

Public Notice of Workshop Meeting

The Board of Trustees Copperas Cove Independent School District

A Workshop Meeting of the Board of Trustees of Copperas Cove Independent School District will be held Monday, February 10, 2025, beginning at 12:00 PM in the CCISD Board Room, 408 S. Main St., Copperas Cove, TX 76522.

If, during the course of the meeting, the Board may lawfully conduct a closed meeting as to all or part of any item on the agenda, then, in accordance with applicable law, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E or Texas Government Code section 418.183(f). The Board shall not conduct a closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given. Before any closed meeting is conducted, the presiding officer will publicly identify the section or sections of the Open Meetings Act or other applicable law authorizing the closed meeting. All final votes, actions, or decisions regarding any matter deliberated in a closed meeting shall only be taken in open meeting for which proper notice has been given. [See BEC(LEGAL)]

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the same order as shown on this meeting notice.

1. Call to Order
2. Public Forum
3. Consent Agenda
 - A) Board of Trustees Meeting Minutes
 1. Workshop Meeting - January 13, 2025
 2. Special Meeting - January 13, 2025
 3. Special Meeting - January 14, 2025
 4. Regular Meeting - January 14, 2025
 - B) Personnel
 1. New Hires
 2. Resignations
 - C) Items Exceeding \$25,000
 1. Microsoft Software Renewal (SHI Quote 242460632 - \$159,675.03 - Budgeted Funds)
 2. District SPAM Filter - Barracuda Software Renewal (TFE Quote 117718 \$43,280.64 - Budgeted Funds)
 3. Purchase of 31 Interactive Panels to be used at Copperas Cove High School, and Crossroads High School (DIR-CPO-5093 - Quote PGZ858 - \$68,313.15 Budgeted Funds)

4. Repair of the Elevator at SC Lee Junior High School (TK Elevator Corporation, Sourcewell - 74,390.79 - Fund Balance)
 5. Repair of the ROTC Roof at Copperas Cove High School (Honey's Roofing LLC, TIPS #24060402 - \$33,685.00 - Fund Balance)
 6. Purchase of Technical Services from Engage2Learn (\$25,000 - Blended Learning Grant Funds)
- D) Budget Amendment(s)
 - E) Out of State Trip (s)
 1. NAFIS Spring Conference - Washington, D.C. - March 8-12, 2025
 - F) Consider and Discuss Financial Statements and Payment of Bills
 - G) Consider and Discuss the Appointment of Investment Officer for CCISD
 - H) Consider and Discuss to Approve New Courses for the 2025-2026 School Year
 - I) Consider and Discuss the Texas State Technical College MOU for the 2025-2026 School Year
 - J) Consider and Discuss the Lamar State College Orange MOU for the 2025 - 2026 School Year
 - K) Consider and Discuss an Interlocal Government Agreement Regarding the Implementation and Administration of a Youth Diversion Program with the City of Copperas Cove
 - L) Consider and Discuss an Inclement Weather Resolution
 - M) Consider and Discuss the Employment of a Chief Technology Officer (CTO)
4. Report Items
 - A) Superintendent Review of Entry Plan
 - B) Discuss Communication Plan
 5. Informational
 - A) Add, Revise or Delete (LOCAL) Policies as Recommended by TASB Policy Service According to the Instruction Sheet for TASB Localized Policy Manual Update 124
 - B) District Enrollment Report
 - C) Principal Reports
 - D) Athletics Report
 - E) SPED Report
 - F) Operations Report
 - G) Safety and Security Report
 - H) Technology Report
 - I) Human Resources Monthly Reports
 - J) Board of Trustees Calendar
 6. Adjourn

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on: Friday, February 7, 2025 at 12:00 p.m.

For the Board of Trustees



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

Minutes of Workshop Meeting

The Board of Trustees Copperas Cove Independent School District

A Workshop Meeting of the Board of Trustees of Copperas Cove Independent School District was held Monday, January 13, 2025, beginning at 12:00 PM in the CCISD Board Room, 408 S. Main St., Copperas Cove, TX 76522.

Members Present: *Joan Manning, Inez Faison, Mike Wilburn, S. Ann Davis, John Gallen, Heather Copeland, and Jeff Gorres*

Staff Present: *Amanda Crawley, Dr. Jimmy Shuck, Tracie Phillips, Kurtis Quillin, Clifton Heath, Maron Samuel, and Monica Hall*

Others Present: *Robert Gattilia – Auditor – Singleton, Clark & Company, PC
Killeen Daily Herald – Jana Kilcrease*

1. Call to Order

The meeting was called to order at 12:01 p.m.

Closed Session

The meeting was adjourned into closed session at 12:14 p.m. for personnel matters (551.074, 551.071, & 551.129) under the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E or Texas Government Code 418.183(f).

Open Session

The meeting reconvened into open session at 1:02 p.m.

2. Consent Agenda

A. Board of Trustees Meeting Minutes

1. Special Meeting Minutes - December 3, 2024
2. Special Meeting Minutes - December 4, 2024
3. Special Meeting Minutes - December 5, 2024
4. Workshop Meeting Minutes - December 9, 2024
5. Regular Meeting Minutes - December 10, 2024
6. Special Meeting Minutes - December 11, 2024
7. Special Meeting Minutes - December 12, 2024
8. Special Meeting Minutes - December 17, 2024

B. Personnel

1. New Hires

2. Consider and Discuss a One-Time Payment for Additional Responsibilities Assigned to the Deputy Superintendent

- C. Purchase of Indoor Cameras for SPED Classrooms and Replacement at Various Campuses - Sourcewell 121923 - CDWG - \$51,657.20 from Budgeted Funds
 - D. Consider and Discuss the Renewal of Imagine Learning Edgenuity (BB 748-24 Instr Materials - \$66,240.00 - Budgeted Funds)
3. Consider and Discuss the Purchase of the UTeach Self-Paced Blended Learning Course for Teachers and Coaches (Government Entity - Budgeted Funds - \$60,000.00)
- Teachers enrolled in the UTeach self-paced learning course will complete 4 modules focused on the models and best practices for integrating blended learning into daily instruction. Participants will gain tools and strategies for managing a blended learning environment and have an opportunity to develop lessons. Finally, they will write a reflection paper as a capstone project to document their learning as they earn thirty hours of CPE credit. Instructional Coaches enrolled in the UTeach self-paced Blended Learning for Coaching and Collaboration course will develop strategies for creating a culture for blended learning and explore digital tools and best practices. These courses are very well-aligned with CCISD's vision to increase opportunities for blended learning and STEM in classrooms across the district. Currently, 22 teachers are enrolled, with monthly enrollments ongoing. We anticipate up to 60 participants.***
4. Consider and Discuss the Annual Audit Report for the 2023-2024 Fiscal Year Ending 8/31/2024
- Robert Gattilia, from Singleton, Clark & Company, PC presented the board with the audit report.***
5. Report Items
- A. Resignations (Written Only)
 - B. Monthly Financial Report (Written Only)
 - C. Report on Fencing Projects Within the District (Written Only)
6. Information Items
- A. Board of Trustees Calendar
7. Adjourn
- The meeting was adjourned at 1:36 p.m.***

Joan Manning, President

Mike Wilburn, Secretary

Minutes of Special Meeting

The Board of Trustees Copperas Cove Independent School District

A Special meeting of the Board of Trustees of Copperas Cove Independent School District was held Monday, January 13, 2025, beginning at 1:30 PM in the CCISD Board Room, 408 S. Main St., Copperas Cove, TX 76522.

Members Present: *Joan Manning, John Gallen, Mike Wilburn, Heather Copeland, Jeff Gorres, Sherry Hoffpauir, and Tim Traeger*
Staff Present: *Amanda Crawley, Dr. Jimmy Shuck, and Monica Hall*
Others Present: *Lawyers Haily Turner and Olivia Lee*

1. Call to Order

The meeting was called to order at 1:36 p.m.

2. Open Forum

None

3. OPEN SESSION

Pursuant to Texas Government Code Sections 551.074 and 551.0821, for the Board to conduct a Level III parent-complaint/grievance hearing and to deliberate same regarding a matter involving a public school student during which personally identifiable information may be revealed. The Board may enter a decision that it deems appropriate based on the information presented during the Level III hearing.

4. CLOSED SESSION

Private consultation with Board counsel regarding Level III Parent Grievance hearing, possible legal issues in connection with Level III, receiving legal advice relating to Board Policy and Board Operating Procedures, pending or threatened litigation, and any other subject matter as permitted by law or pursuant to Texas Government Code Section 551.071, 551.074 and 551.0821.

The meeting was adjourned into closed session at 1:37 p.m.

5. OPEN SESSION

The meeting reconvened at 2:38 p.m.

A motion was made by Mike Wilburn to uphold the administrative decision at Level Two and deny the appeal.

Heather Copeland seconded the motion.

All members present voted by saying 'Aye'.

6. Adjourn

The meeting was adjourned at 2:39 p.m.

Joan Manning, President

Mike Wilburn, Secretary

Minutes of Special Meeting

The Board of Trustees Copperas Cove Independent School District

A Special Meeting of the Board of Trustees of Copperas Cove Independent School District was held Tuesday, January 14, 2025, beginning at 5:30 PM in the CCISD Board Room, 408 S. Main St., Copperas Cove, TX 76522.

Members Present: *Joan Manning, John Gallen, Mike Wilburn, Heather Copeland, Jeff Gorres, Sherry Hoffpauir, and Tim Traeger*

Staff Present: *Amanda Crawley, Dr. Jimmy Shuck, Tracie, Phillips, Kurtis Quillin, Clifton Heath, and Monica Hall*

Others Present: *Killeen Daily Herald – Lynette Sowell
Copperas Cove Leader-Press – Eric Walch*

1. Call to Order

The meeting was called to order at 5:31 p.m.

2. Open Forum

None

3. Open Session

4. Closed Session

Discussion to Employ Superintendent and Discuss the Contract

The meeting was not closed for executive session.

5. Open Session

Consider and Take Action to Employ New Superintendent and Approve the Contract

A motion was made by Mike Wilburn to approve the employment of Dr. Brent Hawkins as Superintendent of Schools for Copperas Cove ISD.

Jeff Gorres seconded the motion.

All members present voted by saying ‘Aye’.

6. Adjourn

The meeting was adjourned at 5:41 p.m.

Joan Manning, President

Mike Wilburn, Secretary

Minutes of Regular Meeting

The Board of Trustees Copperas Cove Independent School District

A Regular meeting of the Board of Trustees of Copperas Cove Independent School District was held Tuesday, January 14, 2025, beginning at 6:30 PM in the CCISD Board Room, 408 S. Main St., Copperas Cove, TX 76522.

Members Present: *Joan Manning, John Gallen, Mike Wilburn, Heather Copeland, Jeff Gorres, Sherry Hoffpauir, and Tim Traeger*

Staff Present: *Amanda Crawley, Dr. Jimmy Shuck, Tracie Phillips, Kurtis Quillin, Clifton Heath, and Monica Hall*

Others Present: *Killeen Daily Herald – Eric Walch
Copperas Cove Leader-Press – Brittany Fohler*

1. Call to Order

The meeting was called to order at 6:30 p.m.

2. Pledge of Allegiance

Presenter: Heather Copeland

3. Invocation

Presenter: Mike Wilburn

4. Recognitions

Presenter: Kurtis Quillin

5. Public Forum

Heather Moris

Bradley Vaughn

6. Consent Agenda

A. Board of Trustees Meeting Minutes

1. Special Meeting Minutes - December 3, 2024

2. Special Meeting Minutes - December 4, 2024

3. Special Meeting Minutes - December 5, 2024

4. Workshop Meeting Minutes - December 9, 2024

5. Regular Meeting Minutes - December 10, 2024

6. Special Meeting Minutes - December 11, 2024

7. Special Meeting Minutes - December 12, 2024

8. Special Meeting Minutes - December 17, 2024

B. Personnel

1. New Hires

2. Consider and Take Action on a One-Time Payment for Additional Responsibilities Assigned to the Deputy Superintendent

- C. Purchase of Indoor Cameras for SPED Classrooms and Replacement at Various Campuses - Sourcewell 121923 - CDWG - \$51,657.20 from Budgeted Funds
- D. Renewal of Imagine Learning Edgenuity (BB 748-24 Instr Materials - \$66,240.00 - Budgeted Funds)

A motion was made by Heather Copeland to approve the consent agenda as presented.

John Gallen seconded the motion.

All members present voted by saying 'Aye'.

- 7. Consider and Take Action on the Purchase of the UTeach Self-Paced Blended Learning Course for Teachers and Coaches (Government Entity - Budgeted Funds - \$60,000.00)

A motion was made by Mike Wilburn to approve the purchase of the UTeach Self-Paced Blended Learning Course for Teachers and Instructional Coaches.

Tim Traeger seconded the motion.

All members present voted by saying 'Aye'.

- 8. Consider and Take Action on the Annual Audit Report for the 2023-2024 Fiscal Year Ending 8/31/2024

A motion was made by John Gallen to approve the annual report for the 2023-2024 fiscal year ending 8/31/2024.

Jeff Gorres seconded the motion.

All members present voted by saying 'Aye'.

- 9. Report Items

- A. Resignations (Written Only)
- B. Monthly Financial Report (Written Only)
- C. Report on Fencing Projects Within the District (Written Only)

- 10. Information Items

- A. Board of Trustees Calendar

- 11. Adjourn

The meeting was adjourned at 7:15 p.m.

Joan Manning, President

Mike Wilburn, Secretary



Board of Trustees

Date of Meeting

Item Type

Item Name

District Goal

Summary
(Purpose/
Objective)

Fiscal Impact

Administrative
Recommendation

Attachments

Contact Person

E-Mail Address

2024-2025 NEW HIRE PROFESSIONAL CONTRACTS

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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

Contact Person

E-Mail Address



Pricing Proposal
 Quotation #: 25597749
 Reference #: 56867075
 Created On: 12/3/2024
 Valid Until: 1/31/2025

TX-City of Copperas Cove Independent School District

Microsoft Account Executive

Henry Blair
 702 SUNNY AVE
 BLDG 100/9032500023
 Copperas Cove, TX 76522
 United States
 Phone: 2545476696
 Fax:
 Email: henry@ccisd.com

Craig Milliken
 SHI International Corporation
 Phone: 512-663-5711
 Fax:
 Email: craig_milliken@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 M365 EDU A5 Unified ShrdSvr ALNG SubsVL MVL PerUsr Microsoft - Part#: AAD-38400 Contract Name: Adobe/Microsoft Software & Related Services Contract #: DIR-CPO-5237 Coverage Term: 4/1/2025 – 3/31/2026 Note: FAC B, 12 months	1403	\$110.67	\$155,270.01
2 Microsoft 365 A5 - Subscription license - 1 user - hosted - academic, volume, student - All Languages Microsoft - Part#: AAD-38405 Contract Name: Adobe/Microsoft Software & Related Services Contract #: DIR-CPO-5237 Coverage Term: 4/1/2025 – 3/31/2026 Note: STU, 12 months	15000	\$0.00	\$0.00
3 Power Automate Edu Sub Per User Microsoft - Part#: SFQ-00001 Contract Name: Adobe/Microsoft Software & Related Services Contract #: DIR-CPO-5237 Coverage Term: 4/1/2025 – 3/31/2026 Note: ADP, 12 months	6	\$75.80	\$454.80
4 Microsoft System Center Datacenter Edition - License & software assurance - 2 cores - volume, Faculty - Win - All Languages Microsoft - Part#: 9EP-00037 Contract Name: Adobe/Microsoft Software & Related Services Contract #: DIR-CPO-5237 Coverage Term: 4/1/2025 – 3/31/2026 Note: ADP, 12 months	15	\$25.99	\$389.85
5 Microsoft Visio Professional - License & software assurance - 1 PC - academic - Enterprise, Select, SPLA, Select Plus, EES - Win - All Languages Microsoft - Part#: D87-01057 Contract Name: Adobe/Microsoft Software & Related Services Contract #: DIR-CPO-5237 Coverage Term: 4/1/2025 – 3/31/2026	5	\$52.85	\$264.25

Note: ADP, 12 months

6	Microsoft Windows Server Datacenter Edition - License & software assurance - 2 cores - Enterprise - All Languages Microsoft - Part#: 9EA-00039 Contract Name: Adobe/Microsoft Software & Related Services Contract #: DIR-CPO-5237 Coverage Term: 4/1/2025 – 3/31/2026 Note: ADP, 12 months	55	\$39.86	\$2,192.30
7	Microsoft Windows Server Standard Edition - License & software assurance - 2 cores - Enterprise - All Languages Microsoft - Part#: 9EM-00562 Contract Name: Adobe/Microsoft Software & Related Services Contract #: DIR-CPO-5237 Coverage Term: 4/1/2025 – 3/31/2026 Note: ADP, 12 months	15	\$6.93	\$103.95
8	Power Automate Unattended RPA AO Edu Sub Per Bot Microsoft - Part#: 1SO-00001 Contract Name: Adobe/Microsoft Software & Related Services Contract #: DIR-CPO-5237 Coverage Term: 4/1/2025 – 3/31/2026 Note: ADP	1	\$908.97	\$908.97
9	Power Automate Premium Edu Sub Per User Microsoft - Part#: 1SM-00001 Contract Name: Adobe/Microsoft Software & Related Services Contract #: DIR-CPO-5237 Coverage Term: 4/1/2025 – 3/31/2025 Note: ACP	1	\$90.90	\$90.90

Subtotal	\$159,675.03
Shipping	\$0.00
Total	\$159,675.03

Additional Comments

Thank you for choosing SHI-GS! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address, Quote Number, and applicable Contract Number when submitting a Purchase Order. SHI Government Solutions, Inc. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3695478; DUNS# 14-724-3096Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.



