (Superintendent)
Point of Contact Phone Number	(512)856-2422
Point of Contact Email	eparcell@couplandisd.org
Security Property/Site Name	Coupland Independent School District
Property/Site Address	620 S Commerce Street, Coupland, TX 78615
Client Billing Information:	
Billing Contact Name	Pam Herber
Billing Address	620 S. Commerce Street, Coupland, TX 78615



Billing Email	invoices@couplandisd.org
Billing Phone Number	(512)856-2422
Type of Services:	Triumph Guard and Patrol Service Agreement

Triumph Protection Group Details

Company Name	Triumph Protection Group, Inc.
Billing Address	853 Cotting Court, Suite D, Vacaville, CA 95688
Representative	Frank Wolverton
Email Address	accounting@triumphprotection.com
Phone Number	(800) 224-0286
Fax Number	(707) 471-6573
Website	www.triumphprotection.com

Services

This Services Agreement (the “**Agreement**”) is made effective as of 09/03/2025 (“**Effective Date**”), by and between **TRIUMPH PROTECTION GROUP, INC.**, a California corporation, with its principal office located at 853 Cotting Court, Suite D, Vacaville, CA 95688 (“**Triumph**”) and Coupland Independent School District located at 620 S Commerce Street, Coupland, TX 78615 (“**Client**”). Triumph and Client may be individually referred to herein as “**Party**” or collectively as “**Parties**”.

 **Triumph Protection Group, Inc.**

Company address
853 Cotting Court, Suite D Vacaville, CA 95688

Company ID no.
-

Hereinafter referred to as
Sender

 **Coupland Independent School District**

Company address
620 S Commerce Street Coupland, TX 78615

Company ID no.
-

Hereinafter referred to as
Recipient



RECITALS

The Parties enter into this Agreement based on the following facts, understandings, and intentions:

- A. Triumph provides private security and patrol services and is licensed to provide these services in various states, including TX.
- B. Client wishes to engage Triumph to provide services at various locations ("**Locations**") that are more fully described in this Agreement and the applicable Statements of Work (defined below) ("**Services**").
- C. The Parties now wish to enter into this Agreement to record the terms of the provision of services by Triumph to the Client.

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and intending to be legally bound, the Parties hereto agrees as follows:

1. **SERVICES**

- 1.1. The Client hereby engages Triumph, and Triumph hereby accepts such engagement to serve as an independent contractor to provide the Services to the Client on the terms and conditions set forth in this Agreement and the associated Statement(s) of Work at the Locations set forth in the applicable Statement(s) of Work. Triumph shall have exclusive control over the method and manner of performance of all Services.
 - The detailed description of the Services shall be set forth on a detailed statement of work ("Statement of Work" or "SOW"). For Security Services, this shall include the specific number of security Officers per Location and per shift; the hours of coverage; the number of supervisory or other management personnel deployed to oversee the performance of the Services; and the current hourly rate(s) of the applicable personnel. "**Security Officers**" means one or more employee(s) or contractors of Triumph who will perform the Services. If applicable, the SOW shall specify the breakdown of charges for standard or regular Security Officer services, charges for emergency or unscheduled services, and charges for specialized Security Officers to be used for special events.
- 1.2. The Parties may execute subsequent Statement(s) of Work to change or update the details of services and payment terms recorded in a previous SOW or to add additional Services. Each Statement of Work executed by the Parties shall be sequentially numbered and appended to this Agreement. The applicable Statement(s) of Work and this Agreement shall constitute the entire agreement for providing the Services.
- 1.3. Should the Client cancel Services on a scheduled day(s), Client guarantees Triumph:
 - Security Officers: payment of equivalent to N/A hours per Security Officer, per day of cancellation.

In the event of any absence of a Patrol Officer or Security Officer on a scheduled day of Service, Triumph will provide an immediate replacement of equal caliber and training. Triumph, its managers and supervisors will be available Twenty-Four (24) hours per day, seven (7) days a week, to respond to any incidents and/or any unusual circumstances that may occur during the performance of the Services.

- 1.4. In the event of an "emergency situation" where Triumph is required to deploy Security Officers and /or Patrol Officers in addition to those already agreed in Statement(s) of Work, Triumph will invoice Client for the additional Services provided by such additional Patrol Officers and/or Security Officers at 1.5 times the agreed rate. As referred to herein, an "emergency situation" means any situation where Client requests Triumph to deploy additional Security Officers at any of its Locations with less than Twenty-Four (24) hours' notice.