Board of Trustees

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Administrative
Recommendation

Attachments

Contact Person

E-Mail Address



658 Alliance Parkway | Hewitt, Texas 76643 | (P) 888.902.5563 | (F) 254.299.1396 | www.tfeconnect.com

Quote # 117718

Cassandra Counts, Sales Oracle

Cassandra.Counts@TFEconnect.com | 254.741.2462

HUB Vendor# 1742879405500 - WBENC Cert# 2005126499



HUB Certified



To: Copperas Cove ISD
Date: January 31, 2025
Attn: Maron Samuel
RE: Barracuda Renewal 2025

- Please Reference Quote Number on Correspondence -

Qty	Part #	Description	Price Each	Extended
BuyBoard 661-22				
20808	BAR-BEO-ESC-EDUFTE1M	Barracuda Essentials Compliance EDU Edition, Full Time Employee, 1 User, 1 Month Coverage Term: 4/27/25 - 4/26/26	\$ 2.08	\$ 43,280.64
Total:				\$ 43,280.64

General Terms & Quote Notes

This quote is valid for 30 days. Payment terms are net30 from shipment date.
 Please send orders to PO@TFEconnect.com
 Pricing may be based on quoted quantity. Please confirm pricing before changing quantities.



Board of Trustees

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Attachments

Contact Person

E-Mail Address



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

DANIELA PITTS,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PGZD858	1/30/2025	75" NEWLINE	0609663	\$68,313.15

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Newline Q Pro Series 75" 4K UHD LED-Backlit LCD Display with Native Google Mfg. Part#: TT-7524QP Contract: Texas Misc IT HW Peri and Components DIR-CPO-5093 (DIR-CPO-5093)	31	7787073	\$1,925.00	\$59,675.00
Anywhere Cart Stand for 75" Interactive Flat Panel Display Mfg. Part#: AC-STAND-75 Contract: Texas Misc IT HW Peri and Components DIR-CPO-5093 (DIR-CPO-5093)	31	7545001	\$278.65	\$8,638.15

SUBTOTAL	\$68,313.15
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$68,313.15

PURCHASER BILLING INFO	DELIVER TO
Billing Address: COPPERAS COVE ISD ACCOUNTS PAYABL PO BOX 1239 COPPERAS COVE, TX 76522-5239 Phone: (254) 547-1227 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: COPPERAS COVE ISD TECHNOLOGY 702 SUNNY AVE BLDG 100 COPPERAS COVE, TX 76522-2439 Shipping Method: DROP SHIP-COMMON CARRIER
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

CDW Account Team - Mike and Matt | (866) 229-6142 | mikeandmatt@cdwg.com

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

© 2025 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



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

Modernization Proposal



January 30, 2025

Ccisd S C Lee Jr Hs

Purchaser: Copperas Cove Independent School District	Location: Ccisd S C Lee Jr Hs
Address: 408 S Main St Copperas Cove, TX 76522-2238	Address: 1205 Courtney Ln Copperas Cove, TX 76522-1200

TK Elevator Corporation (hereinafter "TK" or "TK Elevator") is dedicated to delivering Copperas Cove Independent School District (hereinafter "Purchaser") the safest, highest quality vertical transportation solutions. I am pleased to present this customized Proposal (the "Proposal") in the amount of \$74,390.79 to modernize the elevator equipment described in the pages that follow at the above-referenced location. Until Purchaser provides an applicable and properly completed tax exemption certificate, Purchaser will be billed not only the price set forth in this Proposal but also all applicable sales tax.

Our modernization package is engineered specifically for your elevator system and will include the elevator mechanical and electrical components being replaced, refurbished or retained.

Benefits of Modernization include:

- Increased durability and reliability
- Improved fire and life safety features
- Decreased waiting times
- Reduced energy consumption
- Reduced operational cost
- Reduced troubleshooting time

This Proposal shall remain in effect for the next thirty (30) days unless it is revoked earlier by TK Elevator in writing. The price above is subject to escalation - even after Purchaser's acceptance of this Proposal - under certain circumstances including TK Elevator being subjected to increased charges by its suppliers for any of the applicable materials and/or components due to supply chain issues; the imposition of new or increased taxes, tariffs, or other charges imposed by applicable governmental authorities; TK Elevator being subjected to increased charges from its shippers and/or freight forwarders; any material called for in this Proposal being released into production more than 6 months following the written acceptance of this Proposal; or any work described in this Proposal is not completed by December 31, 2025.

In the event you have any questions regarding the content of this Proposal, please do not hesitate to contact me. We appreciate your consideration.

Sincerely,

Jason Zahn
Account Manager
jason.zahn@tkelevator.com
+1 512 9799418

Modernization Proposal



SCOPE OF WORK

Grouping Name: 1

Equipment Type: Hydraulic	Speed: 100 fpm
2 Stops (2 Front /0 Rear)	Capacity: 2100 lbs.

Units Included

Building Address	Nickname	TKE Serial #
1205 Courtney Ln	1	US93656
CCISD S C LEE JR HS	1	US93656

Description of Work

Controller

- Tenant Security 3-1 (Card Reader)
- TAC 32 Controller (Includes Options listed below)
 - 24 VDC Signal Voltage
 - Auto Light and Fan Feature
 - Car Independent Service
 - Car Traveling Lantern Circuitry
 - Door Bypass Operation
 - Electronic Door Detector Interface
 - Hoistway Access and Enable
 - THY Board
- Solid State Starters (6 or 12 leads) 460 / 575 VAC
- Battery Lowering in Controller
- Viscosity Control (Required over 150 FPM)
- eMax Monitoring Device Provisions

Jack

- Pipe Stands

Car

- 21" Toe guard
- Fan: Two Speed
- Car Top Exit Switch
- Cab Wiring Material (200MK1)

Hoistway

- HN Boxes (per each 2 cars, grouped)
- Additional Hoistway Wiring for TAC 32 with Remote Machine Room
- Steel Tape with Mounting hardware, Selector and magnets (terminal limits included)
- TAC 32 Field Friendly Wiring Package Includes single traveling cable, hoistway wiring, interlock wiring, interlock connectors, and serial wiring.

Pit

- Pit Stop Switch

Cab

Door Equipment

- Gibs
- Pick Up Rollers
- Interlock / Pick up Assemblies for existing Dover Operators. Includes closers. Front
- Micro Light (Front)

Modernization Proposal



- Front Door Operator (SSSS) Additional Lead Time
- LD-16 Plus Drive Only (FRONT)
 - includes Car Top Inspection station (w/ alarm signal and Flooded Pit Jewel)

Car Fixtures

- Main Car Station Includes Options Below
 - Swing Return (Mini-Swing (Column type) for New/Existing Dover/tkE Cabs)
- Reuse Back Box
- Vandal Resistant Floor Buttons
- Debranded Car Station (No Logo)
- Cast Braille Plates for Car Features
- Standard Key Switch Package
 - Fan
 - Light
 - Independent
 - Stop
 - Inspection/Hoistway Enable)
- Emergency Light mounted in COP
- 2004 and later Fire Service Phase II Features (includes instructions signage)
- Handicap Signal (Passing signal)
- Position Indicator (2" CE Segmented)
- ADA Phone System integral with COP (Rath)
- Speaker Pattern for Intercom System/ADA Phone
- Locked Service Cabinet
- Certificate Window
- Default Engravings
- GFI Outlet
- #4 Stainless Steel Finish (441)
- Emergency Light Test Button/Keyswitch
- TAC Serial Boards (Main)

Hall Fixtures

- Serial Boards for Hoistway Access
- Serial Boards for Hall Lanterns/PI's
- Fire Service Phase I Key Switch
- Fire Service Phase I Engraved Instructions
- Hoistway Access Switch (in Hall Station)
- Fusion Hall Lanterns (Standard) White Up/Down LED's #4 S/S (304)
- Hoistway Jamb Braille (Pair of Standard) (# of Floors)
- Car Identification Plate (Pair)
- Terminal Hall Stations (Surface Mounted) with
 - Appendix O (Polycarbonate insert flame)
 - Fusion (#4 S/S (304))
- 2009 & 2010 Elevator Communications Failure add
- Serial Boards for Front Risers
- TAC Serial Boards, Base Charge
- Terminal Hall Stations (Surface Mounted) with
 - Appendix O (Polycarbonate insert flame)
 - Fusion (#4 S/S (304))

1. Key Tasks and Approximate Lead Times

Key Tasks to be performed to be performed by Purchaser prior to equipment fabrication:

- a. Execution of this Proposal
- b. Payment for pre-production and engineering
- c. Approval of layout (if applicable)
- d. Execution of TK Elevator's Material Release Form

Modernization Proposal



Approximate Durations/Lead Times

Contract execution (can run concurrently with layout drawing package preparation and approval)	Varies
Survey and Order of Materials (additional time required for cab, signal, entrance preparation and approval, if applicable)	4 - 6 Weeks
Fabrication time (from receipt of all approvals, fully executed contract, Material Release Form and initial progress payment)	7 Weeks
Modernization of elevator system (Per Unit): (Upon completion of all required preparatory work by others)	3 - 5 Weeks

The durations or lead times listed above are strictly approximations that can vary due to factors both within and outside of TK Elevator's control, are subject to change without notice to Purchaser and shall not be binding on TK Elevator.

2. Payment Terms

35% of the price set forth in this Proposal as modified by options selected from the section entitled "Value Engineering Opportunities & Alternates" (if applicable) will be due and payable as an initial progress payment within 30 days from TK Elevator's receipt of a fully executed copy of this Proposal. This initial progress payment will be applied to project management, permits, engineering and shop drawings, submittals, and drilling mobilizations (if required). The material will not be ordered until this payment is received, and the parties have both executed this Proposal and the Material Release Form.

30% of the price set forth in this Proposal as modified by options selected from the section entitled "Value Engineering Opportunities & Alternates" (if applicable) shall be due and payable when the material described above has been furnished. Material is considered furnished when it has been received at the jobsite or TK Elevator staging facility. Supporting documentation of materials stored shall be limited to stored materials certificates of insurance and bills of lading. Receipt of this payment is required prior to mobilization of labor.

35% of the price set forth in this Proposal shall be made as progress payments throughout the life of the project. In the event TK Elevator fails to receive payment within thirty (30) days of the date of a corresponding invoice, TK Elevator reserves the right to demobilize until such a time that the payments have been brought up to date, and TK Elevator has the available manpower.

It is agreed that there will be no withholding of retainage from any billing and by the customer from any payment.

The payment terms breakdown above shall be considered the Schedule of Values for the project as written. Billing shall be submitted on or before the 25th day of the month according to the payment schedule above and accompanied by a form of G702-703 pay application/schedule of values and a conditional waiver, the format of which is hereby acknowledged and accepted.

The use of online Portals for the submission of billing shall follow the terms of the Proposal and Customer agrees to permit billing in accordance with the executed contract terms. Portal access and usage is to be provided free of additional charge to TK Elevator and any additional cost for such use is to be reimbursed to TK Elevator via a reimbursable change order immediately upon acceptance.

Purchaser agrees that TK Elevator shall have no obligation to complete any steps necessary to provide Purchaser with full use and operation of the installed equipment until such time as TK Elevator has been paid 100% both of the price reflected in this Proposal and for any other work performed by TK Elevator or its subcontractors in furtherance of this Proposal. Purchaser agrees to waive any and all claims to the turnover and/or use of that equipment until such time as those amounts are paid in full.

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Proposal price:		\$74,390.79
Initial progress payment:	(35%)	\$26,036.78
Material furnished:	(30%)	\$22,317.24
Total of remaining progress payments:	(35%)	\$26,036.78

Any work that Purchaser may require prior to turnover of the equipment that is outside of the scope described in this Proposal - other than Temporary Use as described below - will be performed only after the full execution of a mutually agreeable change order and only at the following rates:

Mechanic (Standard) per hour	\$299.00
Mechanic (OT) per hour	\$525.00
Team (Standard) per hour	\$538.00
Team (OT) per hour	\$945.00

Rates are not inclusive of any per diem, mileage or other expenses which may be dependent on jobsite location.

3. Warranty

TK Elevator warrants any equipment it installs as described in this Proposal against defects in material and workmanship for a period of one (1) year from the date of Purchaser's execution of TK Elevator's "Final Acceptance Form" on the express conditions that all payments made under this Proposal and any mutually agreed-to change orders have been made in full and that such equipment is currently being serviced by TK Elevator. In the event that TK Elevator's work is delayed for a period greater than six (6) months, the warranty shall be reduced by the amount of the delay. This warranty is in lieu of any other warranty or liability for defects. TK Elevator makes no warranty of merchantability and no warranties which extend beyond the description in this Proposal, nor are there any other warranties, expressed or implied, by operation of law or otherwise. Like any piece of fine machinery, the equipment described in this Proposal should be periodically inspected, lubricated, and adjusted by competent personnel. This warranty is not intended to supplant normal maintenance service and shall not be construed to mean that TK Elevator will provide free service for periodic examination, lubrication, or adjustment, nor will TK Elevator correct, without a charge, breakage, maladjustments, or other trouble arising from normal wear and tear or abuse, misuse, improper or inadequate maintenance, or any other causes other than defective material or workmanship. In order to make a warranty claim, Purchaser must give TK Elevator prompt written notice at the address listed on the cover page of this Proposal and provided all payments due under the terms of this Proposal and any mutually agreed to written change orders have been made in full, TK Elevator shall, at its own expense, correct any proven defect by repair or replacement. TK Elevator will not, under any circumstances, reimburse Purchaser for cost of work done by others, nor shall TK Elevator be responsible for the performance of any equipment that has been the subject of service, repair, replacement, revisions or alterations by others. If there is more than one (1) unit which is the subject of work described in this Proposal, this section shall apply separately to each unit as accepted.

4. Preventative Maintenance Program

This Proposal does not include any maintenance, service, repair or replacement of the equipment or any other work not expressly described herein. TK Elevator may submit a separate proposal to Purchaser covering the maintenance and repair of this equipment to be supplied to Purchaser at an additional cost. In the event the Purchaser and TK Elevator have a new or existing maintenance Agreement in effect at the time of the acceptance of this proposal and/or during the scope of this work, the terms of the Agreement shall remain in full force and effect throughout the performance of this scope of work and continue throughout the duration of the stated term in that Agreement.

5. Work Not Included

There are certain items that are not included in this Proposal, many of which must be completed by Purchaser prior to and as a condition precedent to TK Elevator's performance of its work as described in this Proposal. In order to ensure

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a successful completion of this project, it shall be solely Purchaser's responsibility to coordinate its own completion of those items with TK Elevator. The following is a list of those items that are not included in this Proposal:

A. Hoistways and Equipment Rooms

1. Purchaser shall provide the following:
 - a. A dry legal hoistway, properly framed and enclosed, and including a pit of proper depth and overhead. This is to include steel safety beam, inspection or access platforms, access doors, sump pump, lights, waterproofing and venting as required; dewatering of pit(s) and required permanent screening/
 - b. A dry legal machine/control room, with clear rollable access adequate for the elevator equipment, including floors, trap doors, properly sized legal machine room doors, gratings, machine room or roof access platforms, roof/loading protection, ladders, railings, foundations, all hoist beams, lighting, ventilation sized per the TK Elevator shop drawings and/or code requirements. Purchaser must maintain machine/control room (or machine/control space within the shaft for MRL equipment) temperature between 55 and 90 degrees Fahrenheit, with relative humidity less than 95% non-condensing at all times.
 - c. Adequate bracing of entrance frames to prevent distortion during wall construction.
 - d. All grouting, fire caulking, cutting, x-ray and removal of walls and floors, patching, coring, setting of sleeves/ knockouts, penetrations and painting (except as specified) and removal of obstructions required for elevator work; along with all proper trenching and backfilling for any underground piping and/or conduit.
 - e. All labor and materials necessary to support the full width of the hoistway at each landing for anchoring or welding TK Elevator sill supports, steel angles, sill recesses;
 - f. The furnishing, installing and maintaining of the required fire rating of elevator hoistway walls, including the penetration of firewall by elevator fixture boxes;
 - g. Ensuring that the elevator hoistways and pits are dewatered, cleaned and properly waterproofed;

B. Electrical and Life Safety:

1. Purchaser shall provide a dedicated, analog telephone or data line to the elevator telephone or communication device; one additional data line per group of elevators for diagnostic capability wired to designated controller;
2. Purchaser shall provide the following:
 - a. suitable connections from the power main to each controller and signal equipment feeders as required, including necessary circuit breakers and fused mainline disconnect switches per N.E.C. prior to installation. Suitable power supply capable of operating the new elevator equipment under all conditions;
 - b. piping and wiring to controller for mainline power, car lighting, and any other building systems that interface with the elevator controls per N.E.C. Articles 620-22 and 620-51;
 - c. any required hoistway / wellway, machine room, pit lighting and/or 110v service outlets;
 - d. conduit and wiring for remote panels to the elevator machine room(s) and between panels. Remote panels required by local jurisdictions are not included in this proposal;
 - e. a bonded ground wire, properly sized, from the elevator controller(s) to the primary building ground; and all remote wiring to the outside alarm bell as requested by all applicable code provisions;
 - f. installed sprinklers, smoke/heat detectors on each floor, machine room and hoistways / wellways, shunt trip devices (not self-resetting) and access panels as may be required as well as normally open dry contacts for smoke/heat sensors, which shall be terminated by Purchaser at a properly marked terminal in the elevator controller;
 - g. a means to automatically disconnect the main line and the emergency power supply to the elevator prior to the application of water in the elevator machine room that shall not be self-resetting;
 - h. emergency power supply including automatic time delay transfer switch and auxiliary contacts with wiring to the designated elevator controller and along with electrical cross connections between elevator machine rooms for emergency power purposes;
 - i. the following emergency power provisions are not included: interface in controller, pre-testing and testing, emergency power keyswitches;
 - j. emergency power operation is included as part of the design of the elevator control system and based on each car in the group only, to properly sequence, one at a time to the programmed landing, and park. The design requires that the generator, transfer switch, and related circuitry are sufficient to run this function or any other function for any building other system that is associated with this project. In the event that the generator, transfer switch, and related circuitry are not sufficient, TK Elevator will provide Purchaser with a written change order for Purchaser's execution.
 - k. a dry set of contacts which close 20 seconds prior to the transfer from normal power to emergency power or from emergency power to normal power whether in test mode or normal operating conditions in the event that an emergency power supply will be provided for the elevator;
 - l. confirmation that the emergency standby power generator and/or building can accept the power generated to and from the elevator during both Hi-Speed and Deceleration. In cases where the generator and/or building load

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is not electrically sized to handle the power return from the regen drive, additional separate chopper and resistor units are available for purchase but not included in this proposal. The additional chopper and resistor units allow regenerated power to be dissipated in the resistor bank and not sent back into the building grid.

C. Miscellaneous:

1. Purchaser shall provide all work relating to the finished cab flooring including, but not limited to, the provision of materials and its installation to comply with all applicable codes;
2. Hydraulic jack replacement:
 - a. the excavation of the elevator cylinder well hole in the event drilling is necessary through soil that is not free from rock, sand, water, building construction members and obstructions. Should obstructions be encountered, TK Elevator will proceed only after written authorization has been received from the Purchaser. The contract price shall be increased by the amount of additional labor at TK Elevator's standard labor rates as per the local office along with any additional expenses and materials required;
 - b. adequate ingress and egress, including ramping, for rail-mounted or truck-mounted drill rig;
 - c. Purchaser is responsible for pumping truck contractor to remove and dispose of spoils from the site. In the event that unforeseen and unfavorable below ground conditions are encountered, including but not limited to concrete around the cylinder, construction debris, adverse water and/or soil conditions, erosion, cavitations, oil contamination, or circumstances necessitating increased hole depth, etc., which require the employment of specialized contractors, TK Elevator shall immediately advise the Purchaser and costs will be extra to the contract;
 - d. in ground protection systems other than TK Elevator's standard HDPE or PVC protection system with bottomless corrugated steel casing;
 - e. any required trenching and backfilling for underground piping or casings, and conduit as well as any compaction, grouting, and waterproofing of block-out;
 - f. engineering, provision and installation of methane barriers or coordination/access;
 - g. access to 2" pressurized water supply within 100'-0" of the jack hole location;
 - h. a safe, accessible storage area for placement of D.O.T. 55 gallon containers for the purpose of spoils containment; obtaining of local environmental or disposal permits
 - i. any spoils or water testing;

6. Working Hours, Logistics and Mobilization

- a. All work described in this Proposal shall be performed during TK Elevator's regular working days – defined as Monday thru Friday and excluding IUEC recognized holidays – and regular working hours – defined as those hours regularly worked by TK Elevator modernization mechanics at the TK Elevator branch office that will provide labor associated with the performance of the work described in this Proposal - unless otherwise specified and agreed to in writing by both TK Elevator and Purchaser (hereinafter TK Elevator's regular working days and regular working hours shall be collectively defined as “normal working hours”). TK Elevator shall be provided with uninterrupted access to the elevator hoistway and machine room areas to perform work during normal working hours.
- b. Purchaser shall provide on-site parking to all TK Elevator personnel at no additional cost to TK Elevator.
- c. Purchaser shall provide traffic control, lane closures, permits and flagmen to allow suitable access/unload of tractor trailer(s).
- d. Purchaser agrees to provide unobstructed tractor-trailer access and roll-able access from the unloading area to the elevator or escalator hoistways or wellways (as applicable).
- e. Purchaser will be required to sign off on the Material Release Form, which will indicate the requested delivery date of equipment to the site. If Purchaser is not ready to accept delivery of the equipment within ten (10) business days of the agreed upon date, Purchaser will immediately make payments due for equipment and designate an area adjacent to the elevator shaft where Purchaser will accept delivery. If Purchaser fails to provide this location or a mutually agreeable alternative, TK Elevator is authorized to warehouse the equipment at the TK Elevator warehouse or designated distribution facility at Purchaser's risk and expense. Purchaser shall reimburse TK Elevator for all costs due to extra handling and warehousing. Storage beyond ten (10) business days will be assessed at a rate of \$100.00 per calendar day for each unit listed in this Proposal, which covers storage and insurance of the elevator equipment and is payable prior to delivery.
- f. Purchaser agrees to provide a dry and secure area adjacent to the hoistway(s) at the ground level for storage of the elevator equipment and tools within ten (10) business days from receipt at the local TK Elevator warehouse. Any warranties provided by TK Elevator for vertical transportation equipment will become null and void if equipment is stored in any manner other than a dry, enclosed building structure. Any relocation of the equipment as directed by Purchaser after initial delivery will be at Purchaser's expense.

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- g. TK Elevator includes one mobilization to the jobsite. A mobilization fee of \$5,000.00 per crew per occurrence will be charged for pulling off the job or for any delays caused by others once material has been delivered and TK Elevator's work has commenced.
- h. Access for this project shall be free and clear of any obstructions. A forklift for unloading and staging material shall also be provided by Purchaser at no additional cost.
- i. Purchaser shall provide an on-site dumpster. TK Elevator will be responsible for cleanup of elevator/ escalator packaging material; however, composite cleanup participation is not included in this Proposal.
- j. The hiring of a disposal company which MUST be discussed prior to any material being ordered or work being scheduled. TK Elevator will provide environmental services ONLY if this is specifically included under the "Scope of Work" section above. TK Elevator assumes no responsibility and/or liability in any way whatsoever for spoils or other contamination that may be present as a result of the cylinder breach and/or other conditions present on the work site.
- k. One or more of the units described in this Proposal will be out of service and unavailable to move passengers and/or property during entire duration of the performance of the work described in this Proposal until re-certified by the applicable authority(ies) having jurisdiction and in good standing with payment schedules.
- l. If site specific rules and regulations classify the elevator pit as confined space, elevator pits will need to reclassify a permit-required space to a non-permit required space prior to mobilization.

7. Temporary Use, Inspection and Turnover

- a. Unless required by specification, TK Elevator will not provide for "temporary use" of the elevator(s) described in this Proposal prior to completion and acceptance of the complete installation. Temporary use shall be agreed to via a change order to this Proposal which shall require Purchaser's execution of TK Elevator's standard Temporary Use Agreement. Cost for temporary use of an elevator shall be \$200.00 per calendar day per hydraulic elevator and \$250.00 per calendar day for each traction elevator for rental use only, excluding personnel to operate. All labor and parts, including callbacks required during the temporary use period will be billed at TK Elevator's standard local billing rates. In the event that an elevator must be provided for temporary use, TK Elevator will require 30 days to perform final adjustments and re-inspection after the elevator has been returned to TK Elevator with all protection, intercoms and temporary signage removed. This duration does not include any provisions for finish work or for repairs of same, which shall be addressed on a project-by-project basis. Cost for preparation of controls for temporary use, refurbishment due to normal wear and tear, readjustment and re-inspection is \$5,000.00 per elevator up to 10 floors. For projects above 10 stops, an additional cost of \$1,500.00 / 10 floors shall apply. These costs are based on work performed during normal working hours. Temporary use excludes vandalism or misuse. Any required signage, communication devices, elevator operators, and protection are not included while temporary use is being provided. All overtime premiums for repairs during the temporary use period will be billed at TK Elevator's local service billing rates.
- b. The Proposal price set forth above includes one (1) inspection per unit by the applicable authority having jurisdiction if required by the government of the locality where the equipment is located. In the event the equipment fails that inspection due to no fault of TK Elevator, TK Elevator will charge Purchaser for both the cost of each re-inspection which shall be \$1,500.00 and a remobilization fee which shall be \$5,000.00 via change order prior to scheduling a re-inspection.
- c. Upon notice from TK Elevator that the installation and/or modernization of the equipment is complete, Purchaser will arrange to have present at the jobsite a person authorized to make the final inspection and to execute TK Elevator's "Final Acceptance Form." The date and time that such person will be present at the site shall be mutually agreed upon but shall not be more than ten (10) business days after the date of TK Elevator's notice of completion to Purchaser unless both TK Elevator and Purchaser agree to an extension of that ten (10) day period in writing. Such final inspection and execution of TK Elevator's "Final Acceptance Form" shall not be unreasonably delayed or withheld.
- d. Should the Purchaser or the local authority having jurisdiction require TK Elevator's presence at the inspection of equipment installed by others in conjunction with the work described in this Proposal, Purchaser agrees to compensate TK Elevator for its time at TK Elevator's current billing rate as posted at its local office.
- e. At the conclusion of its work, TK Elevator will remove all equipment and unused or removed materials from the project site and leave its work area in a condition that, in TK Elevator's sole opinion, is neat and clean.
- f. Purchaser agrees to accept a live demonstration of equipment's owner-controlled features in lieu of any maintenance training required in the bid specifications.
- g. Purchaser agrees to accept TK Elevator's standard owner's manual in lieu of any maintenance, or any other, manual(s) required in the bid specifications.

8. MAX

MAX is a cloud based Internet of Things (IoT) platform that we, at our election, may connect to your elevators and escalators by means of installation of a remote-monitoring device or modem (each a "device"). MAX will analyze the

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unique signal output of your equipment 24/7 and when existing or potential outages are identified, MAX will automatically communicate with our dispatch centers. When appropriate, the dispatch center will alert our technicians during normal working hours. These MAX alerts provide the technician with precise diagnostics detail, which greatly enhances our ability to fix your equipment right the first time, MAXimizing the equipment uptime.

- a. Purchaser authorizes TK Elevator and its employees to access purchaser's premises to install, maintain and/or repair the devices and, upon termination of the service agreement, to remove the same from the premises if we elect to remove.
- b. TK Elevator is and shall remain the sole owner of the devices and the data communicated to us by the devices. The devices shall not become fixtures and are intended to reside where they are installed. TK Elevator may remove the devices and cease all data collection and analysis at any time.
- c. If the service agreement between TK Elevator and Purchaser is terminated for any reason, TK Elevator will automatically deactivate the data collection, terminate the device software and all raw data previously received from the device will be removed and/or expunged or destroyed.
- d. Purchaser consents to the installation of the devices in your elevators and to the collection, maintenance, use, expungement and destruction of the daily elevator data as set forth in this agreement.
- e. The devices installed by TK Elevator contain trade secrets belonging to us and are installed for the use and benefit of our personnel only.
- f. Purchaser agrees not to permit purchaser personnel or any third parties to use, access, tamper with, relocate, copy, disclose, alter, destroy, disassemble or reverse engineer the device while it is located on purchaser's premises.
- g. The installation of this equipment shall not confer any rights or operate as an assignment or license to you of any patents, copyrights or trade secrets with respect to the equipment and/or any software contained or imbedded therein or utilized in connection with the collection, monitoring and/or analysis of data.

9. Additional Terms and Conditions

- a. In no event shall TK Elevator be responsible for liquidated, consequential, indirect, incidental, exemplary, and special damages associated with the work described in this Proposal.
- b. This Proposal is made without regard to compliance with any special purchasing, manufacturing or construction/installation requirements including, but not limited to, any socio-economic programs, such as small business programs, minority or woman owned business enterprise programs, or local preferences, any restrictive sourcing programs, such as Buy American Act, or any other similar local, state or federal procurement regulations or laws that would affect the cost of performance. Should any such requirements be applicable to the work described in this Proposal, TK Elevator reserves the right to modify this Proposal or rescind it altogether.
- c. TK Elevator is an equal opportunity employer.
- d. TK Elevator's performance of the work described in this Proposal is contingent upon Purchaser furnishing TK Elevator with any and all necessary permission or priority required under the terms and conditions of government regulations affecting the acceptance of this Proposal or the manufacture, delivery or installation of the equipment. All applicable sales and use taxes, permit fees and licenses imposed upon TK Elevator as of the date of the Proposal are included in the price of the Proposal. Purchaser is responsible for any additional applicable sales and use taxes, permit fees and licenses imposed upon TK Elevator after the date of the Proposal or as a result of any law enacted after the date of the Proposal.
- e. All taxes, tariffs, duties, permit and/or license fees imposed upon TK Elevator as of the date of the execution of this Proposal are included in the price of the Proposal. After the date of acceptance of this Proposal and in addition to the Proposal price, Purchaser is also responsible to pay TK Elevator for any new (or any increase in): (1) applicable taxes, tariffs, duties, permit and/or license fees; (2) charges from its suppliers for any of the applicable materials and/or components: (A) due to supply chain issues, the imposition of new or increased taxes, tariffs, or other charges by applicable governmental authorities; (B) if the release of materials called for in this Proposal occurs after the milestone mentioned earlier in this Proposal; and/or (C) if the completion of work called for in this Proposal occurs after the milestone mentioned earlier in this Proposal; and/or (3) charges from TK Elevator's shippers and/or freight forwarders.
- f. Purchaser agrees to provide TK Elevator's personnel with a safe place in which to work and TK Elevator reserves the right to discontinue work at the jobsite whenever, in TK Elevator's sole opinion, this provision is being violated.
- g. The pricing set forth in this Proposal assumes that the elevator pits will not be classified as a confined space. TK Elevator will follow its standard safety policy and procedures. Any job specific safety requirements over and above TK Elevator's standard practices and policies may require additional costs.
- h. TK Elevator will furnish and install all equipment in accordance with the terms, conditions, scope and equipment nomenclature as noted herein. Requested changes or modifications to such provisions will require a written change order issued on the Purchaser's letterhead and accepted by TK Elevator in writing prior to the execution of such work. This change order shall detail the current contract price, the amount of the change, and new contract value.

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- i. This Proposal does not include a schedule for the work described and any such schedule shall be mutually agreed upon by an authorized representative of both TK Elevator and Purchaser in writing before becoming effective.
- j. In the event asbestos material is knowingly or unknowingly removed or disturbed in any manner at the jobsite, Purchaser shall monitor TK Elevator's work place and prior to and during TK Elevator's manning of the job, Purchaser shall certify that asbestos in the environment does not exceed .01 fibers per cc as tested by NIOSH 7400. In the event TK Elevator's employees or those of TK Elevator's subcontractors are exposed to an asbestos hazard, PCP's, lead or other hazardous substances, Purchaser agrees, to the fullest extent permitted by law, to indemnify, defend, and hold TK Elevator harmless from all damages, claims, suits, expenses, and payments resulting from such exposure. Identification, notification, removal and disposal of asbestos containing material, PCP's lead or other hazardous substances are the responsibility of the Purchaser.
- k. TK Elevator retains title to and a security interest in all equipment it supplies – which TK Elevator and Purchaser agree can be removed without material injury to the real property – until all payments including deferred payments and any extensions thereof, are made. In the event of any default by Purchaser on any payment, or any other provision of this Proposal, TK Elevator may take immediate possession of the equipment and enter upon the premises where it is located – without legal process – and remove such equipment or portions thereof, irrespective of the matter of its attachment to the real estate or the sale, mortgage or lease of the real estate. Pursuant to the Uniform Commercial Code, and at TK Elevator's request, Purchaser agrees to execute any financial or continuation statements which may be necessary for TK Elevator to file in public offices in order to perfect TK Elevator's security interest in such equipment.
- l. TK Elevator reserves the right to assign payments owed to TK Elevator under this Proposal.
- m. TK Elevator shall not be liable for any loss, damage or delay caused by acts of government, labor troubles, strikes, lockouts, fire, explosion, theft, floods, riot, civil commotion, war, malicious mischief, acts of God or any cause beyond its control.
- n. The rights of TK Elevator under this Proposal shall be cumulative and the failure on the part of the TK Elevator to exercise any rights hereunder shall not operate to forfeit or waive any of said rights. Any extension, indulgence or change by TK Elevator in the method, mode or manner or payment or any of its other rights shall not be construed as a waiver of any of its rights under this Proposal.
- o. In the event TK Elevator engages a third party to enforce the terms of this Proposal, and/or to collect payment due hereunder, either with or without suit, Purchaser agrees to pay all costs thereof together with reasonable attorney's fees. Purchaser does hereby waive trial by jury and does hereby consent to the venue of any proceeding or lawsuit under this Proposal to be in the county where the work covered by this Proposal is located.
- p. TK Elevator can furnish Certificate of Workers' Compensation, Bodily Injury and Property Damage Liability Insurance coverage to Purchaser upon written request.
- q. Should loss of or damage to TK Elevator's material, tools or work occur at the project site, Purchaser shall compensate TK Elevator for such loss, unless such loss or damage results from TK Elevator's own acts or omissions.
- r. Purchaser, in consideration of TK Elevator performing the services set forth in this Proposal, to the fullest extent permitted by law expressly agrees to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator Corporation, TK Elevator Manufacturing, Inc., their respective employees, officers, agents, insurers, affiliates, and subsidiaries (hereinafter singularly a "TK Elevator party" and collectively the "TK Elevator parties") from and against any and all claims, demands, suits, and proceedings for loss, property damage (including damage to the equipment which is the subject matter of this Proposal), personal injury or death that are alleged to either have arisen out of or be connected with the sale, marketing, presence, use, misuse, maintenance, installation, removal, modernization, manufacture, design, operation or condition of the equipment that is the subject matter of this Proposal or the labor and materials furnished in connection with this Proposal. Purchaser's duty to indemnify a TK Elevator party does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Proposal), personal injury or death is determined to be caused by or resulting from the negligence of that TK Elevator party. Purchaser recognizes that its obligation to defend the TK Elevator parties under this clause, which is separate and apart from its duty to indemnify the TK Elevator parties, includes payment of all attorneys' fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims, demands, suits or proceedings.
- s. Purchaser further expressly agrees to name Tk Elevator Corporation and TK Elevator Manufacturing, Inc. along with their respective officers, agents, affiliates and subsidiaries as additional insureds in Purchaser's liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator Corporation and TK Elevator Manufacturing, Inc. for those claims and/or losses referenced in the above paragraph and those claims and/or or losses arising from the negligence of TK Elevator Corporation and TK Elevator Manufacturing, Inc. Such insurance must specify that its coverage is primary and non-contributory. Purchaser hereby waives its right of subrogation.
- t. TK Elevator's participation in any controlled insurance program is expressly conditioned upon review and approval of all controlled insurance program information and documentation prior to enrollment. Any insurance credits if applicable, will be provided at that time.

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u. Unless so mutually agreed upon in a separate signed agreement, TK Elevator shall not be required to interact or correspond with any third party with whom Subcontractor is not in privity of contract concerning matters pertinent to this Agreement.

v. The Purchaser must inform TK Elevator if Purchaser is, or becomes, an individual or entity that is - or that is majority owned or controlled by a party that is - included on any list of restricted parties maintained by (i) the United States of America; (ii) the United Nations; (iii) the European Union or any EU member state; (iv) the UK; or (v) any other national authority binding the parties of this contract.

In case the Purchaser, or any other beneficiary of this transaction, e.g. the end-user, is or becomes an individual or entity that is - or that is majority owned or controlled by a party that is - included on any list of restricted parties, TK Elevator reserves the right to cancel this Proposal immediately.