2. SECURITY OFFICERS

- 2.1. Triumph warrants that Services provided hereunder shall be performed by Security Officers licensed by the State of Texas Department of Public Safety. The services will be performed with the competency consistent with applicable industry standards and by Security Officers with the qualifications reasonably necessary to perform the Services. Nothing shall be constructed to suggest that Triumph or the Security Officers are compelled, required, contracted or willing to protect the life, lives, or property of persons unless otherwise agreed in this Agreement.
- 2.2. Triumph is responsible for hiring, training, supervising, and providing uniforms, badges, and necessary equipment to the Security Officers. Client acknowledges and agrees that Triumph shall have the right, in its sole discretion, to remove or reassign Security Officers to provide the Services hereunder. Client may request, in writing, that Triumph replace a Security Officer by providing the reason for the replacement request. If Triumph agrees with the reason provided, Triumph will provide a replacement Security Officer as soon as commercially possible.
- 2.3. Triumph will be responsible for the supervision and control of Security Officers. In the event the Client assumes any supervision of the Security Officers, the Client shall be solely liable for any and all consequences that may occur from Security Officers' performing such actions as directed by the Client. In the event of any such instances, Client will indemnify and defend Triumph as provided in Section 9 of this Agreement.
- 2.4. No Security Officer shall be armed with firearms or other lethal weapons while performing the Services except with the prior written consent of the Client. Triumph's security officers shall cooperate with the Coupland Police Department and other law enforcement agencies that have authority to act in any of the Locations. Such cooperation shall include filing reports of incidents and calling in law enforcement officers for incidents or events requiring assistance from or intervention by a law enforcement officer.

3. LOCATIONS

- 3.1. The Client shall provide Triumph with access to the Locations for the performance of the Services. Client shall provide the Security Officers and Patrol Officers, as applicable, with adequate parking spaces to park their vehicles at the Locations. The Security Officers and Patrol Officers shall have access to basic facilities at the Locations, including a water fountain for drinking water and a restroom.
- 3.2. In the event the Locations are subject to special rules, regulations and /or bylaws, then the Client will provide Triumph with a copy of such special rules, regulations and/or bylaws applicable to the Locations. Client will inform Triumph anytime there is an update to the rules and /or bylaws and provide Triumph with a copy of the update.

4. FEES AND EXPENSES

- 4.1. As compensation for the performance of the Services, the Client shall pay Triumph the fees at the rates set forth in the applicable SOW (the "**Fees**"). On each anniversary of the first day of the first full month following the Effective Date, all Fees shall increase three percent (3.0%) over the previous year.
- 4.2. The Client shall pay all undisputed Fees NET30 of receipt of an invoice from Triumph ("Due Date"). All invoices shall be sent by Triumph to the Client's address or email provided in this Agreement. Payment methods accepted by Triumph are check, money order, cashiers' check, ACH (if agreed upon by both Parties), and credit card. Credit card payments will incur a 3.5% surcharge for administrative costs in processing such payments.



- 4.3. If the Client does not pay the Fees by the Due Date, Client shall be liable to pay late charges which shall be equal to 1.5% of the amounts due, subject to the maximum late charges permitted to be collected under applicable law. Triumph may, in its sole discretion, suspend all Services on Seven (7) days written notice to Client until the amounts outstanding are paid in full. Discontinuation of Services by Triumph will not release Client from any financial obligations due under the terms of this Agreement.
- 4.4. In the event of a billing dispute and within thirty (30) days of the date of the disputed Invoice, Client shall provide a summary of the dispute in writing together with supporting documentation to accounting@triumphprotection.com or to Billing at the address specified herein for Notice. However, Client must pay all undisputed amounts. Triumph will investigate the dispute and provide a written response to Client within sixty (60) days of Notice. The Parties agree to reasonably work together in a timely manner to resolve any such billing disputes. Client waives all rights to dispute charges after the 30-day billing dispute notice period.

5. RELATIONSHIP OF PARTIES

- 5.1. Triumph is an independent contractor of the Client, and this Agreement shall not be construed to create any association, partnership, joint venture, employment, or agency relationship between Triumph and the Client for any purpose. Neither Party shall have the authority (and shall not hold itself out as having authority) to bind the other Party in any manner or any agreements or representations on behalf of the other Party, without the other Party's prior written consent.
- 5.2. Each Party shall be solely responsible for the supervision, direction and control of its employees and contractors and payment all wages, overtime, or other compensation to its employees and contractors and for withholding and paying all applicable taxes related to the employment of its workers in compliance with federal, state and local wage and hour laws, and all laws, rules, and regulation regarding the filing of reports and payment of social security, withholding and income taxes. Under no circumstances shall the employees of one Party be deemed to be employees of the other Party for any purpose.

6. REPRESENTATION AND WARRANTIES OF CLIENT

The Client hereby represents and warrants to Triumph as follows:

- 6.1. Organization and Qualification. Client is duly organized, validly existing and in good standing under the laws of the jurisdiction of its formation, has the entity power and authority to carry on its business and to enter into and perform its obligations under the Agreement.
- 6.2. Information: All information provided by the Client to Triumph with respect to the transaction contemplated in this Agreement is true and correct in all respects.
- 6.3. Due Authorization. The execution, delivery, and performance of the Agreement by the Client (i) has been duly authorized by all necessary action, (ii) does not contravene any Regulation or any governmental order, (iii) does not contravene any provision of such its organizational documents, and (iv) does not violate any other agreement or instrument by which it is bound.
- 6.4. Litigation. There is no action pending or threatened against the Client, which purports to affect the performance of its obligations under the Agreement.
- 6.5. Restrictive Agreements. The Client is not a party to or subject to any agreement or restriction that may have a material adverse effect on its ability to fulfill its obligations under this Agreement.
- 6.6. Laws. The Client is in compliance with all applicable federal, state and local employment and labor laws.