If the goods subject to this Proposal would be exported, re-exported, resold, used, transferred or otherwise disposed of in violation of any sanctions applicable to TK Elevator, TK Elevator also reserves the right to cancel this Proposal immediately. In this respect, the Purchaser shall be obliged to disclose the final delivery address, end-user and end-use of the goods upon request - insofar as legally permissible - and to notify TK Elevator of all circumstances that indicate an aforementioned infringement.

"Sanctions" means here any economic, trade or financial sanctions, laws, regulations, embargoes or restrictive measures imposed, enacted, administered or enforced by any Sanctions Authority. "Sanctions Authority" means (i) the US; (ii) the UN Security Council; (iii) the EU and any EU member state; (iv) the UK; or (v) any governmental institutions of any of the foregoing which administer Sanctions, including HM Treasury, OFAC, the US State Department and the US Department of the Treasury.

Modernization Proposal



Acceptance

Purchaser's acceptance of this Proposal and its approval by an authorized manager of TK Elevator will constitute exclusively and entirely the agreement between the parties for the goods and services herein described and full payment of the sum of Seventy Four Thousand Three Hundred Ninety Dollars and Seventy Nine Cents (\$74,390.79) plus any applicable sales tax.

All other prior representations or regarding this work, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this Proposal will be recognized unless made in writing and properly executed by both parties as a change order. Should Purchaser's acceptance be in the form of a purchase order or other similar document, the provisions of this Proposal will exclusively govern the relationship of the parties with respect to this transaction. No agent or employee shall have the authority to waive or modify any of the terms of this Proposal without the prior written approval of an authorized TK Elevator manager.

**Copperas Cove Independent School District
(Purchaser):**

TK Elevator Corporation Management Approval

By:

By:

(Signature of Authorized Individual)
Victor Martinez

(Signature of Branch Representative)

(Print or Type Name)

Luke Kazmierczak
Sales Manager

(Print or Type Title)

(Date of Acceptance)

(Date of Execution)



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



TIPS CONTRACTOR # 24060402

CONTACT: THOMAS HAIRE
ADDRESS: 400 S 25TH – COPPERAS COVE, TX
DATE: 01/30/2025

SCOPE OF WORK: ROTC HALLWAY SECTION

- 1.) PREP ROOF FOR INSTALLATION OF NEW MULE-HIDE 60MIL TPO ROOF SYSTEM. REMOVE ANY TRASH OR DEBRIS PRIOR TO NEW ROOF INSTALLATION. REMOVE EXISTING FAILED DUROLAST SINGLE-PLY MEMBRANE ONLY. EXISTING INSULATION AND UNDERLYING BUILT UP ROOF WILL REMAIN.
- 2.) INSTALL (MECHANICALLY ATTACH WITH MULE-HIDE #12 COATED FASTENERS) A 1/2" EPS FAN FOLD INSULATION OVER EXISTING UNDERLYING SYSTEM AND STEEL DECK AS STATED.
- 3.) INSTALL (MECHANICALLY ATTACH WITH MULE-HIDE #14 COATED FASTENERS) A WHITE, 60 MIL SINGLE-PLY MULE-HIDE TPO ROOF SYSTEM MECHANICALLY ATTACHED @ 12" O/C IN THE FIELD AND 6" O/C IN THE PERIMETERS AND CORNERS. HEAT WELD (BOND) ROOF SEAMS WITH HOT AIR ROBOTIC WELDER AND HANDHELD HOT AIR HEAT GUN PER MANUFACTURER REQUIREMENTS.
- 4.) TERMINATE TO OUTSIDE PERIMETER EDGE OF ROOF WITH SPECIFIED SHOP FABRICATED 24GA PREFINISHED EDGE METAL (COLOR OPTIONAL AMONGST MANUFACTURER STANDARD COLOR CHART). INCLUDES FABRICATION AND INSTALLATION OF ALL SPECIFIED TERMINATIONS REQUIRED PER MANUFACTURER. @ INTERIOR PARAPET WALL WHERE ROOF MEETS WALL GOING TO UPPER ROOF, TERMINATE MEMBRANE TO WALL WITH A 1" STEEL TERMINATION BAR, SEALED PER MANUFACTURER SPEC.
- 5.) INCLUDES ALL PIPES, PENETRATIONS AND CURBS TO BE WRAPPED (FULLY ENCAPSULATED) IN MULE-HIDE TPO AS STATED.
- 6.) INCLUDES 20YR NON-PRO-RATED MULE-HIDE MANUFACTURER LABOR AND MATERIAL (NDL) WARRANTY (MULE-HIDE PRODUCTS).
- 7.) INCLUDES HONEY'S ROOFING 15YR WORKMANSHIP WARRANTY (NO CHARGE).
- 8.) DISPOSE OF ALL TRASH AND DEBRIS IN AN APPROVED FACILITY IN ACCORDANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS. INCLUDES ALL LIFT AND LOAD EQUIPMENT TO PERFORM JOB ACCORDINGLY.
- 9.) INCLUDES ALL WORKER COMPENSATION AND GENERAL LIABILITY INSURANCE.

ALL MATERIAL IS TO BE AS SPECIFIED. ALL WORK TO BE COMPLETED IN A WORKMANLIKE MANNER ACCORDING TO STANDARD PRACTICES. ANY ALTERATION OR DEVIATION FROM ABOVE SPECIFICATIONS INVOLVING EXTRA COST WILL BE EXECUTED ONLY UPON WRITTEN ORDERS AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS OR DELAYS BEYOND OUR CONTROL. OWNER TO CARRY FIRE AND TORNADO INSURANCE.

WE PROPOSE HEREBY TO FURNISH ALL MATERIAL AND LABOR- IN COMPLETE ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:

BONDING NOT INCLUDED DOLLARS: **\$ 23,685.00** plus tax if applicable)

Date _____

Signature _____

Copperas Cove High School

Copperas Cove High School

SECTION TO BE ROOFED

Image © 2025 Airbus

Google Earth





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

Copperas Cove ISD | Blended Learning Strategic Operations

A Contract For Copperas Cove Ind Sch District

Prepared: 2024-12-18

This contract is submitted upon request of Copperas Cove Ind Sch District and details a plan for Copperas Cove ISD | Blended Learning Strategic Operations, that can be further customized in collaboration between Copperas Cove Ind Sch District and Engage! Learning, LLC., dba engage2learn (e2L).

Project Details

Deliverables

- ✓ On-Site Visits: 3 campus site visits with pilot district leaders to see operational shifts in action and discuss next steps
- ✓ Milestone Monthly Meetings: Virtually review monthly milestone meetings to align progress, tackle challenges, and celebrate achievements
- ✓ Steering Committee Participation: Virtually provide insights and support for district goal alignment
- ✓ Data Review and Progress Monitoring: Leverage our exclusive GroweLab Platform to track progress, analyze data, and drive real-time decisions
- ✓ Observation and Tracking: Support in monitoring observation metrics using our GroweLab Platform
- ✓ Project Management: Ensure timely completion of project milestones and deliverables
- ✓ TEA Meeting Attendance: Provide updates and maintain compliance through check-ins

Fees and Expenses

Product Name	Package Total
3-Day Customized Blended Learning Package	\$25,000.00
Total	
\$25,000.00	

The term of this Agreement shall be for 36 months, beginning January 20, 2025, and will automatically renew each year for a subsequent 12 months each July 1, 2026 thereafter. Fees will be invoiced within 30 days of the signed contract date.

The following number of GroweLab Licensed users are included: 15 Users. GroweLab license subscription(s) shall be for 36 months, beginning ,, and will automatically renew each year for a subsequent 12 months each , thereafter.

**Any increase in the scope of services will be addressed in a separate contract agreement. Fees and expenses will be invoiced monthly and payment terms are on a Net 30 basis. Prices are subject to increase on an annual basis by the greater of 5% or the Consumer Price Index (CPI). The CPI will be based on the most recently published update prior to the annual contract renewal.*



Accounts Payable (Name, email, telephone)	
Project Lead Contact (Name, email, telephone)	
GroweLab© Lead Contact (Name, title, email)	
Funding Source	
Fiscal Year End Date:	
PO#: Please include Contract #Q-00172 on your PO.	
Address of Licensor: Engage! Learning, LLC. dba engage2learn P.O. Box 695 Portland TX 78374	Address of Licensee:



SERVICES AGREEMENT

This Services Agreement, including any attached exhibits, and any ordering document (“**Order**”) or statement of work (“**SOW**”) attached hereto or referencing this Services Agreement (collectively, this “**Agreement**”) is between Engage! Learning, LLC, d/b/a Engage2Learn, together with its subsidiaries and affiliates (collectively, “**Engage**”) and the customer identified below (“**Customer**”) for Engage’s provision of certain software and related services to Customer. This Agreement is effective as of the date of last signature below (the “**Effective Date**”). Engage and Customer may each be referred to herein as a “**Party**” and collectively as the “**Parties.**”

This Agreement is the complete agreement between the Parties and replaces any prior or contemporaneous oral or written communications between the Parties concerning the subject matter of the relevant Order or SOW(s). There are no conditions, understandings, agreements, representations or warranties, express or implied, which are not specified herein. This Agreement may only be modified by a written document expressly stated for such purpose and executed by the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed. Each Party warrants and represents that its respective signatories whose signatures appear below have been and are on the date of signature duly authorized to execute this Agreement.

("Customer")

Engage! Learning, LLC, d/b/a Engage2Learn
("Engage")

Name/Title

Matt Bachman, CFO, engage2learn
Name/Title

Date

Date

PLEASE READ THESE STANDARD TERMS (THE “TERMS”) CAREFULLY. THIS WEBSITE, SOFTWARE SOLUTION, PLATFORM OR PORTAL AND ANY OTHER SIMILAR OFFERING OF ENGAGE, ITS AFFILIATES OR AGENTS (COLLECTIVELY, THE “PLATFORM”) AND THE INFORMATION ON IT ARE CONTROLLED BY ENGAGE. THESE TERMS GOVERN THE USE OF THE PLATFORM AND APPLY TO ALL USERS VISITING OR ACCESSING THE PLATFORM.

BY ACCESSING OR USING THE PLATFORM IN ANY WAY, INCLUDING USING THE SERVICES AND RESOURCES AVAILABLE OR ENABLED VIA THE PLATFORM (EACH A “SERVICE” AND COLLECTIVELY, THE “SERVICES”), BY CLICKING ON THE “I ACCEPT” BUTTON, COMPLETING THE REGISTRATION PROCESS, AND/OR BROWSING THE PLATFORM OR DOWNLOADING THE MOBILE APPLICATION (THE “APPLICATION”), YOU, “COMPANY,” REPRESENT THAT (1) YOU HAVE READ, UNDERSTAND, AND AGREE TO BE BOUND BY THE TERMS OF USE, AND (2) YOU HAVE THE AUTHORITY TO ENTER INTO THE TERMS PERSONALLY OR ON BEHALF OF THE ENTITY YOU HAVE NAMED AS THE USER, AND TO BIND THAT ENTITY TO THESE TERMS. IF YOU DO NOT AGREE TO BE BOUND BY THE TERMS OF USE, YOU MAY NOT ACCESS OR USE THE PLATFORM OR THE SERVICES.

Standard Terms and Conditions

1. Engage Responsibilities

- 1.1. Provision of the Service.** Subject to the terms and conditions of this Agreement and during the Term, Engage grants Customer a non-exclusive, non-transferrable and non-sublicensable right for its Authorized Users to access and use the Service solely for the benefit of Customer and its Authorized Users. Engage agrees to use commercially reasonable efforts to make the Service available 24 hours a day, 7 days a week, except for downtime which is not under Engage's control or planned downtime which Engage will use reasonable efforts to give Customer advanced notice of.
- 1.2. Updates and Upgrades.** The terms of this Agreement will also apply to updates and upgrades of the Service subsequently made available by Engage. Engage may update the functionality, user interfaces, usability, and Documentation from time to time in its sole discretion as part of its ongoing mission to improve the Service.
- 1.3. Protection of Customer Data; PHI.** Engage will maintain commercially reasonable administrative, physical, and technical safeguards designed to prevent unauthorized access to or use of Customer Data, in accordance with the our Privacy Policy which can be found on our website at <https://www.growelab.app/legal/privacy-policy>. The Parties agree that, if required by law, they will enter into Engage's Data Processing Agreement which can be found at attached to this Agreement.
- 1.4. Compliance with Laws.** Engage will comply with all laws applicable to Engage's provisioning of the Service generally (i.e., without regard to the specific nature of the Customer Data or Customer's particular use of the Service).
- 1.5. Support.** As part of the Service, Engage will provide Customer with Engage's standard maintenance and support, Documentation, and other online resources to assist Customer in its use of the Service.
- 1.6. Professional Services.** Engage will provide the Professional Services as set forth in detail in a SOW. Additional terms regarding Professional Services can be found attached to this Agreement.
- 1.7. Authorized Users.** Customer acknowledges that this Agreement, Customer, and its Authorized Users are subject to Engage's Terms of Use which can be found on our website at <https://www.growelab.app/legal/terms>. In the event of a conflict between this Agreement and the Terms of Use, the terms of this Agreement will prevail.

2. Access to and Use of the Service

- 2.1. Authorized Users.** Authorized User accounts cannot be shared or used by more than one Authorized User. Customer is responsible for maintaining the confidentiality of its logins, passwords, and accounts and for all activities that occur under Authorized User accounts.
- 2.2. Customer Responsibilities.** Customer will: (a) obtain any permissions and consents required for Engage to access Customer Data in connection with the Service; (b) be responsible for Authorized Users' compliance with this Agreement; (c) be responsible for the accuracy, appropriateness, and legality of Customer Data; (d) use commercially reasonable efforts to prevent unauthorized access to or use of the Service, and promptly notify Engage of any such unauthorized access or use; and (e) use the Services only in accordance with applicable laws and government regulations.
- 2.3. Usage Restrictions.** Customer may not: (a) make the Service available to, or use the Service for the benefit of, anyone other than Customer and the Authorized Users; (b) upload, post, transmit, or otherwise make available to the Service any content that (i) is unlawful or tortious, or (ii) Customer does not have a right to make available under any applicable law or under contractual or fiduciary relationships, or that infringes, misappropriates, or otherwise violates any intellectual property, privacy, publicity, or other proprietary rights of any person; (c) sublicense, resell, time share, or similarly exploit the Service; (d) upload, post, transmit, or otherwise make available any content or information designed to interrupt, interfere with, destroy or limit the functionality of any computer software or hardware or telecommunications equipment; (e) reverse engineer, modify, adapt, or

hack the Service, or otherwise attempt to gain unauthorized access to the Service or its related systems or networks; or (f) access the Service to build a competitive product or service.

2.4. Third Party Products and Content. If Customer enables Third Party Products and Content for use with the Service: (a) any use by Customer or its Authorized Users of such Third Party Products and Content is solely the responsibility of Customer and the applicable provider; (b) Engage does not guarantee, warrant, or offer support for any such Third Party Products and Content; (c) Customer acknowledges that the providers of those Third Party Products and Content may have access to Customer Data in connection with the interoperation of the Third Party Products and Content with the Service, and Engage will not be responsible for any use, disclosure, modification or deletion of such Customer Data.

3. Fees

3.1. Fees, Invoicing, and Payment. Customer will pay all fees specified in the Order. Payment obligations are non-cancelable and, except as expressly set forth herein, fees paid are non-refundable and payable in United States dollars. All fees will be invoiced by Engage in accordance with the terms set forth in the Order. Except as set forth in the Order, full payment for invoices issued must be received within 30 days from Customer's receipt of the invoice. If any fees owed by Customer (excluding amounts disputed in reasonable and good faith) have not been paid by the applicable due date, Engage reserves the right to apply a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, and be reimbursed for all expenses of collection.

3.2. Taxes. The fees are exclusive of, and Customer will be solely responsible for, all applicable taxes in connection with this Agreement, including any sales, use, excise, value-added, goods and services, consumption, and other similar taxes or duties (but excluding taxes based on Engage's net income). Should any payment for the services provided by Engage be subject to withholding tax by any taxing authority, Customer will reimburse Engage for such withholding tax.

4. Proprietary Rights

4.1. Engage Property. Subject to the limited rights expressly granted to Customer hereunder, Engage reserves and retains, and as between Engage and Customer, Engage exclusively owns, all rights, title, and interest in and to the Service, including all modifications, derivative works, upgrades, and updates thereto, and all related intellectual property rights therein. No rights are granted by Engage hereunder other than as expressly set forth herein. If Customer or any Authorized User provides Engage any feedback or suggestions regarding the Service, then Customer grants Engage an unlimited, irrevocable, perpetual, sublicensable, royalty-free license to use any such feedback or suggestions for any purpose without any obligation or compensation to Customer or any Authorized User. Unless otherwise set forth in the Order, Engage retains exclusive ownership of all work product created by Engage in connection with its performance of Professional Services.

4.2. Customer Data. Customer grants to Engage and its Affiliates a worldwide, non-exclusive, limited term license to access, use, copy, distribute, perform, and display Customer Data, and provide necessary access to third party service providers acting on Engage's behalf, such as Engage's hosting services provider, only: (a) to provide, maintain, and update the Service for Customer and Authorized Users; (b) to prevent or address service or technical problems or at Customer's request in connection with support matters; (c) as compelled by law; or (d) as expressly permitted in writing by Customer. Subject to the limited licenses granted herein, Engage acquires no right, title, or interest under this Agreement in or to any Customer Data.

4.3. De-identified Data. Customer acknowledges and agrees that Engage may, during and after the Term, collect, use and analyze any de-identified information derived from the Customer Data (collectively, the "**De-identified Data**") for Engage's lawful business purposes, including to improve and enhance the Service and for other development, diagnostic, and corrective purposes in connection with the Service. Engage may disclose De-identified Data solely in aggregate form in connection with its business.