7. INDEMNIFICATION

- 7.1. The Client shall defend, indemnify, and hold harmless Triumph and its affiliates, officers, directors, employees, subcontractors, agents and/or representatives from and against any and all claims, actions, liabilities, demands, losses, damage, judgment, costs and expenses or other obligation or right of action, including without limitation reasonable attorneys' fees incurred by Triumph, which may arise as a result of:
- 7.1.a. Breach of any provision of this Agreement by the Client or Client's employees or subcontractors;
 - 7.1.b. Misrepresentation or breach of any representation or warranty by the Client to Triumph, or to any third-party;
 - 7.1.c. Client's failure to comply with any applicable law or regulation;
 - 7.1.d. Death or bodily injury of any person, to the extent that such death or bodily injury was caused by the Client's gross negligence or willful misconduct; or
 - 7.1.e. Anything done or omitted to be done through the negligence, default, or misconduct of the Client or of its affiliate, officers, directors, employees, subcontractors, agents and/or representatives.
- 7.2. Client waives all rights of recovery against Triumph for damages to the Locations, or loss to Client as a result of provision of Services by Security Officers providing Services under this Agreement unless arising solely from the criminal or willful misconduct of Triumph or its employees. In the event of allegation of theft by a Security Officer, Client waives all right of recovery against Triumph unless (a) Triumph is notified in writing of such allegations within forty-eight (48) hours of discovery that a theft as allegedly occurred, (b) the Client fully cooperates with Triumph in the investigation of the facts, (c) the Client presses formal charges, and (d) the Client obtains a conviction.
- 7.3. For purposes of this Section 8, the Client shall be responsible for the actions, or failure to act, of its affiliates, officers, directors, employees, agents, representatives and clients whose inactions, actions or activities are, either directly or indirectly, under or subject to the reasonable control of the Client.

8. LIMITATION OF LIABILITY

- 8.1. NEITHER PARTY NOR THEIR OFFICERS, EMPLOYEES, AFFILIATES, DIRECTORS, AGENTS, EMPLOYEES, SUPPLIERS OR LICENSORS SHALL BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, CONSEQUENTIAL, PUNITIVE OR OTHER SIMILAR DAMAGES, INCLUDING LOSS OF PROFITS, SALES, OR BUSINESS, BUSINESS INTERRUPTIONS, FAILURE TO REALIZE EXPECTED SAVINGS, RELATED TO THE SERVICES OR THIS AGREEMENT, EVEN IF THE PARTY COULD REASONABLY FORESEE OR HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. EACH PARTY ACKNOWLEDGES AND AGREES THAT THE ESSENTIAL PURPOSE OF THIS PROVISION IS TO ALLOCATE THE RISKS UNDER THIS AGREEMENT BETWEEN THE PARTIES AND LIMIT POTENTIAL LIABILITY GIVEN THE AMOUNTS INVOICED AND PAID, WHICH WOULD HAVE BEEN SUBSTANTIALLY HIGHER IF TRIUMPH WERE TO ASSUME ANY FURTHER LIABILITY OTHER THAN AS SET FORTH HEREIN. TRIUMPH HAS RELIED ON THESE LIMITATIONS IN DETERMINING WHETHER TO PROVIDE THE CLIENT THE SERVICES DETAILED IN THIS AGREEMENT.
- 8.2. Except for the obligations of indemnity under this Agreement, acts of fraud or payment of the invoices that are due under this Agreement, neither Party's liability arising out of or in connection with their obligations under this Agreement shall exceed the sum of fees paid by the Client to Triumph during the previous six (6) months.

9. INSURANCE

- 9.1. Triumph shall maintain the following insurance coverages:
- 9.1.a. Worker's Compensation Coverage for its Security Officers in the sum of One Million Dollars (\$1,000,000.00) for each occurrence.
 - 9.1.b. General Liability Insurance in the sum of Five Million Dollars (\$5,000,000.00) for each occurrence.
 - 9.1.c. Errors & Omissions and Automotive Liability Insurance, which includes liability, false arrest, unlawful detention, wrongful entry, and slander.
If requested by the Client in any Statement of Work, the Client, its employees, officers and directors may also be named as additional insureds.
- 9.2. If Client requires the Patrol Officers and/or Security Officers to drive a vehicle for the provision of Services hereunder, other than the Patrol Officers' or Security Officers' own personal vehicle or vehicle furnished by Triumph, Client shall ensure that its insurance is the primary instrument of insurance for such vehicle. Client shall maintain in full force and effect, at its own cost and expense, Automobile, Comprehensive, Fire and Theft, Collision Liability Insurance on the Client's vehicle(s). Client further agrees that it will waive all rights of recovery from Triumph and indemnify and hold harmless and defend Triumph its officers, directors, subcontractors, agents, , and employees, from all such losses, claims, suits, damages, thefts, and expenses which may arise out of the authorized or permitted use of Client's vehicle(s) unless solely caused by the gross negligence or willful misconduct of a Security Officer. This provision shall survive the termination of this Agreement.
- 9.3. Client acknowledges that Triumph is not an insurer. The amount paid for Services is for a security service designed to deter certain risk of loss and are not related to the value of life, personal property, or real property protected. Triumph makes no guarantee, implied or otherwise, that no death, injury, damage or loss will occur or that the Services will avert or prevent death, injury, damage or losses.

10. TERM AND TERMINATION

- 10.1. Term of Agreement. The term of this Agreement shall commence as of the Effective Date and shall continue until 09/02/2026, or until all Services have been performed and paid for by Client under any Statement of Work unless sooner terminated in accordance with the terms of this Agreement (the "**Initial Term**"). The Parties may execute one or more Statement(s) of Work to extend the Initial Term of this Agreement ("**Additional Term(s)**"). 'Initial Term' and all subsequent 'Additional Term(s)' are collectively referred to as the "**Term**" of the Agreement.
- 10.2. Termination of Agreement for Convenience. Notwithstanding any other provision in this Agreement, either Party ("**Terminating Party**") may terminate this Agreement at any time for the convenience provided that the Terminating Party delivers to the nonterminating party ("**Non-Terminating Party**") thirty (30) days' prior written notice of its intention to do so.
- 10.3. Payment upon Termination for Convenience. If Client terminates this Agreement for convenience under Section 10.2, Client shall nonetheless pay Triumph for Services which were agreed to be performed through the date of termination (i.e. through the thirty (30) day prior written notice term).
- 10.4. Termination of Agreement with Cause. Notwithstanding any other provision in this Agreement, Terminating Party may terminate this Agreement effective immediately upon delivery of written notice of termination to the Non-Terminating Party if:



- 10.4.a. Non-Terminating Party commits a material breach of this Agreement (which includes non-payment of undisputed amounts due in a timely manner) and fails to rectify the situation within seven (7) calendar days after receiving a written notice of the breach or consistent failure to perform from the Terminating Party.
- 10.4.b. Non-Terminating Party takes any material action which is intended or would reasonably be expected to lead to unwanted or unfavorable publicity of the Terminating Party, and which substantially harms the goodwill and the reputation of the Terminating Party.
- 10.4.c. Non-Terminating Party becomes insolvent, or a receiver or receiver-manager is appointed for any part of the property of the Non-Terminating Party, or Non-Terminating Party makes an assignment, proposal, or arrangement for the benefit of its creditors or files an assignment in bankruptcy, or any proceedings under any bankruptcy or insolvency laws are commenced against Non-Terminating Party; or
- 10.4.d. Any ruling of any municipal, government or judicial authority which makes it impossible for either Party to perform its obligations under the Agreement.
- 10.5. Payment Upon Termination for Cause. If Client terminates this Agreement under Section 10.4 for causes solely attributable to Triumph, Client shall pay Triumph any amount earned for Services rendered up to the effective date of termination.
- 10.6. Payment upon termination due to causes attributable to Client. If Triumph terminates this Agreement under Section 10.4 for causes attributable to Client, then Client shall nonetheless pay Triumph for Services which were agreed to be performed through the end of the Term, irrespective of the fact that the actual Services are not performed for the entire Term.

11. NON-SOLICITATION

Client acknowledges that Triumph incurs substantial costs in recruitment, screening, and training of its Patrol Officers and Security Officers. Client warrants and agrees that it will not, directly, or indirectly, solicit, employ, offer to employ, or engage as a consultant, any individual working either as an employee or subcontractor, as a Patrol Officer or Security Officer ("**Solicited Officer**") during his or her employment with Triumph and for a period of One Hundred and Eighty (180) days following the last day on which Triumph last employed the Solicited Officer ("**Non-Solicitation Period**"). If Client breaches this provision and hires (whether as an employee or as a contractor) a Patrol Officer or Security Officer during this Non-Solicitation Period, Client shall pay Triumph a fee of One Thousand Dollars (\$1,000.00) per month remaining in the Non-Solicitation Period for the Solicited Officer, subject to a maximum of Six Thousand Dollars (\$6,000.00) per Solicited Officer.

12. PROPERTY

Any/all property, equipment, supplies, software, data, reports, etc., furnished by Triumph at the Locations shall remain the property of Triumph. At all times during and after the Term of this Agreement, Triumph shall retain the sole right to install, maintain, and remove such property, equipment, and supplies with reasonable notice to client during normal business working hours.

13. SUB-CONTRACTORS

Triumph may employ sub-contractors to provide the Services to the Client. Triumph agrees to provide the names, locations, and other relevant details of any sub-contractors it proposes to use in connection with the provision of Services under this Agreement.