5. Confidentiality

5.1. Definition. "Confidential Information" means all confidential information disclosed by a party ("Disclosing Party") to the other party ("Receiving Party"), whether orally or in writing, that is designated as confidential or that reasonably should be understood to be confidential given the nature of the information and the circumstances of disclosure, including all copies thereof. Confidential Information of Customer includes Customer Data, Confidential Information of Engage includes the Service (including its software and content, other than Customer Data) and the work product created from its performance of any Professional Services, and Confidential Information of each Party includes the terms of this Agreement. However, Confidential Information will not include any information that: (a) is or becomes generally available to the public without breach of any obligation owed to the Disclosing Party; (b) was known to the Receiving Party prior to its disclosure by the Disclosing Party without breach of any obligation owed to the Disclosing Party; (c) is received from a third party without breach of any obligation owed to the Disclosing Party; or (d) was independently developed by the Receiving Party without use of or reliance on the Confidential Information of the Disclosing Party.

5.2. Protection. The Receiving Party will: (a) use the same degree of care that it uses to protect the confidentiality of its own confidential information of like kind (but in no event less than reasonable care); (b) not use any Confidential Information of the Disclosing Party for any purpose outside the scope of this Agreement; and (c) except as otherwise authorized by the Disclosing Party in writing, limit access to Confidential Information of the Disclosing Party to those of the Receiving Party's and its Affiliates' employees, contractors, and agents who need such access for purposes consistent with this Agreement and who are subject to confidentiality obligations at least as restrictive as those herein. The Receiving Party will provide prompt written notice to the Disclosing Party of any unauthorized use or disclosure of the Disclosing Party's Confidential Information. Upon request of the Disclosing Party during the Term, the Receiving Party will promptly return, or at the Disclosing Party's option destroy, any or all Confidential Information of the Disclosing Party in the Receiving Party's possession or under its control.

5.3. Compelled Disclosure. The Receiving Party may access or disclose Confidential Information of the Disclosing Party if it is compelled by law to do so, provided the Receiving Party gives the Disclosing Party prior notice of such compelled access or disclosure (to the extent legally permitted) and reasonable assistance, at the Disclosing Party's expense, if the Disclosing Party wishes to contest the access or disclosure.

6. Representations, Warranties, and Disclaimers

6.1. Mutual Representations. Each Party represents that: (a) it is duly organized, validly existing, and in good standing under its jurisdiction of organization and has the right to enter into this Agreement; and (b) the execution, delivery, and performance of this Agreement are within the corporate powers of such Party and have been duly authorized by all necessary corporate action on the part of such Party, and constitutes a valid and binding agreement of such Party.

6.2. Engage Warranties. Engage warrants that the Service will perform materially in accordance with the applicable Documentation.

6.3. Customer Warranty. Customer warrants that: (a) it has obtained and will maintain all rights, consents, and permissions necessary for Customer to make available the Customer Data to Engage for its use as contemplated herein; and (b) Customer will not share with Engage (whether through Professional Services or through the cloud-based platform Services) any personally identifiable information (as that term is defined in various privacy laws) of students and/or minors.

6.4. Disclaimer. EXCEPT FOR THE EXPRESS WARRANTIES PROVIDED IN SECTION 6.2, THE SERVICE AND ALL RELATED COMPONENTS AND INFORMATION ARE PROVIDED ON AN "AS IS" BASIS WITHOUT ANY WARRANTIES OF ANY KIND, AND ENGAGE EXPRESSLY DISCLAIMS ANY AND ALL OTHER WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT. ENGAGE DOES NOT WARRANT THAT THE SERVICE WILL BE UNINTERRUPTED OR ERROR-FREE.

7. Indemnification

7.1. Engage Indemnification. Engage will defend Customer and its Affiliates from and against any lawsuit or proceeding brought by a third party to the extent alleging that Customer's use of the Service as permitted hereunder infringes or misappropriates such third party's intellectual property rights, and Engage will indemnify Customer and its Affiliates for any damages and any reasonable attorneys' fees finally awarded against them arising from such lawsuit or proceeding; provided, however, that Engage will have no liability under this Section to the extent any such lawsuit or proceeding arises from: (a) Customer Data or Third Party Products and Content; (b) Customer's or any of its Affiliates' or Authorized Users' negligence, misconduct, or breach of this Agreement; or (c) any modification or combination of the Service that is not performed or approved by Engage or specifically set out in the Documentation.

7.2. Customer Indemnification. Unless prohibited by law, Customer will defend Engage and its Affiliates from and against any lawsuit or proceeding brought by a third party to the extent alleging that any Customer Data infringes, misappropriates, or otherwise violates the rights, including privacy and publicity rights, of any other party, or that Customer's or any Authorized User's particular use of the Service violates applicable law, and Customer will indemnify Engage and its Affiliates for any damages and any reasonable attorneys' fees finally awarded against them arising from such lawsuit or proceeding; provided, however, that Customer will have no

liability under this Section to the extent any such lawsuit or proceeding arises from Engage's or any of its Affiliates' negligence, misconduct, or breach of this Agreement.

- 7.3. Procedures.** The indemnified party will provide the indemnifying party with: (a) prompt written notice of any matter that is subject to indemnification hereunder; (b) the right to assume the exclusive defense and control of any such matter (provided that the indemnified party may participate in the defense at its own expense); and (c) cooperation with any reasonable requests assisting the indemnifying party's defense of such matter. The indemnifying party may not settle any such lawsuit or proceeding without the indemnified party's prior written consent.
- 7.4. Exclusive Remedy.** This Section states the indemnifying party's sole liability, and the indemnified party's exclusive remedy, for any type of claim described in this Section.

8. Limitation of Liability

- 8.1. Exclusion of Certain Damages.** IN NO EVENT WILL EITHER PARTY HAVE ANY LIABILITY TO THE OTHER PARTY OR TO ANY OTHER PARTY FOR ANY LOST PROFITS OR REVENUES, OR FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, COVER, OR PUNITIVE DAMAGES, WHETHER OR NOT THE PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING DISCLAIMER WILL NOT APPLY TO THE EXTENT PROHIBITED BY APPLICABLE LAW.
- 8.2. Liability Cap.** EXCEPT FOR CUSTOMER'S LIABILITY FOR ITS PAYMENT OBLIGATIONS OR A PARTY'S LIABILITY FOR ITS INDEMNIFICATION OBLIGATIONS, ITS BREACH OF ITS CONFIDENTIALITY OBLIGATIONS, OR FOR ITS WILLFUL MISCONDUCT (COLLECTIVELY, THE "**EXCLUDED CLAIMS**"), IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY RELATING TO THIS AGREEMENT EXCEED THE TOTAL AMOUNT ACTUALLY PAID BY CUSTOMER TO ENGAGE HEREUNDER IN THE 12 MONTHS PRECEDING THE DATE ON WHICH THE FIRST CLAIM GIVING RISE TO LIABILITY AROSE (THE "**GENERAL LIABILITY CAP**").
- 8.3. Excluded Claims.** Notwithstanding Section 8.2, in no event will Engage's aggregate liability for all Excluded Claims exceed three times (3x) the General Liability Cap.
- 8.4. Scope.** For the avoidance of doubt, the exclusions and limitations set forth in Section 8 will apply with respect to all legal theories of liability, whether in contract, tort, or otherwise. The Parties agree that the exclusions and limitations set forth in Section 8 allocate the risks between the Parties under this Agreement, and that they have relied on these exclusions and limitations in determining whether to enter into this Agreement.

9. Term, Termination, and Suspension

- 9.1. Term of the Agreement.** The term of this Agreement commences on the Effective Date and, unless earlier terminated in accordance with the terms of this Agreement, will continue for the "Initial Term" specified in the Order (the "**Initial Term**"). For Services only, unless otherwise indicated in the Order, this Agreement will automatically renew for successive additional periods of 1 year each (each, a "**Renewal Term**") unless either Party provides the other with written notice of non-renewal at least 30 days prior to the expiration of the Initial Term or the then-current Renewal Term. Professional Services will not be subject to automatic renewal. Customer agrees that Engage may modify the fees for each Renewal Term by providing Customer with written notice of such modification at least 60 days prior to the expiration of the Initial Term or the then-current Renewal Term, as applicable. The Initial Term and each Renewal Term, if any, are collectively referred to herein as the "**Term**."
- 9.2. Suspension.** Engage may suspend Customer's or any or all Authorized Users' access to the Service, in whole in part, if: (a) Customer or any Authorized User is using the Service in violation of this Agreement or any applicable law; (b) suspension of the Service is necessary, in Engage's reasonable discretion, to protect the security of the Service or the infrastructure of Engage or its Affiliates; (c) suspension is required by applicable law; or (d) any fees owed by Customer (excluding amounts disputed in reasonable and good faith) are 30 days or more overdue, provided Engage has given Customer 10 or more days' prior notice.
- 9.3. Termination for Cause.** Either Party may terminate this Agreement effective after 30 days' written notice if the other Party materially breaches this Agreement and such breach is not cured within such 30-day period. Upon any termination for cause by Customer, Engage will promptly refund Customer any prepaid fees covering the period remaining in the Term after the effective date of such termination. Upon any termination for cause by

Engage, Customer will promptly pay Engage any unpaid fees covering the period remaining in the Term after the effective date of such termination.

- 9.4. Effects of Termination.** Upon termination of this Agreement for any reason, (a) any amounts owed to Engage prior to such termination and all completed but unpaid Professional Services fees will be immediately due and payable, and (b) all rights granted to access and use the Service will immediately cease to exist. For a period of 30 days following any termination of this Agreement, Engage will, upon Customer's request, provide Customer with an export of all current Customer Data in the format agreed by the Parties. After such 30-day period, Engage will have no obligation to maintain or provide any Customer Data and Engage will, unless prohibited by applicable law, delete all Customer Data in its systems or otherwise in its possession or under its control in accordance with Engage's then-current data retention and deletion policies. Subject to this Section, upon any termination of this Agreement and the Disclosing Party's request, the Receiving Party will promptly return, or at the Disclosing Party's option destroy, any or all Confidential Information of the Disclosing Party in the Receiving Party's possession or under its control.
- 9.5. Survival.** The sections titled "Protection of Customer Data," "Fees," "Proprietary Rights," "Confidentiality," "Indemnification," "Limitation of Liability," "Termination for Cause," "Effects of Termination," "Survival," and "General Provisions" will survive any termination of this Agreement.

10. General Provisions

- 10.1. Attribution.** Customer agrees that Engage may use Customer's name and logo to indicate that Customer is a customer of Engage for the Service on Engage's website, marketing materials, and in communications with existing or prospective Engage customers. Any such attribution will be consistent with Customer's style guidelines or requirements as communicated to Engage by Customer.
- 10.2. Force Majeure.** Except for payment obligations, neither Party will be liable hereunder by reason of any failure or delay in the performance of its obligations due to events beyond the reasonable control of such Party, which may include natural disasters, fires, epidemics, pandemics, riots, war, terrorism, denial of service attacks, internet outages, labor shortages, and judicial or government action (each, a "**Force Majeure Event**"). If either Party's nonperformance hereunder due to a Force Majeure Event persists for more than 30 days, either Party may immediately terminate this Agreement without charge or penalty upon notice to the other Party.
- 10.3. Assignment.** Neither Party may assign any of its rights or obligations hereunder, whether by operation of law or otherwise, without the prior written consent of the other Party. Notwithstanding the foregoing, either Party may assign or transfer this Agreement in its entirety, without the consent of the other Party, in connection with a merger or sale of all or substantially all of its assets, so long as the assigning Party provides 30-days' prior written notice thereof to the other Party. Any purported assignment in violation of this Section will be null and void. This Agreement will bind and inure to the benefit of the Parties, their respective successors, and permitted assigns.
- 10.4. Governing Law.** This Agreement, and any disputes arising out of or related hereto, will be governed exclusively by the internal laws of the state in which Customer resides, without regard to its conflicts of laws rules or the United Nations Convention on the International Sale of Goods. Each Party hereby waives any right to jury trial in connection with any action or litigation in any way arising out of or related to this Agreement.
- 10.5. Notices.** All notices under this Agreement will be in writing addressed to the points of contacts of each of the Parties listed on the Order at the addresses set forth on the Order and will be deemed to have been duly given: (a) upon receipt if personally delivered or sent by certified or registered mail with return receipt requested; and (b) the first business day after sending by email or by next day delivery by a recognized overnight delivery service.
- 10.6. Insurance.** Each Party shall carry and maintain insurance in the amounts and for the occurrences for which insurance is typically carried by entities in the same or similar business.
- 10.7. Relationship of the Parties.** The Parties are independent contractors and this Agreement does not create a partnership, franchise, joint venture, agency, fiduciary, or employment relationship between the Parties. There are no third party beneficiaries to this Agreement.
- 10.8. Waiver.** No failure or delay by either Party in exercising any right under this Agreement will constitute a waiver of that right.

10.9. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, such provision will be modified by the court and interpreted so as best to accomplish the objectives of the original provision to the fullest extent permitted by law, and the remaining provisions of this Agreement will remain in full force and effect.

10.10. Entire Agreement. This Agreement, including all exhibits hereto and all Orders, constitutes the entire agreement between the Parties and supersedes all prior and contemporaneous agreements, proposals, or representations, written or oral, concerning Customer's purchase and use of the Service. No modification, amendment, or waiver of any provision of this Agreement will be effective unless in writing and signed by each of the Parties. To the extent of any conflict or inconsistency between the provisions in the body of this Agreement and any exhibit hereto or any Order, the terms of such exhibit or Order will prevail. Notwithstanding any language to the contrary therein, no terms or conditions stated in any Customer purchase order or other Customer ordering documentation (excluding Orders) will be incorporated into or form any part of this Agreement, and all such terms or conditions will be null and void.

11. Definitions.

"Affiliate" of a Party means: (a) any entity that such Party controls; (b) any entity that controls such Party; or (c) any entity under common control with such Party. To "control," for purposes of this definition, means owning or otherwise controlling more than 50% of the voting interests of an entity.

"Authorized User" means independent contractors, employees, vendors, partners or any other affiliated third party to Customer who are authorized by Customer to access and use the Service, and who has been issued a Service account by Customer and/or Engage that is associated to a unique email address with a domain name owned or controlled by Customer and/or Engage.

"Customer Data" means all data, content, and information submitted by Authorized Users into the Service and the Customer-specific output that is generated by Authorized Users' use of the Service. Customer Data shall not contain personally identifiable information of students and minors.

"Documentation" means the user manuals, specifications, and policies, as may be updated from time to time, that describe the functionality, features, operation, or use of the Service and that are made available by Engage to Customer.

"Service" means Engage's software-as-a-service platform, user interfaces and software within a device, as further set forth in an Order. References to the "Service" in this Agreement include the Documentation.

"Professional Services" means any professional services related to Customer's use of the Service, such as consulting, implementation, or training services, provided by Engage to Customer as expressly identified in the Order.

"Third Party Products and Content" means any applications, products, services, or content that interoperate with the Service and that are provided by Customer or a third party.

Data Processing Agreement

This Data Processing Addendum (“DPA”) is supplemental to the Agreement and sets out the terms that apply when Personal Information is Processed by Engage under the Agreement. The purpose of the DPA is to ensure such Processing is conducted in accordance with Applicable Laws (as defined below).

1. Definitions.

- 1.1. **“Applicable Laws”** means all applicable United States federal or state privacy and data protection laws, including without limitation, the California Consumer Privacy Act of 2018 as amended by the California Privacy Rights Act, and any implementing regulations relating to the same.
- 1.2. **“Processing”** or **“Processed”** means any operation or set of operations that are performed on Personal Information or on sets of Personal Information, whether or not by automated means, to provide the Services set forth in the Agreement. This includes the converting of raw data to machine-readable or otherwise usable and desired form and its subsequent processing (such as collection, organization, structuring, adaptation or alteration, storage, sorting, dissemination, analyzing and presentation).
- 1.3. **“Personal Information”** means information owned, controlled, or maintained by Customer and processed by Engage that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household.
- 1.4. **“Security Breach”** means the actual or reasonably suspected unauthorized disclosure, release, access, or acquisition of Personal Information that compromises the security, confidentiality, or integrity of the Personal Information.

2. Details of Processing.

- 2.1. **Processing of Personal Information.** Personal Information is being provided to Engage for a limited and specified purpose, and Engage is prohibited from Processing Personal Information for any purpose other than the specific purpose of performing the Services specified in the Agreement. Engage hereby certifies that it understands the foregoing restrictions and will comply with them.
- 2.2. **Restrictions on Use of Personal Information.** Customer and Engage hereby acknowledge and agree that in no event shall the transfer of Personal Information from Customer to Engage pursuant to the Agreement constitute a sale of Personal Information or transfer of Personal Information for valuable consideration to Engage, and that nothing in the Agreement shall be construed as providing for the sale or transfer for valuable consideration of Personal Information to Engage. Engage shall not (and will require that its subcontractors do not): (i) retain, use, or disclose Personal Information received from or on behalf of Customer, for a commercial purpose that is not necessary to provide the Services under the Agreement; or (ii) sell, rent, disclose, release, transfer, or make available, or otherwise communicate Personal Information to any third party for monetary or other valuable consideration. Customer shall take reasonable steps to stop or remediate Engage’s unauthorized use of Personal Information and shall ensure that Engage’s use of Personal Information is consistent with the Agreement and foregoing restrictions. Except as otherwise provided by Applicable Law and authorized by Customer, Engage may not combine Personal Information with personal information it receives from or on behalf of another business or person, or that it collects from its own interactions with data subjects.
- 2.3. **Assistance.** Engage will assist Customer with any data subject access, deletion, opt-out requests, objections, and any other right exercised by an individual pursuant to any Applicable Law. If Engage receives any request from data subjects, regulators, or others relating to its Processing, Engage will promptly inform Customer and assist Customer with developing a response (but Engage will not itself respond, except per instructions from Customer). Engage will also assist Customer with the resolution of any request or inquiries that Customer receives from data protection regulators relating to Engage and, if and to the extent requested by Customer, cooperate with any regulators’ requests.
- 2.4. **Subprocessors.** In the event Engage engages a subprocessor, Engage shall promptly notify Customer and shall: (i) enter into a written agreement with each subprocessor containing data protection obligations that provide at least the same level of protection for Personal Information as those in this DPA, to the extent applicable to the

nature of the service provided by such subprocessor; and (ii) remain responsible for such subprocessor's compliance with the obligations of this DPA and for any acts or omissions of such subprocessor that cause Engage to breach any of its obligations under this DPA. Engage shall notify Customer via email prior to engaging any new subprocessors that Process Personal Information and allow Customer thirty (30) days to object. If Customer has objections to the appointment of any new subprocessor, the Parties will work together in good faith to resolve the grounds for the objection for no less than thirty (30) days, and failing any such resolution, Customer may terminate the part of the Services performed under the Agreement that cannot be performed by Engage without use of the objectionable subprocessor. Engage shall promptly notify Customer if it can no longer meet the foregoing obligations.