14. MISCELLANEOUS



- 14.1. Force Majeure. Triumph shall not be responsible for non-performance or delay in performance of this obligations under this Agreement if such performance is prevented, restricted, interfered or delayed due to circumstances beyond its control, including but not limited to fire, flood explosion, epidemic, pandemic, change in laws, accident, act of God, act of terrorism, war, riot, strike, or lockout. In such an event, Triumph will notify the Client in writing, and provide full particulars of the cause or event and the date of first occurrence thereof, as soon as possible after the event and keep the Client informed of any further developments.
- 14.2. Assignment. Neither Party shall assign this Agreement without the prior written consent of the other Party.
- 14.3. Further Assurances. Upon the reasonable request of any Party, the other Party will (a) execute and deliver to the other such other documents, releases, assignments, and other instruments as may be required to effectuate this Agreement; and (b) take all other actions to fulfill the intent and purpose of this Agreement and the transactions contemplated herein.
- 14.4. Notices. Any notice, demand, or other writing of any kind whatsoever which may or shall be given pursuant to this Agreement shall be deemed given and received, and to be effective for all purposes when personally delivered or sent by certified or registered United States mail, postage prepaid, or emailed to the following addresses:

TRIUMPH:	Triumph Protection Group, Inc. 853 Cotting Court, Suite D, Vacaville, CA 95688 Email: accounting@triumphprotection.com
CLIENT:	Coupland Independent School District 620 S Commerce Street, Coupland, TX 78615 Email: eparcell@couplandisd.org

- 14.5. Entire Agreement/Modification. This Agreement is comprised of this document and the attached Statement(s) of Work and contains the entire understanding between the Parties. In the event of any conflict or discrepancy between this Agreement and any Statement(s) of Work, the terms of this Agreement shall govern unless the language in any Statement(s) of Work indicates that it is the specific intent of the Parties to overrule a particular provision of this document. This Agreement supersedes all previous dealings, communications, understandings, and expectations of the Parties and constitutes the whole agreement with respect to the transactions contemplated hereby, and there are no representations, warranties, conditions, or collateral agreements between the Parties with respect to such transactions except as expressly set out herein. No amendment, modification, supplement, or other purported alteration of this Agreement shall be binding upon a Party unless in writing signed by them or on their behalf by a duly authorized representative(s).
- 14.6. Waiver. The actual or adjudicated waiver of a breach of or failure to insist upon the strict performance of or to seek remedy of any one of the terms or conditions of this Agreement or to exercise any right, remedy, or election set forth herein or permitted by law shall not constitute or be construed as a waiver or relinquishment for the future of such term, condition, right, remedy or election. All rights or remedies specified in this Agreement and all other rights or remedies at law, in equity or otherwise, shall be distinct, separate, and cumulative rights or remedies, and no one of them, whether exercised or not, shall be deemed to be in exclusion of any other right or remedy.
- 14.7. Counterparts. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original, but which taken together shall constitute one and the same instrument.

- 14.8. Digital Signatures. Signatures to this Agreement transmitted by facsimile (fax) or in the form of a digital image (including without limitation PDF, JPEG, and/or GIF files or other e-signatures), shall be valid and effective to bind the party so signing; each Party agrees to promptly deliver an execution original to this Agreement with its actual signature to each other party, but a failure to do so shall not affect the enforceability of this Agreement, it being expressly agreed that each Party to this Agreement shall be bound by its own facsimile or scanned signature and shall accept the telecopied or scanned signature of each other Party to this Agreement.
- 14.9. Successors and Assigns. This Agreement shall inure to the benefit of and be binding upon the Parties named herein and their respective heirs, successors, assigns, and personal representatives.
- 14.10. Arbitration. Any dispute arising out of or relating to this Agreement, or its subject matter, may be resolved by binding arbitration under the Commercial Arbitration Rules of the American Arbitration Association (“**AAA**”). Either Party may send a notice to the other Party of its intention to file a case with the AAA under this Section (“**Arbitration Notice**”). If the other Party agrees to arbitrate, the arbitration will be conducted in Sacramento, California by a single arbitrator knowledgeable in the commercial aspects of “professional security service” arrangements and shall be governed by the laws of the State of California. The parties will mutually appoint a single arbitrator within thirty (30) days of the Arbitration Notice. If the Parties are unable to agree on an arbitrator, then the AAA will appoint an arbitrator who meets the foregoing knowledge requirements. Once the Parties have agreed to arbitrate, the arbitration award will be final and binding and may be enforced in any court of competent jurisdiction.
- 14.11. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.
- 14.12. Jurisdiction and Venue. The Parties hereto irrevocably submit to the exclusive jurisdiction of the courts of the county of Solano, state of California, in any action arising out of or relating to this Agreement, and hereby irrevocably agree that all claims in respect of such action may and shall be heard and determined in such state or federal court. The Parties hereto irrevocably waive, to the fullest extent they may effectively do so, the defense of an inconvenient forum to the maintenance of such action or proceeding and any rights they may have to transfer or change the venue of such action or proceeding. The Parties further agree, to the extent permitted by law, that final and unappealable judgment against any of them in any action or proceeding contemplated above may be enforced in any jurisdiction within the United States by suit on the judgment, a certified copy of which shall be conclusive evidence of the fact and amount of such judgment.
- 14.13. Attorneys' Fees. In the event that an action is brought to enforce any right or obligation arising out of this Agreement, the prevailing Party shall be entitled to recover its reasonable attorneys' fees and other costs incurred in that action or proceeding, including expert witness fees, and any appeal of such action or proceeding, in addition to any other relief to which that Party may be entitled.
- 14.14. Severability. If any term or provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, that provision will be enforced to the maximum extent possible and the remaining provisions of this Agreement shall remain in full force and effect. The invalidity of any provision of this Agreement shall not affect the validity of any other.
- 14.15. Joint Negotiation and Drafting. Triumph and Client participated jointly in the negotiation and drafting of this Agreement. In the event that an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if drafted jointly by the Parties and no presumption or burden of proof shall arise favoring or disfavoring either Triumph or Client by virtue of the authorship of any provisions of this Agreement.

14.16. Legal Representation. Client hereby acknowledges that Client has had an opportunity to obtain independent legal counsel, and that Client's decision to enter into this transaction is a free and voluntary act.

STATEMENT OF WORK SECURITY SERVICES

Date: 08/06/2025	SOW NO.:
Coupland Independent School District	TRIUMPH PROTECTION GROUP, INC.
620 S Commerce Street	853 Cotting Court, Suite D
Coupland, TX 78615	Vacaville, CA 95688
(512)856-2422	(800) 224-0286
eparcell@couplandisd.org	accounting@triumphprotection.com

This Statement of Work ("Statement of Work") is issued pursuant to Paragraph 2 of the Services Agreement ("Services Agreement") between Client and Triumph with an Effective Date of 09/03/2025, and is hereby made a part of the Services Agreement (together, the "Agreement"). Capitalized terms not otherwise defined herein shall have the meaning ascribed to them in the Security Agreement.

LOCATION

Location Name:	Coupland Independent School District
Location Address:	620 S Commerce Street, Coupland, TX 78615
Dates:	09/03/2025 to 09/02/2026

SERVICES

Security Officers shall be responsible for providing the following Services:

- Provide one (1) armed agent per shift for the 2025/2026 school year.
- Manage entry and egress control, visitor and building employee identification verification.
- Complete daily incident logs/daily operating reports, including but not limited to reports of observations.
- Report to the authorities' violations of the law as well as issues that may create dangerous conditions at the property, such as unusual/suspicious activities, vehicles, persons, etc.



- Provide roving patrols of interior/exterior of building areas, including without limitation actively patrolling the property, including both foot patrol and vehicle patrol, for buildings, parking lots, and all other area of the school property.
- Respond to any emergencies or other disturbances that occur on the school property during assigned duty hours.
- Protect all buildings, equipment, personnel and students from harm or destruction.
- Monitor and report any suspicious activity on the premises.
- Be visible and supporting as needed during morning arrival and afternoon dismissal.
- Make sure doors that should be locked are locked.
- Respond to requests for assistance.
- Make sure visitors go where they should.
- Maintain and care for campus property and equipment.
- Utilize Guardmetrics with Triumph site phone to record daily activity.
- Perform other duties as required.

Holidays

The following holidays will be billed at a rate of 1 ½ times the straight time unless otherwise listed in this agreement:

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Christmas Day

Security Schedule

Security Schedule: Uniformed Armed Agent

Standard Hourly Bill Rate (\$) 32.96	Overtime/Holiday Hourly Bill Rate (\$) 49.44	Double Time Hourly Bill Rate (\$) -
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# of Agents on this schedule	Standard Hours per Agent/Wk	Overtime/Holiday Hours per Agent/Wk	Double Time Hours per Agent/Wk	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
1	40.00	-	-	0730-1530	0730-1530	0730-1530	0730-1530	0730-1530	-	-



Security Approximate Cost Itemization

Summary of Approximate Cost			
Service Item	Weekly	Monthly	Annually
Uniformed Armed Agent	\$1,318.40	\$5,713.07	

Full name
Laura Klauer (Senior Director of Accounting)

On behalf of
Triumph Protection Group, Inc.