- 2.5. **Deletion of Personal Information.** At the end of the Agreement or at the request of Customer, Engage shall promptly either return or delete all Personal Information (whichever is requested by Customer). Notwithstanding the foregoing, if Engage is required by Applicable Law to retain any such Personal Information, Engage may retain the minimal amount of Personal Information required to comply with such Applicable Law. In the event that Engage is required to retain any Personal Information after termination or expiration of the Agreement, Engage will continue to safeguard such Personal Information in accordance with Applicable Law and the terms of this DPA.
- 2.6. **Confidentiality.** Engage shall ensure that all persons Processing Personal Information on its behalf, including Engage's and its subprocessors' employees, agents, and contractors, are subject to a duty of confidence or are under an appropriate statutory obligation of confidentiality.
- 2.7. **Training.** Engage shall ensure all employees receive appropriate training relating to Engage's and obligations with respect to the Processing, protection, and confidential treatment of Personal Information under this DPA and the Agreement.
- 2.8. **Data Security.** In addition to any data security provisions in the Agreement, Engage represents and covenants that it has and will maintain commercially reasonable and appropriate physical, technical, and administrative safeguards to maintain the confidentiality, security, accuracy, integrity, availability, and authenticity of the Personal Information.
- 2.9. **Security Incidents.** In the event of a Security Incident, Engage shall notify Customer promptly but no later than 72 hours after Engage becomes aware of such Security Incident. Such notifications shall include, at a minimum, the following information to the extent known by Engage and as it becomes available: (a) detailed description of the Security Incident, (b) the date or estimated date of the Security Incident, (c) the date range within which the Security Incident occurred, (d) the type of Personal Information that was the subject of the Security Incident, whether the notification was delayed as a result of a law enforcement investigation, and (f) the identity of each impacted data subject. Engage shall take immediate action to investigate the breach and shall use industry standard, commercially reasonable efforts to mitigate the effects of any such Security Incident in accordance with its obligations hereunder. Engage shall also provide Customer with reasonable assistance to satisfy any legal obligations (including obligations to notify data subjects and any state or federal regulators) of Customer in relation to such Security Incident.
- 2.10. **Audit.** Engage will make available to Customer all information requested by Customer to demonstrate Engage's compliance with the obligations set out in this DPA. Furthermore, unless otherwise required by Applicable Law, upon at least thirty (30) days prior written notice, at a time that minimizes business interruptions to Engage, and no more than once per year, Engage shall allow for and contribute to audits and inspections by Customer or its designated agents as required for Customer to establish both Customer's and Engage's compliance with this DPA and Applicable Law.

Professional Services

These additional terms and conditions only apply if Engage provides Customer with Professional Services as set forth in an Order or a SOW.

1. **Professional Services.** Engage shall perform the services and provide any Deliverables as specified in a SOW ("**Professional Services**"). If a change in project scope is mutually agreed by the Parties, the change(s) and any associated fees therefor shall be described in a document signed by the parties (a "**Change Order**").
2. **Proprietary Rights.** As between Engage and Customer, all Customer Confidential Information, and all Customer Data supplied by Customer, its Employees or Authorized Parties, shall be, and remain, the property of Customer. Excluding the Engage intellectual property contained therein, all right, title and interest in any deliverables that are labeled as "Work Product" in the SOW shall vest in Customer. Engage grants Customer a royalty-free, non-exclusive, non-sublicensable, non-transferable license to use the Engage intellectual property incorporated into the Work Product (solely for the internal business purposes of Customer and its Affiliates in connection with their authorized use of the Service as set forth in the Agreement.
3. **Warranty.** Engage warrants that: (a) it shall perform the Professional Services with reasonable skill and care, and (b) the professional staff it assigns to perform Professional Services are, and at all times shall be, competent and properly qualified to perform the Professional Services as required hereunder.
4. **Remedies.** If Engage breaches these warranties, Engage shall correct deficiencies at no additional charge to Customer, provided Customer gives Engage written notice of any deficiencies within thirty (30) days of delivery by Engage. If Engage is unable to correct the deficiencies after good-faith efforts and at a commercially reasonable cost, Engage shall refund Customer prorated amounts paid for the defective portion. The remedies set forth above shall be Customer's sole remedy and Engage's sole liability for breach of these warranties unless the breach of warranty constitutes a material breach of the Agreement and Customer elects to terminate the Agreement for material breach.



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

Contact Person

E-Mail Address

Out of State Trip Request Form

Submitted by: Dr. Brent Hawkins

Date Submitted: February 11, 2025

Campus: Administration

Who will go on the trip?	Dr. Brent Hawkins Mrs. Joan Manning Mr. Mike Wilburn Mr. John Gallen Mrs. Heather Copeland Mr. Clifton Heath		
What is the purpose of the trip?	2025 NAFIS Spring Conference		
When will the trip take place?	March 8-12, 2025		
Where will the person/people go?	Washington, D.C.		
What is the account number for funding the trip? <i>Must come from 6411 or 6419</i>	199-E-41-6411-02-701-0-99-701 199-E-41-6419-02-702-0-99-000 199-E-41-6411-00-745-0-99-745		
What is the cost of the trip?	Registration fee: \$4,200.00 (700x6) Meals: \$2,00.00 <table style="width: 100%; border: none;"> <tr> <td style="border: none;">Mileage: \$60.00</td> <td style="border: none; text-align: right;">Airfare: \$4,100.22</td> </tr> </table> Substitute: N/A Hotel: \$8,040.00 Other expenses (e.g. Airport Shuttle/Parking) - \$200.00 Total: \$ 1 8 , 6 0 0 . 2 2	Mileage: \$60.00	Airfare: \$4,100.22
Mileage: \$60.00	Airfare: \$4,100.22		
How is this trip addressed in your campus or the district plan?	District Plan Goal Budget Management: All Stakeholders will optimize resources to enhance student success.		

- ★ **Car Rental – Contact the Business Office for Vendors**
- ★ Attach supporting documentation and the principal’s / director’s letter of approval.
- ★ Submit form and documentation to the Superintendent’s Secretary. Information must be received two weeks prior to the regularly scheduled Board meeting. If Board approval is necessary for purchasing airline tickets or for paying pre-registration fees, information must be submitted three months prior to the out of state trip.

Copperas Cove ISD
Comparison Reports
As of January 31, 2025

	199 General Operating	511 Interest & Sinking	240 Child Nutrition
Revenue:	\$51,545,660.35	\$850,539.98	\$1,848,944.85
Expenditure:	\$40,850,118.66	\$0.00	\$1,782,469.35
Encumbered:	\$3,851,606.28	\$0.00	\$285,808.12
Balance:	\$6,843,935.41	\$850,539.98	(\$219,332.62)

Check Number	Payee	Check Amount	Check Date
EFT	VIRKIM INC	\$16,103.00	1/8/2025
160603	TXU ENERGY	\$4,742.06	1/8/2025
160602	T-MOBILE USA INC.	\$30.45	1/8/2025
160601	NORTH TEXAS TOLLWAY AUTHORITY	\$55.86	1/8/2025
160600	KEMPNER WATER SUPPLY	\$96.28	1/8/2025
160599	CTRMA PROCESSING	\$62.83	1/8/2025
160598	CITY OF COPPERAS COVE UTILITY ADMIN	\$23,389.72	1/8/2025
160597	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	1/8/2025
160596	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	1/8/2025
160595	BRIGHTSPEED (DBA)	\$5,425.35	1/8/2025
160605	JAMES LEONARD SAINT	\$321.60	1/10/2025
160604	JAMES LEONARD SAINT	\$3,242.60	1/10/2025
EFT	VIRKIM INC	\$5,060.00	1/13/2025
EFT	U.S. EMPLOYEE BENEFITS	\$54.57	1/13/2025
EFT	TOUSSAUNT LEON THOMAS	\$18.22	1/13/2025
EFT	DENISA LEA TEMPLES	\$2,615.49	1/13/2025
EFT	AMY ELIZABETH SIMPSON	\$306.30	1/13/2025
EFT	BENJAMIN WAYNE SEIFERT	\$111.00	1/13/2025
EFT	SCHOOL SPECIALTY INC	\$824.67	1/13/2025
EFT	JARED D RUDD	\$135.08	1/13/2025
EFT	PERRY OFFICE PLUS	\$123.06	1/13/2025
EFT	OVERDRIVE INC	\$1,000.00	1/13/2025
EFT	NEXTIVA, INC	\$246.30	1/13/2025
EFT	ANGELICA RENEE LEE MULLEN	\$144.00	1/13/2025
EFT	ROBYN MICHELLE MITCHELL	\$62.04	1/13/2025
EFT	JANET ANN MADISON	\$46.63	1/13/2025
EFT	J. W. PEPPER & SON, INC	\$782.89	1/13/2025
EFT	RANDALL KEITH GILLESPIE	\$22.38	1/13/2025
EFT	FOLLETT 010	\$1,137.41	1/13/2025
EFT	DELL MARKETING L P	\$993.81	1/13/2025
EFT	D J'S CREATIVE CORNER	\$180.00	1/13/2025
EFT	THERESA MARIE COONS	\$114.31	1/13/2025
EFT	MARK ADAM COONS	\$90.93	1/13/2025
EFT	JAMES C CLOW	\$86.80	1/13/2025
EFT	PHILIP WAYNE CHRISTNER	\$72.63	1/13/2025
EFT	ANGELA DENISE CABRERA	\$2,076.87	1/13/2025
EFT	DONALD R BUCKRAM JR	\$150.00	1/13/2025
EFT	AMERICAN EXPRESS PURCHASING	\$3,454.69	1/13/2025
EFT	NATHAN GEORGE ALLEN	\$130.00	1/13/2025
EFT	BIBLIOTH000	(\$898.07)	1/7/2025
160692	ZOOBEAN, INC	\$2,056.00	1/13/2025
160691	WORLD'S FINEST CHOCOLATE INC	\$9,060.00	1/13/2025
160690	WORKERS ASSISTANCE PROGRAM, INC	\$2,254.40	1/13/2025
160689	KHANASTO WEST	\$135.00	1/13/2025
160688	WC OF TEXAS	\$74.37	1/13/2025
160687	VIVACITY TECH PBC	\$15,000.00	1/13/2025

160686	US POSTAL SERVICE	\$342.00	1/13/2025
160685	TOTE UNLIMITED	\$518.75	1/13/2025
160684	TEXAS DECA	\$500.00	1/13/2025
160683	TASBO	\$290.00	1/13/2025
160682	TASB, INC.	\$170.00	1/13/2025
160681	NICHOLAS STOCK III	\$180.00	1/13/2025
160680	STEVE WEISS MUSIC, INC.	\$233.94	1/13/2025
160679	SSR JACKETS	\$1,220.00	1/13/2025
160678	SPIRIT MONKEY LLC	\$190.00	1/13/2025
160677	SINGLETON, CLARK & COMPANY, PC	\$30,000.00	1/13/2025
160676	MILLER SHAFFER	\$191.50	1/13/2025
160675	CHRISTOPHER DOUGLAS SCOTT	\$180.00	1/13/2025
160674	SCHOOL NURSE SUPPLY INC	\$269.80	1/13/2025
160673	JESSE SAN MIGUEL	\$135.00	1/13/2025
160672	S & M VACUUM & WASTE LTD	\$6,925.85	1/13/2025
160671	RED OAK INDEPENDENT SCHOOL DISTRICT	\$350.00	1/13/2025
160670	JEFFREY SCOTT PHILLIPS	\$175.00	1/13/2025
160669	TAAFUA PATI	\$100.00	1/13/2025
160668	JHONOVEN PATI	\$100.00	1/13/2025
160667	OAK FARMS	\$29,290.38	1/13/2025
160666	O'REILLY AUTO PARTS*	\$146.21	1/13/2025
160665	NATIONAL RESTAURANT ASSOCIATION SOLUTIONS, LL	\$1,925.37	1/13/2025
160664	NATIONAL TRAILER SOURCE, LLC	\$46,420.55	1/13/2025
160663	MANSFIELD OIL COMPANY OF GAINESVILLE INC.	\$16,863.65	1/13/2025
160662	MALACHIED, INC DBA: THE BREAKTHROUGH COACH	\$950.00	1/13/2025
160661	LIBERTY PAPER	\$26,208.00	1/13/2025
160660	LABATT FOOD SERVICE	\$110,226.54	1/13/2025
160659	KILLEEN WELDING SUPPLY	\$2,728.25	1/13/2025
160658	K-LOG, INC	\$11,079.65	1/13/2025
160657	DEREK THOMAS JONES	\$225.00	1/13/2025
160656	BRYAN SCOTT JOHNSON	\$130.00	1/13/2025
160655	LANCE HORTON	\$130.00	1/13/2025
160654	HEIGHTS LUMBER & SUPPLY	\$467.82	1/13/2025
160653	HEB GROCERY COMPANY	\$5,351.98	1/13/2025
160652	HEB GROCERY COMPANY	\$0.00	1/13/2025
160651	HEB GROCERY COMPANY	\$0.00	1/13/2025
160650	HEB GROCERY COMPANY	\$0.00	1/13/2025
160649	HEB GROCERY COMPANY	\$0.00	1/13/2025
160648	HEB GROCERY COMPANY	\$0.00	1/13/2025
160647	HEB GROCERY COMPANY	\$0.00	1/13/2025
160646	HEB GROCERY COMPANY	\$0.00	1/13/2025
160645	HEB GROCERY COMPANY	\$0.00	1/13/2025
160644	HEB GROCERY COMPANY	\$0.00	1/13/2025
160643	HEB GROCERY COMPANY	\$0.00	1/13/2025
160642	HARDIES FRESH FOODS	\$6,978.53	1/13/2025
160641	WILLIE HAMILTON	\$180.00	1/13/2025
160640	TIFFANY GRAVES	\$130.00	1/13/2025

160639	FRANKLIN COVEY CLIENT SALES, INC	\$8,956.90	1/13/2025
160638	NATHANIEL FOREMAN	\$130.00	1/13/2025
160637	FISSCO SUPPLY	\$756.00	1/13/2025
160636	DOMINO'S PIZZA- COPPERAS COVE	\$155.95	1/13/2025
160635	DEMCO INC	\$767.58	1/13/2025
160634	DAKTRONICS, INC	\$24,444.00	1/13/2025
160633	OWEN CUNDIFF	\$162.50	1/13/2025
160632	RICHARD CULLEY	\$180.00	1/13/2025
160631	CTRMA PROCESSING	\$27.19	1/13/2025
160630	ERON COSTLEY	\$260.00	1/13/2025
160629	COPPERAS COVE LEADER PRESS	\$1,568.50	1/13/2025
160628	MAURICE COLE	\$130.00	1/13/2025
160627	CHOICE CLEANING SUPPLY, INC.	\$3,565.71	1/13/2025
160626	EVERALDO CHEVERE	\$180.00	1/13/2025
160625	CDW GOVERNMENT INC	\$2,419.36	1/13/2025
160624	MORGAN STACY CAMESE	\$1,251.00	1/13/2025
160623	BSN SPORTS LLC	\$22,263.37	1/13/2025
160622	BIBLIOTHECA, LLC	\$898.07	1/13/2025
160621	B & H PHOTO VIDEO	\$63.68	1/13/2025
160620	AVENUE GLASS COMPANY INC	\$210.00	1/13/2025
160619	AUTOZONE	\$226.54	1/13/2025
160618	AT&T MOBILITY	\$3,715.78	1/13/2025
160617	APPLE INC	\$1,115.99	1/13/2025
160616	AMAZON.COM LLC	\$9,026.63	1/13/2025
160615	AMAZON.COM LLC	\$0.00	1/13/2025
160614	AMAZON.COM LLC	\$0.00	1/13/2025
160613	AMAZON.COM LLC	\$0.00	1/13/2025
160612	AMAZON.COM LLC	\$0.00	1/13/2025
160611	AMAZON.COM LLC	\$0.00	1/13/2025
160610	AMAZON.COM LLC	\$0.00	1/13/2025
160609	AMAZON.COM LLC	\$0.00	1/13/2025
160608	AMAZON.COM LLC	\$0.00	1/13/2025
160607	AMAZON.COM LLC	\$0.00	1/13/2025
160606	AMAZON.COM LLC	\$0.00	1/13/2025
EFT	CITIBANK, N.A.	\$51,157.57	1/16/2025
EFT	CONNIE ALLISON WINCHELL	\$2,651.34	1/17/2025
EFT	KRISTEN UTSEY	\$2,926.50	1/17/2025
EFT	U.S. EMPLOYEE BENEFITS	\$437.50	1/17/2025
EFT	U.S. EMPLOYEE BENEFITS	\$0.00	1/17/2025
EFT	SPECTRUM PRINTING	\$830.50	1/17/2025
EFT	SPARKLETTS AND SIERRA SPRINGS	\$398.21	1/17/2025
EFT	MARIA ESPERANZA RODRIGUEZ	\$106.60	1/17/2025
EFT	ROCHESTER ARMORED CAR CO, INC	\$742.20	1/17/2025
EFT	RIVERSIDE ASSESSMENTS, LLC	\$822.10	1/17/2025
EFT	JASON T PESSA	\$675.00	1/17/2025
EFT	JANET ANN MADISON	\$41.27	1/17/2025
EFT	TONIA KAY KIRKHAM	\$103.60	1/17/2025