Email
lklauer@triumphprotection.com

IP Address
47.208.195.253

Signed digitally
7 August 2025, 15:29:40 UTC

Full name
Dr. Earl Parcell (Superintendent)

On behalf of
Coupland Independent School District

Email
eparcell@couplandisd.org

IP Address
-

Signature will appear here



COUPLAND ISD

2024- 2025 SCHOOL CALENDAR

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

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

September 2024						
S	M	T	W	TH	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	{24	25	26	27	28
29	30					

October 2024						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

December 2023						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School Starts 7:40 AM
School Ends 3:20 PM

IMPORTANT DATES	
Registration	Online July 30; July 30-31
Meet the Teacher Night	Aug. 8
Staff Pre-Service/Workdays	Aug. 6,7,9,12; Aug. 5, 8,13 work days
First Day of School	Aug. 14
Student/Staff Holiday	Sept. 2
Student/Staff Holiday	Oct. 14
Holiday- Thanksgiving	Nov. 25-29
Holiday- Christmas	Dec. 23 (TTD) - Jan. 6
Student/Staff Holiday	Jan. 20 & Feb. 17
Spring Break	Mar. 10-14
Student Holiday/TTD	April 18 & April 21 (TTD)
Staff Prof. Development	9/23; 11/1; 1/6; 2/21
STAAR Testing	April 15 - May 9
Last Day of School	May 22
Teacher Work Day/TTD	May 23 & May 27 (TTD)
Summer School Workday	May 30
Summer School	June 2-5, 9-12, 16-19, 23-26

EARLY RELEASE DATES 12:00 Noon	
December 20	May 22

SIX WEEKS PERIODS	
1st: Aug. 14 - Sept. 20	27 Days
2nd: Sept. 24 - Oct. 31	27 Days
3rd: Nov. 4 - Dec. 20	30 Days
4th: Jan. 7 - Feb. 20	31 Days
5th: Feb. 24 - April 11	30 Days
6th: April 14 - May 22	27 Days

TOTAL MINUTES	
Instructional Days = 172	Teacher Days = 187

CALENDAR KEY	
	Registration
	Summer School
	Pre-Service
	Workday
	Staff PD/Student Holiday
	Trade Day/Student Holiday
	Student / Staff Holiday
	CISD CLOSED
	Early Release Day @ 12:00 Noon
{ }	Six Weeks Period
	STAAR Testing

Employee Work Calendar	Start Date - End Date
176	8/9/2024 - 5/23/2025
185	8/5/2024 - 5/23/2025
187	8/5/2024 - 5/27/2024
197	7/24/2024 - 5/30/2025
202	7/24/2024 - 6/6/2025
212	7/23/2024 - 6/20/2025
226	7/8/2024 - 6/25/2025
236	7/8/2024 - 6/27/2025

Bad weather make up day (If needed) 2/21/25 & 4/21/25

January 2025						
S	M	T	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
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16	17	18	19	20	21	22
23	{24	25	26	27	28	

March 2025						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
S	M	T	W	TH	F	S
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6	7	8	9	10	11	12
13	{14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	TH	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 ^{ss}	31

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

Testing dates subject to change per TEA
 78,720 Minutes
 3/4/2024



DOCUMENT TITLE:

Triumph Agreement with Coupland Independent School District

What?

Who?

When?



Signed & sent



lklauser@triumphprotection.com

7 Aug 2025

15:29:40 UTC

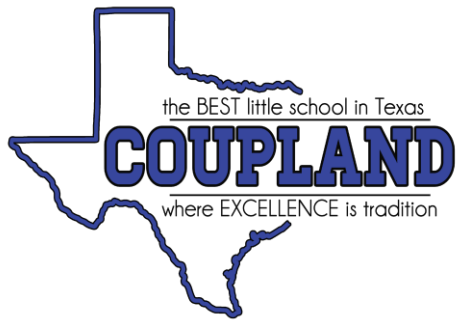
Action and Discussion Items Calendar

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 	<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 	<ul style="list-style-type: none"> ● Superintendent's evaluation form approved if changes needed

	<p>(Summative) Evaluation</p> <ul style="list-style-type: none"> ● Superintendent Contract Consideration 	<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 	<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 	<ul style="list-style-type: none"> ● Budget Workshop – Preliminary 2025-2026 Budget ● Consider TASB attendance at TASB Conference in September

	<ul style="list-style-type: none"> years only) ● Establish Trustee Election Dates (Even years only) 	<ul style="list-style-type: none"> ● 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 8/6/2025



COUPLAND ISD

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

Future Board Meetings

- July 31, 2025
- August 14, 2025*
- September 9, 2025
- ~~September 11, 2025~~ conflicts with txEDCON Conference
- October 9, 2025
- November 13, 2025
- November 18, 2025**
- December 11, 2025
- January 15, 2026
- February 12, 2026
- March 12, 2026
- April 9, 2026
- May 14, 2026
- June 11, 2026

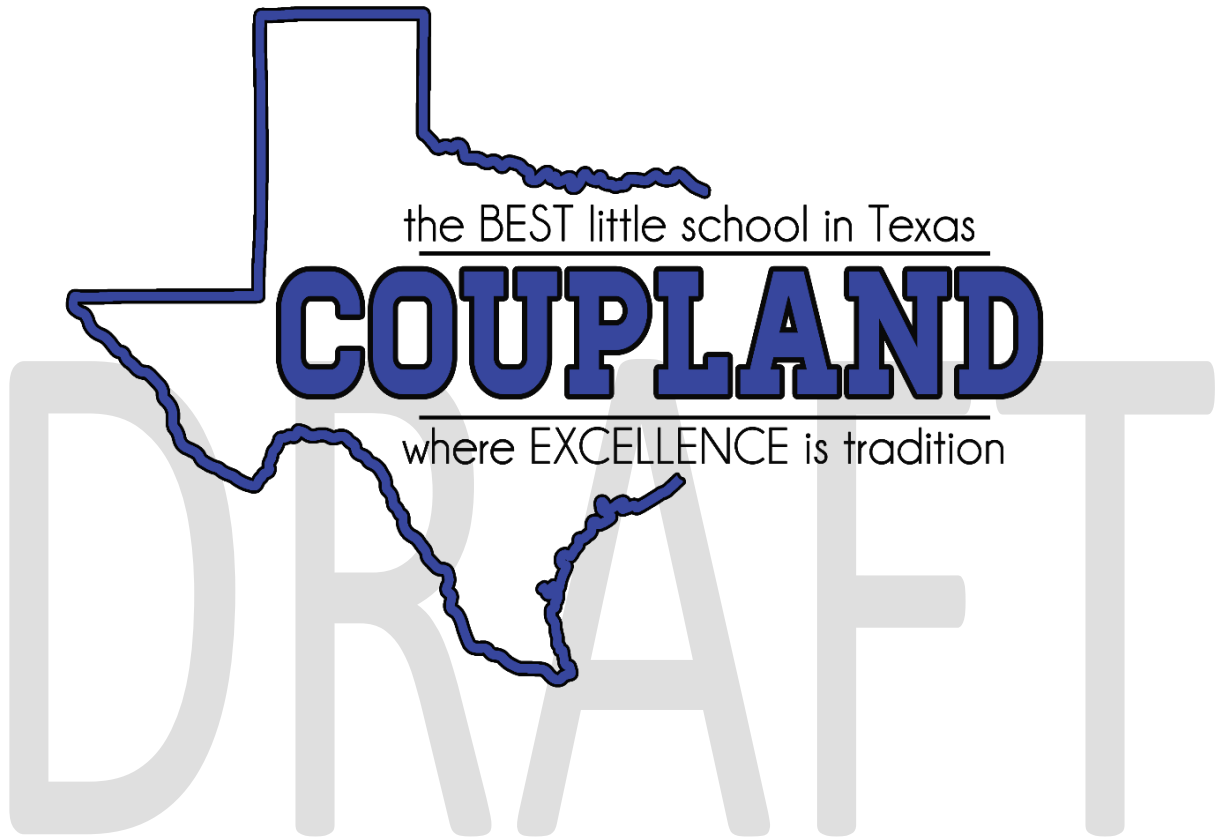
*Budget, Tax Rate, possibly call a VATRE

** Canvass the ballots (VATRE)



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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.

DRAFT



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Board Member Code of Ethics

Equity in attitude

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

Trustworthiness in stewardship

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

Honor in conduct

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

Integrity of character

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

Commitment to service

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

Student centered focus

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



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Board Code of Conduct

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

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



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



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Board Meeting Agenda

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

Regular Meeting Agenda

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

CALL TO ORDER / Establish a Quorum

PUBLIC COMMENTS

ACTION ITEMS:

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

DISCUSSION ITEMS:

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

SUPERINTENDENT'S REPORT:

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

EXECUTIVE SESSION:

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

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

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



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etc.

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

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

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

ADJOURNMENT

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

Special Meetings

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

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

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

Annual Calendar of Board Agenda Items

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

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



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



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



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Developing the Meeting Agenda

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

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

Items that cannot be on the Agenda

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

Use of Consent Agenda

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

Consent items may include:

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



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

Board Meeting Protocol

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

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

Board Member Meeting Conduct

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



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

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

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

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

Board Response to Patrons Addressing the Board

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



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

Voting

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

Meeting Preparation

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

Hearings

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



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Individual Board Member Request for Information or Report

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

Citizen Request / Complaint to Individual Board Members

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

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



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Employee Request / Complaint to Individual Board Members

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

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

Communications

Board / Superintendent Communications

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

Communication among Trustees

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



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Communication with Legal Counsel

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

Communication with the Public

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

Board / District Staff Communication

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

Media Inquiries to the Board or Board Member

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



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Evaluation of the Superintendent

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

Evaluation of the Board

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



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Criteria and Procedure for Selecting Board Officers

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

President

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

Vice President

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

Secretary

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

Office Vacancy

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



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Criteria for Selecting the Board President and Vice President

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

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

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

Role and Authority of Board Members and/or Board Officers

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



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

Role of the Board in Executive (Closed) Session

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



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Required Board Member Training

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

District Goal Setting

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

Board Members as Parents

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

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

Board Members as School Support Organization Members/Officers

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



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

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

Reimbursable Expenses

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

Campaigning for Election or Re-Election

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

Violations and Sanctions

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



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

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

Board Review of Code of Ethics and Board Operating Procedures

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

Procedures for Board Members Visiting Campuses

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



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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