EFT	CHRISTINA MARIE JACOBS	\$102.00	1/17/2025
EFT	CAROLYN MARIE JACKSON	\$144.60	1/17/2025
EFT	J. W. PEPPER & SON, INC	\$146.00	1/17/2025
EFT	DOUGLAS ERWIN HUNTER	\$675.00	1/17/2025
EFT	MONICA YVONNE HALL	\$144.60	1/17/2025
EFT	GENEVA JONES & ASSOCIATES, PLLC	\$3,705.00	1/17/2025
EFT	HANNAH CLAIRE FRANKLIN	\$1,051.21	1/17/2025
EFT	DINGIVIN000	\$125.00	1/17/2025
EFT	TAMMY LEE CARSWELL	\$139.40	1/17/2025
EFT	DAVID QUENTIN BURCH	\$41.34	1/17/2025
160833	SHON WILSON	\$145.00	1/17/2025
160832	WILSON LANGUAGE TRAINING CORP	\$2,351.16	1/17/2025
160831	EARL ELISHA WILSON	\$477.00	1/17/2025
160830	TRENTON LEE WILLINGHAM	\$225.00	1/17/2025
160829	DANIEL ALLEN WEST	\$451.60	1/17/2025
160828	WALSH GALLEGOS KYLE ROBINSON & ROALSON P.C.	\$5,529.00	1/17/2025
160827	WACO HIGH SCHOOL ARMY JROTC	\$240.00	1/17/2025
160826	VALERO MARKETING & SUPPLY	\$462.98	1/17/2025
160825	UNLIMITED TOWING OF TEXAS LLC	\$400.00	1/17/2025
160824	UNIVERSITY OF TEXAS AT AUSTIN	\$10,000.00	1/17/2025
160823	UNIFIRST CORPORATION	\$2,529.83	1/17/2025
160822	UNIFIRST CORPORATION	\$0.00	1/17/2025
160821	TROPICAL PARADISE INC	\$10,734.90	1/17/2025
160820	AUDREY ANN TRAHAN	\$102.00	1/17/2025
160819	TMEA REGION 8 MS REGION JAZZ	\$65.00	1/17/2025
160818	TIGER MEDICAL	\$3,916.60	1/17/2025
160817	TEMPLE ISD	\$800.00	1/17/2025
160816	TECHNOLOGY FOR EDUCATION	\$270.00	1/17/2025
160815	TASB RMF WORKER'S COMP	\$25,938.23	1/17/2025
160814	SWEETWATER MUSIC EDUCATION TECHNOLOGY	\$494.82	1/17/2025
160813	SUTHERLAND BUILDING MATERIAL CENTERS, LP	\$485.57	1/17/2025
160812	EPHRAIM STURRUP	\$160.00	1/17/2025
160811	NICHOLAS STOCK III	\$180.00	1/17/2025
160810	STEVE WEISS MUSIC, INC.	\$24.00	1/17/2025
160809	SMITH PUMP COMPANY INC	\$1,667.00	1/17/2025
160808	SMITH & SMITH PROPANE SERVICE	\$42.63	1/17/2025
160807	SHERWIN-WILLIAMS	\$306.31	1/17/2025
160806	CHRISTOPHER DOUGLAS SCOTT	\$135.00	1/17/2025
160805	SCHOOLMINT INC	\$2,688.00	1/17/2025
160804	SASI - THE LEADERSHIP PEOPLE, LLC	\$750.00	1/17/2025
160803	MARIE LEE SANSOM	\$1,458.00	1/17/2025
160802	SALADO HIGH SCHOOL	\$325.00	1/17/2025
160801	SALADO HIGH SCHOOL	\$325.00	1/17/2025
160800	RUSH BUS CENTER	\$4,169.00	1/17/2025
160799	RUSH BUS CENTER	\$0.00	1/17/2025
160798	RAY & WOOD	\$4,832.00	1/17/2025
160797	PORTIONPAC CHEMICAL CORPORATION	\$2,078.12	1/17/2025

160796	PITNEY BOWES GLOBAL FINANCIAL SVCS	\$1,346.73	1/17/2025
160795	PFLUGERVILLE ISD ATHLETIC DEPT	\$400.00	1/17/2025
160794	TAAFUA PATI	\$230.00	1/17/2025
160793	O'REILLY AUTO PARTS*	\$4,232.35	1/17/2025
160792	O'REILLY AUTO PARTS*	\$0.00	1/17/2025
160791	O'REILLY AUTO PARTS*	\$0.00	1/17/2025
160790	O'REILLY AUTO PARTS*	\$0.00	1/17/2025
160789	O'REILLY AUTO PARTS*	\$0.00	1/17/2025
160788	O'REILLY AUTO PARTS*	\$0.00	1/17/2025
160787	NANCY CAROL NORRIS	\$243.00	1/17/2025
160786	NORDSTROM ASCENSION DANCE, LLC	\$3,565.00	1/17/2025
160785	NOON EXCHANGE CLUB OF COPPERAS COVE	\$105.00	1/17/2025
160784	MUSIC & ARTS CENTER	\$232.00	1/17/2025
160783	MIDLOTHIAN INDEPENDENT SCHOOL DISTRICT	\$1,000.00	1/17/2025
160782	PATRICK MEVERDEN	\$145.00	1/17/2025
160781	SHELBY LEE MARTIN	\$135.00	1/17/2025
160780	KESHA ANN MARTIN	\$26.39	1/17/2025
160779	MARBLE FALLS GOLF ACTIVITY ACCT	\$600.00	1/17/2025
160778	OLIVER ALEXIS MAGALLON	\$225.00	1/17/2025
160777	JOSEPH LIZAMA	\$310.00	1/17/2025
160776	ANDREW MONIZ LIMA	\$145.00	1/17/2025
160775	DEVONTE LANE	\$100.00	1/17/2025
160774	KILLEEN ISD ATHLETICS	\$300.00	1/17/2025
160773	KEITH ACE HARDWARE	\$1,388.72	1/17/2025
160772	KEITH ACE HARDWARE	\$0.00	1/17/2025
160771	KEITH ACE HARDWARE	\$0.00	1/17/2025
160770	KEITH ACE HARDWARE	\$0.00	1/17/2025
160769	KEITH ACE HARDWARE	\$0.00	1/17/2025
160768	KEITH ACE HARDWARE	\$0.00	1/17/2025
160767	KEITH ACE HARDWARE	\$0.00	1/17/2025
160766	KEITH ACE HARDWARE	\$0.00	1/17/2025
160765	KEITH ACE HARDWARE	\$0.00	1/17/2025
160764	KEITH ACE HARDWARE	\$0.00	1/17/2025
160763	KEITH ACE HARDWARE	\$0.00	1/17/2025
160762	KEITH ACE HARDWARE	\$0.00	1/17/2025
160761	KEITH ACE HARDWARE	\$0.00	1/17/2025
160760	KEITH ACE HARDWARE	\$0.00	1/17/2025
160759	KEITH ACE HARDWARE	\$0.00	1/17/2025
160758	KEITH ACE HARDWARE	\$0.00	1/17/2025
160757	KEITH ACE HARDWARE	\$0.00	1/17/2025
160756	KEITH ACE HARDWARE	\$0.00	1/17/2025
160755	K-LOG, INC	\$24,332.21	1/17/2025
160754	MARVEL JULY	\$160.00	1/17/2025
160753	JTM PROVISIONS CO INC	\$10,403.06	1/17/2025
160752	DEREK THOMAS JONES	\$225.00	1/17/2025
160751	JELLISON, INC	\$6,038.13	1/17/2025
160750	BERNARD JOHN JACKSON JR	\$94.52	1/17/2025

160749	INTEGRITY URGENT CARE	\$240.00	1/17/2025
160748	BRETT HUNTER	\$125.00	1/17/2025
160747	HOUSE OF RIBBONS	\$531.95	1/17/2025
160746	HOTSY CARLSON EQUIPMENT CO.	\$3,216.39	1/17/2025
160745	HOLT TRUCK CENTERS OF TEXAS LLC	\$4.38	1/17/2025
160744	MARK HARWELL	\$120.00	1/17/2025
160743	WILLIE HAMILTON	\$180.00	1/17/2025
160742	GRAINGER	\$1,157.57	1/17/2025
160741	GEMAIRE DISTRIBUTORS LLC	\$15,079.66	1/17/2025
160740	ELVIN LAMAR FREEMAN	\$100.00	1/17/2025
160739	FIRETROL PROTECTION SYSTEMS, INC	\$118,640.00	1/17/2025
160738	EDUCATION SERVICE CTR REG 12	\$900.00	1/17/2025
160737	ELBERT DOMINO	\$160.00	1/17/2025
160736	DIVINE SIGNS & PRINTING	\$37.50	1/17/2025
160735	ROGER DELANDRO	\$160.00	1/17/2025
160734	TROY RUBEIN CURTIS	\$100.00	1/17/2025
160733	OWEN CUNDIFF	\$500.00	1/17/2025
160732	PATRICK CROW	\$130.00	1/17/2025
160731	DALE COWAN	\$145.00	1/17/2025
160730	ERON COSTLEY	\$130.00	1/17/2025
160729	JAMES T CLARK	\$145.00	1/17/2025
160728	CITY OF COPPERAS COVE UTILITY ADMIN	\$2,277.55	1/17/2025
160727	CHARTER COMMUNICATIONS HOLDINGS, LLC	\$4,033.35	1/17/2025
160726	CHALK'S TRUCK PARTS INC	\$282.51	1/17/2025
160725	CENTRAL TEXAS COLLEGE	\$5,190.71	1/17/2025
160724	COOPER WARREN CARLTON	\$126.00	1/17/2025
160723	NICHOLAS CANTARA	\$27.50	1/17/2025
160722	C AND C SPORTING GOODS	\$116.00	1/17/2025
160721	BSN SPORTS LLC	\$476.54	1/17/2025
160720	CHRISTOPHER BROOKS	\$100.00	1/17/2025
160719	BRIGHTSPEED (DBA)	\$1,017.44	1/17/2025
160718	BEST PLUMBING SPECIALTIES, INC.	\$1,316.39	1/17/2025
160717	BEST PLUMBING SPECIALTIES, INC.	\$0.00	1/17/2025
160716	FRANCISCO JAVIER BERNAL	\$387.00	1/17/2025
160715	FRANCISCO JAVIER BERNAL	\$387.00	1/17/2025
160714	FRANCISCO JAVIER BERNAL	\$387.00	1/17/2025
160713	FRANCISCO JAVIER BERNAL	\$387.00	1/17/2025
160712	BARNES & NOBLE BOOKSELLERS INC	\$712.09	1/17/2025
160711	ATMOS ENERGY	\$15,448.81	1/17/2025
160710	ATMOS ENERGY	\$0.00	1/17/2025
160709	ATMOS ENERGY	\$0.00	1/17/2025
160708	ATMOS ENERGY	\$0.00	1/17/2025
160707	AT&T MOBILITY	\$96.67	1/17/2025
160706	ASHLEIGH ELIZABETH ANDREWS	\$162.00	1/17/2025
160705	ASHLEIGH ELIZABETH ANDREWS	\$108.00	1/17/2025
160704	ASHLEIGH ELIZABETH ANDREWS	\$162.00	1/17/2025
160703	AMERICAN DANCE/DRILL TEAM	\$3,655.00	1/17/2025

160702	AMAZON.COM LLC	\$13,549.76	1/17/2025
160701	AMAZON.COM LLC	\$0.00	1/17/2025
160700	AMAZON.COM LLC	\$0.00	1/17/2025
160699	AMAZON.COM LLC	\$0.00	1/17/2025
160698	AMAZON.COM LLC	\$0.00	1/17/2025
160697	AMAZON.COM LLC	\$0.00	1/17/2025
160696	AMAZON.COM LLC	\$0.00	1/17/2025
160695	AMAZON.COM LLC	\$0.00	1/17/2025
160694	AMAZON.COM LLC	\$0.00	1/17/2025
160693	ADVENTHEALTH FAMILY MEDICINE RURAL HEALTH	\$90.00	1/17/2025
160686	US POSTA000	(\$342.00)	1/14/2025
EFT	JIMMY W SHUCK	\$222.20	1/23/2025
EFT	AMANDA CRAWLEY	\$222.20	1/23/2025
EFT	KATHERINE JEANNE BANEY	\$222.20	1/23/2025
160838	THE ESTATE OF CATHERINE SHARBENO	\$146.10	1/23/2025
160837	TEXAS STATE LIBRARY & ARCHIVES	\$2,308.11	1/23/2025
160836	GATESVILLE HIGH SCHOOL	\$800.00	1/23/2025
160835	ASHLEIGH ELIZABETH ANDREWS	\$162.00	1/23/2025
160834	ASHLEIGH ELIZABETH ANDREWS	\$162.00	1/23/2025
EFT	SARAH ELAINE YAWN	\$44.15	1/27/2025
EFT	DANIEL ALLEN WEST	\$603.58	1/27/2025
EFT	NITU B WADHWANI	\$34.84	1/27/2025
EFT	TYSON PREPARED FOODS, INC.	\$9,806.00	1/27/2025
EFT	AMY ELIZABETH SIMPSON	\$74.00	1/27/2025
EFT	TRICIA RENE SHEAFFER	\$29.81	1/27/2025
EFT	SCHOOL SPECIALTY INC	\$463.89	1/27/2025
EFT	WENZEL SAMUEL	\$12.26	1/27/2025
EFT	JAMES LEONARD SAINT	\$80.00	1/27/2025
EFT	PERRY OFFICE PLUS	\$766.02	1/27/2025
EFT	PARTS TOWN, LLC.	\$4,154.23	1/27/2025
EFT	PARTS TOWN, LLC.	\$0.00	1/27/2025
EFT	PARTS TOWN, LLC.	\$0.00	1/27/2025
EFT	PARTS TOWN, LLC.	\$0.00	1/27/2025
EFT	JANICE NIELSON	\$25.64	1/27/2025
EFT	GRETCHEN M MONTES-ROSARIO	\$50.00	1/27/2025
EFT	YARELIS MENDEZ LIZARDO	\$10.52	1/27/2025
EFT	CRYSTAL DAWN MARTINEZ	\$1,191.68	1/27/2025
EFT	ELKE C MARCHINCIN	\$2.41	1/27/2025
EFT	SAYRA M LOPEZ TORRES	\$27.60	1/27/2025
EFT	LEXIA VOYAGER SOPRIS INC.	\$1,320.00	1/27/2025
EFT	LENNOX I000	\$3,466.17	1/27/2025
EFT	LEARNING017	\$22.00	1/27/2025
EFT	BRITNI MARIA KATTNER	\$4.02	1/27/2025
EFT	JESSICA RUTH DAWN JOHNSON	\$3,048.84	1/27/2025
EFT	J. W. PEPPER & SON, INC	\$1,314.22	1/27/2025
EFT	J. W. PEPPER & SON, INC	\$0.00	1/27/2025
EFT	BRENDALIZ GOMEZ	\$111.00	1/27/2025

EFT	FOLLETT 010	\$614.35	1/27/2025
EFT	MICHELLE ROBIN ERICKSON	\$28.14	1/27/2025
EFT	DINGIVIN000	\$137.50	1/27/2025
EFT	ANNABABETTE SIBUG DIEMECKE	\$111.00	1/27/2025
EFT	MELISSA ANN DEWALD	\$111.00	1/27/2025
EFT	NICOLETTE KELLY ANN CARPENTER	\$111.00	1/27/2025
EFT	JESSICA BREDWELL	\$209.00	1/27/2025
160981	DANIEL ALLEN WEST	\$58.00	1/27/2025
160980	BRYAN DAYNE WALLER	\$486.00	1/27/2025
160979	BRYAN DAYNE WALLER	\$765.00	1/27/2025
160978	BRYAN DAYNE WALLER	\$486.00	1/27/2025
160977	BRYAN DAYNE WALLER	\$279.00	1/27/2025
160976	BRYAN DAYNE WALLER	\$279.00	1/27/2025
160975	BRYAN DAYNE WALLER	\$279.00	1/27/2025
160974	BRYAN DAYNE WALLER	\$162.00	1/27/2025
160973	THE UNIVERSITY OF TEXAS AT AUSTIN UTEACH	\$22,000.00	1/27/2025
160972	UNIFIRST CORPORATION	\$5,573.99	1/27/2025
160971	UNIFIRST CORPORATION	\$0.00	1/27/2025
160970	UNIFIRST CORPORATION	\$0.00	1/27/2025
160969	UNIFIRST CORPORATION	\$0.00	1/27/2025
160968	UNIFIRST CORPORATION	\$0.00	1/27/2025
160967	UNIFIRST CORPORATION	\$0.00	1/27/2025
160966	UNIFIRST CORPORATION	\$0.00	1/27/2025
160965	UNIFIRST CORPORATION	\$0.00	1/27/2025
160964	UNIFIRST CORPORATION	\$0.00	1/27/2025
160963	UNIFIRST CORPORATION	\$0.00	1/27/2025
160962	UNIFIRST CORPORATION	\$0.00	1/27/2025
160961	UNIFIRST CORPORATION	\$0.00	1/27/2025
160960	UNIFIRST CORPORATION	\$0.00	1/27/2025
160959	UNIFIRST CORPORATION	\$0.00	1/27/2025
160958	UNIFIRST CORPORATION	\$0.00	1/27/2025
160957	UNIFIRST CORPORATION	\$0.00	1/27/2025
160956	UNIFIRST CORPORATION	\$0.00	1/27/2025
160955	UNIFIRST CORPORATION	\$0.00	1/27/2025
160954	UNIFIRST CORPORATION	\$0.00	1/27/2025
160953	UNIFIRST CORPORATION	\$0.00	1/27/2025
160952	UNIFIRST CORPORATION	\$0.00	1/27/2025
160951	UNIFIRST CORPORATION	\$0.00	1/27/2025
160950	UNIFIRST CORPORATION	\$0.00	1/27/2025
160949	UNIFIRST CORPORATION	\$0.00	1/27/2025
160948	UNIFIRST CORPORATION	\$0.00	1/27/2025
160947	UNIFIRST CORPORATION	\$0.00	1/27/2025
160946	UNIFIRST CORPORATION	\$0.00	1/27/2025
160945	UNIFIRST CORPORATION	\$0.00	1/27/2025
160944	UNIFIRST CORPORATION	\$0.00	1/27/2025
160943	UNIFIRST CORPORATION	\$0.00	1/27/2025
160942	UIL MUSIC REGION 8	\$1,410.00	1/27/2025

160941	TXU ENERGY	\$71,280.42	1/27/2025
160940	ROBERT EDWARD TURNER	\$307.00	1/27/2025
160939	THE RIBBON PRINT COMPANY, LLC	\$337.31	1/27/2025
160938	TEXAS FFA ASSOCIATION	\$504.00	1/27/2025
160937	TEXAS FFA ASSOCIATION	\$0.00	1/27/2025
160936	TEXAS ELEMENTARY PRINCIPALS	\$3,992.00	1/27/2025
160935	TEXAS ELEMENTARY PRINCIPALS	\$0.00	1/27/2025
160934	TEXAS ELEMENTARY PRINCIPALS	\$0.00	1/27/2025
160933	TEXAS ELEMENTARY PRINCIPALS	\$0.00	1/27/2025
160932	TASBO	\$1,980.00	1/27/2025
160931	TASBO	\$0.00	1/27/2025
160930	TARPLEY MUSIC CO, INC	\$636.00	1/27/2025
160929	SUTHERLAND BUILDING MATERIAL CENTERS, LP	\$461.96	1/27/2025
160928	SUTHERLAND BUILDING MATERIAL CENTERS, LP	\$0.00	1/27/2025
160927	SUTHERLAND BUILDING MATERIAL CENTERS, LP	\$0.00	1/27/2025
160926	SUTHERLAND BUILDING MATERIAL CENTERS, LP	\$0.00	1/27/2025
160925	SUTHERLAND BUILDING MATERIAL CENTERS, LP	\$0.00	1/27/2025
160924	SUTHERLAND BUILDING MATERIAL CENTERS, LP	\$0.00	1/27/2025
160923	SUTHERLAND BUILDING MATERIAL CENTERS, LP	\$0.00	1/27/2025
160922	SUTHERLAND BUILDING MATERIAL CENTERS, LP	\$0.00	1/27/2025
160921	ROGER SMITH	\$180.00	1/27/2025
160920	AARON SMITH JR	\$180.00	1/27/2025
160919	MILLER SHAFFER	\$175.00	1/27/2025
160918	BENJAMIN WAYNE SEIFERT	\$623.00	1/27/2025
160917	SARGENTS TROPHY COMPANY	\$28.00	1/27/2025
160916	RAY S RISNER	\$340.00	1/27/2025
160915	REGION 8 VOCAL DIVISION	\$20.00	1/27/2025
160914	MICHAEL RATTERMAN	\$231.50	1/27/2025
160913	POWERPRINT TEES	\$2,917.50	1/27/2025
160912	TAAFUA PATI	\$165.00	1/27/2025
160911	PANORAMA EDUCATION, INC	\$22,665.00	1/27/2025
160910	OPTIMUM ORIGENS, INC	\$1,125.00	1/27/2025
160909	ERROL NELSON	\$170.00	1/27/2025
160908	NELCO	\$763.40	1/27/2025
160907	NAFIS	\$4,200.00	1/27/2025
160906	LAURA MONTFORD	\$34.95	1/27/2025
160905	ANTHONY MILLENDER	\$180.00	1/27/2025
160904	ADRIAN JURELL MILLER	\$162.00	1/27/2025
160903	TIARA LEE	\$32.90	1/27/2025
160902	LAWSON PRODUCTS INC	\$381.37	1/27/2025
160901	RUSSELL LANE	\$170.00	1/27/2025
160900	BRETT HUNTER	\$225.00	1/27/2025
160899	HEIGHTS LUMBER & SUPPLY	\$472.04	1/27/2025
160898	HEIGHTS LUMBER & SUPPLY	\$0.00	1/27/2025
160897	GREATER FT HOOD SOCCER REFEREE	\$350.00	1/27/2025
160896	GRAINGER	\$348.98	1/27/2025
160895	GOPHER SPORT	\$847.50	1/27/2025

160894	URIEL GOMEZ VARGAS	\$150.00	1/27/2025
160893	GLOBAL VENDING GROUP INC	\$12,630.00	1/27/2025
160892	JIMMY MARRIN GASAWAY	\$231.50	1/27/2025
160891	FLOWERS BAKING CO OF SAN ANTONIO	\$5,394.24	1/27/2025
160890	FFA AREA VIII	\$64.00	1/27/2025
160889	JOHN ROBERT FARWELL	\$150.00	1/27/2025
160888	ELLIOTT ELECTRIC SUPPLY	\$1,958.72	1/27/2025
160887	ELLIOTT ELECTRIC SUPPLY	\$0.00	1/27/2025
160886	EDUCATION SERVICE CTR REG 12	\$50.00	1/27/2025
160885	EAST VIEW HS SOFTBALL ACTIVITY FUND	\$600.00	1/27/2025
160884	DEMCO INC	\$285.00	1/27/2025
160883	DEALERS ELECTRICAL SUPPLY COMPANY	\$2,156.76	1/27/2025
160882	DEALERS ELECTRICAL SUPPLY COMPANY	\$0.00	1/27/2025
160881	DEALERS ELECTRICAL SUPPLY COMPANY	\$0.00	1/27/2025
160880	OWEN CUNDIFF	\$450.00	1/27/2025
160879	CTRMA PROCESSING	\$56.82	1/27/2025
160878	CORKYS AUTOMOTIVE	\$1,233.78	1/27/2025
160877	CORKYS AUTOMOTIVE	\$0.00	1/27/2025
160876	BRANDY ELIZABETH COPPIN	\$8.71	1/27/2025
160875	COPPERAS COVE LEADER PRESS	\$240.00	1/27/2025
160874	CHRISTOPHER CORY COPELAND	\$180.00	1/27/2025
160873	CITY OF COPPERAS COVE UTILITY ADMIN	\$16,912.61	1/27/2025
160872	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	1/27/2025
160871	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	1/27/2025
160870	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	1/27/2025
160869	CITY OF COPPERAS COVE *POLICE	\$44,028.25	1/27/2025
160868	CITY OF COPPERAS COVE *DUMP	\$674.01	1/27/2025
160867	CEN-TEX FIRE & SECURITY, LLC	\$9,350.00	1/27/2025
160866	CDW GOVERNMENT INC	\$6,590.83	1/27/2025
160865	LUCY CARRIZALES MARTINEZ	\$175.00	1/27/2025
160864	CARDONEX, INC	\$24,873.40	1/27/2025
160863	C AND C SPORTING GOODS	\$470.89	1/27/2025
160862	WILLIE BROWN	\$180.00	1/27/2025
160861	BROOKWOOD FARMS INC.	\$1,600.00	1/27/2025
160860	BRIGHTSPEED (DBA)	\$11,367.02	1/27/2025
160859	BRIGHTSPEED (DBA)	\$0.00	1/27/2025
160858	STEPHEN BARBRE	\$340.00	1/27/2025
160857	AUTISTIC TREATMENT CENTER, INC.	\$38,888.06	1/27/2025
160856	ATMOS ENERGY	\$1,314.84	1/27/2025
160855	APPLE INC	\$4,224.00	1/27/2025
160854	AMERICAN SCHOOL COUNSELOR ASSN	\$129.00	1/27/2025
160853	AMERICAN DANCE/DRILL TEAM	\$990.00	1/27/2025
160852	AMAZON.COM LLC	\$7,771.19	1/27/2025
160851	AMAZON.COM LLC	\$0.00	1/27/2025
160850	AMAZON.COM LLC	\$0.00	1/27/2025
160849	AMAZON.COM LLC	\$0.00	1/27/2025
160848	AMAZON.COM LLC	\$0.00	1/27/2025

160847	AMAZON.COM LLC	\$0.00	1/27/2025
160846	AMAZON.COM LLC	\$0.00	1/27/2025
160845	AMAZON.COM LLC	\$0.00	1/27/2025
160844	AMAZON.COM LLC	\$0.00	1/27/2025
160843	AMAZON.COM LLC	\$0.00	1/27/2025
160842	AMAZON.COM LLC	\$0.00	1/27/2025
160841	AMAZON.COM LLC	\$0.00	1/27/2025
160840	ALPHA FOODS COMPANY	\$17,628.24	1/27/2025
160839	WALTER ABRUZZESE	\$170.00	1/27/2025
160540	OPTIMUM 000	(\$1,125.00)	1/29/2025



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

Authorized Representative Delete Form

Name of Participant _____

Deletion of Authorized Representative

The following officers, officials, or employees of the Participant are hereby deleted as Authorized Representatives within the meaning of the Interlocal Agreement (Agreement), removing full power and authority to execute the Agreement and any other documents, as may be required to deposit money to and withdraw money from the Participant's Lone Star Investment Pool account.

Printed Name

Signature of Authorized Representative other than the one(s) listed above:

_____ ***Date*** _____

Printed Name and Title

If you have any questions, call the Lone Star Investment Pool at 800-758-3927 for assistance.
Please return the completed form to **customer.service@lonestarinvestmentpool.com** or fax **512-452-7842**.
Keep the original for your files.



Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

WHEREAS, _____
 (“Participant”) is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools (“TexPool/TexPool Prime”), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That Participant shall enter into a Participation Agreement to establish an account in its name in TexPool/TexPool Prime, for the purpose of transmitting local funds for investment in TexPool/TexPool Prime.
- B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool/TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

Authorized Representatives of the Participant

These individuals will be issued P.I.N. numbers to transact business via telephone with a Participant Service Representative.

1.	<input type="text"/> Signature	<input type="text"/> Telephone Number
	<input type="text"/> Printed Name	<input type="text"/> Fax Number
	<input type="text"/> Title	<input type="text"/> Email
2.	<input type="text"/> Signature	<input type="text"/> Telephone Number
	<input type="text"/> Printed Name	<input type="text"/> Fax Number
	<input type="text"/> Title	<input type="text"/> Email
3.	<input type="text"/> Signature	<input type="text"/> Telephone Number
	<input type="text"/> Printed Name	<input type="text"/> Fax Number
	<input type="text"/> Title	<input type="text"/> Email
4.	<input type="text"/> Signature	<input type="text"/> Telephone Number
	<input type="text"/> Printed Name	<input type="text"/> Fax Number
	<input type="text"/> Title	<input type="text"/> Email

Authorized Representatives of the Participant (continued)

5.	<input type="text"/>	<input type="text"/>
	Signature	Telephone Number
	<input type="text"/>	<input type="text"/>
	Printed Name	Fax Number
	<input type="text"/>	<input type="text"/>
	Title	Email
6.	<input type="text"/>	<input type="text"/>
	Signature	Telephone Number
	<input type="text"/>	<input type="text"/>
	Printed Name	Fax Number
	<input type="text"/>	<input type="text"/>
	Title	Email

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Printed Name

In addition and at the option of the Participant, additional authorized representative(s) can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

1.	<input type="text"/>	<input type="text"/>		
	Printed Name	Title		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email	
2.	<input type="text"/>	<input type="text"/>		
	Printed Name	Title		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email	
3.	<input type="text"/>	<input type="text"/>		
	Printed Name	Title		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email	
4.	<input type="text"/>	<input type="text"/>		
	Printed Name	Title		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email	
5.	<input type="text"/>	<input type="text"/>		
	Printed Name	Title		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email	
6.	<input type="text"/>	<input type="text"/>		
	Printed Name	Title		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email	

Authorized Representatives of the Participant (continued)

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool/TexPool Prime receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the

____ day of _____, 20____.

Document is to be signed by a Board Officer, Mayor or County Judge and attested by a Board Officer, City Secretary or County Clerk.

Name of Participant

SIGNED:

Signature

Printed Name

Title

ATTEST:

Signature

Printed Name

Title

Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dstsistemas.com

Fax: 866-839-3291



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



Approved Innovative Course

- Districts must have local board approval to implement innovative courses
- Innovative courses may meet state elective credit only
- CTE Innovative courses may not be the final course in a coherent sequence for an endorsement
- Course requirements must be met without modification

Course: *Emergency Medical Technician Basic*

PEIMS Code: *N1303015*

Abbreviation: *EMTB*

Grade Level(s): *11-12*

Number of Credits: *2.0*

Course description:

Emergency Medical Technician (EMT)—Basic instructs students to meet and exceed standard knowledge needed to be a valid Emergency Medical Technician. The curriculum includes skills necessary for a student to provide entry level emergency medical care, life support, and ambulance service. The EMT—Basic course is an introductory course to concepts, knowledge, and skills needed by EMTs in the areas of communications, transportation, and recordkeeping. Students interested in working in public safety, including fire, police, and ambulance operators will be capable of performing the job expectations of an EMT safely and effectively after the completion of this course.

This course ties into the Law, Public Safety, Corrections, and Security Career Cluster.

Essential knowledge and skills:

- (a) General requirements. This course is recommended for students in Grades 11-12. Required prerequisite: Biology. Recommended prerequisite: Principles of Law, Public Safety, Corrections, and Security; and Anatomy and Physiology. Students shall be awarded two credits for successful completion of this course.
- (b) Introduction.
 - (1) Career and technical education (CTE) instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current professions.
 - (2) The Law, Public Safety, Corrections, and Security Career Cluster focuses on planning, managing, and providing legal services, public safety, protective services, and homeland security, including professional and technical services.



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- (3) Emergency Medical Technician—Basic is a preparation course for certification as an EMT—Basic. The course includes all the skills necessary to provide emergency medical care at a basic life support level with either an emergency service or other specialized service.
- (4) Students are encouraged to participate in extended learning experiences such as career and technical student organizations, fire department student groups, and other leadership or extracurricular organizations.
- (5) Statements that contain the word “including” reference content that must be mastered, while those containing the phrase “such as” are intended as possible illustrative examples.

(c) Knowledge and Skills.

- (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to achieve employability skills standards such as attendance, on-time arrival, meeting deadlines, working toward personal/team goals every day, and ethical use of technology.
- (2) The student explores emergency care components such as life support and ambulance care. The student is expected to:
 - (A) recognize and define the Emergency Medical Services (EMS) systems available to patients;
 - (B) differentiate the roles, scope of practice, and responsibilities of the EMT—Basic from other pre-hospital care providers such as fireman and law enforcement;
 - (C) describe the roles and responsibilities related to personal safety and the safety of the crew, the patient, and bystanders;
 - (D) identify the specific Texas statutes and regulations regarding the EMS system;
 - (E) research the various methods used to access the EMS system in the local community;
- (3) The student explores medical, legal, and ethical issues. The student is expected to:
 - (A) describe do not resuscitate (DNR) directives and the local and state laws regarding EMS application of DNR directives;
 - (B) define consent, including differentiating between expressed and implied consent;
 - (C) summarize methods of obtaining consent;



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- (D) determine the conditions necessary for an EMT—Basic to have a duty to act;
- (E) investigate the importance, necessity, and legality of patient confidentiality;
- (F) explain the actions that an EMT—Basic should take to preserve a crime scene; and
- (G) indicate the conditions that require an EMT—Basic to notify local law enforcement officials.
- (4) The student gains an understanding of the human body. The student is expected to:
- (A) define terms associated with human anatomy such as medial, lateral, proximal, distal, superior, inferior, anterior, posterior, midline, right and left, mid-clavicular, bilateral, and mid-axillary; and
- (B) describe the anatomy and function of the major body systems including respiratory, circulatory, musculoskeletal, nervous, and endocrine.
- (5) The student recognizes the importance of basic life support and the priority of artificial ventilation and airway protective skills. The student is expected to:
- (A) compare the signs of adequate and inadequate breathing;
- (B) describe the importance of having a suction unit ready and demonstrate the techniques of suctioning;
- (C) demonstrate proper techniques for securing air flow for patients including mouth to mouth, bag-valve-mask, Sellick maneuver, and pocket mask artificial ventilation; and
- (D) demonstrate the skills of advanced airway techniques, such as nasogastric tube insertion for decompression of the stomach of an infant or child patient, choosing appropriate size endotracheal tube, and recognizing accidental esophageal intubation and orotracheal intubation of adults, infants, and children.
- (6) The student recognizes that patient assessment serves as the foundation for all treatment decisions. The student is expected to:
- (A) evaluate a scene for potential hazards;
- (B) determine the number of patients;
- (C) determine if additional help is necessary;
- (D) evaluate mechanism of injury or nature of illness;



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- (E) practice initial patient assessment by forming a general impression, determining responsiveness, assessing the airway, breathing, and circulation,
 - (F) demonstrate the ability to prioritize patients;
 - (G) describe and demonstrate methods of assessing patients' traumatic injuries, including the rapid trauma assessment;
 - (H) simulate in-take procedures on patients with medical complaints or signs and symptoms of medical need, including documenting medical history;
 - (I) recognize the patients initial health condition, recording changes in the patient's condition, and reassessing of interventions to assure appropriate on-going assessment and care;
 - (J) explain the components of communication systems, such as radio communications, interpersonal communication, and patient reporting; and
 - (K) explain the components of the pre-hospital care written report including aspects such as special considerations regarding patient refusal, the legal implications of the report, and the state reporting requirements.
- (7) The student explores aspects of medical emergencies. The student is expected to:
- (A) describe the signs and symptoms of heat and cold exposure;
 - (B) describe the medical care of bites and stings;
 - (C) demonstrate knowledge of pharmacology in order to recognize and list the medications carried and given by the EMT—Basic and identify the steps for assisting a patient with self-administration;
 - (D) identify various respiratory emergencies and describe treatment regimens for respiratory difficulty and emergency medical care, including the administration of inhalers;
 - (E) identify cardiovascular emergencies and describe signs and symptoms of cardiovascular disease;
 - (F) simulate the administration of a patient's prescribed nitroglycerin and the use of automated external defibrillators;
 - (G) identify a patient taking diabetic medications with altered mental status and list the steps in the emergency medical care, including the administration of oral glucose;



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- (H) recognize the signs and symptoms of an allergic reaction; check patient airway and describe the steps in emergency care, including administering a prescribed epinephrine auto-injector;
- (I) identify the signs and symptoms of poisoning or overdose and list the ways that poisons enter the body;
- (J) explain the emergency medical care for patients with suspected poisoning, including the administration of activated charcoal;
- (K) identify, assess, and record the components of patient vital signs;
- (L) demonstrate proper techniques for lifting and moving patients;
- (M) list the signs and symptoms of water-related emergencies, including the complications and medical care of near-drowning victims;
- (N) define behavioral emergencies;
- (O) list the medical and legal considerations involved and reasons for psychological crises,
- (P) describe the care of a patient in distress including techniques to safely restrain a patient exhibiting violent behavior;
- (Q) identify the uterus, vagina, fetus, placenta, umbilical cord, amniotic sac, and perineum and describe anatomical and physiological changes that occur during pregnancy; and
- (R) summarizing signs and symptoms of common gynecological and obstetrical emergencies and differentiate the emergency medical care for a patient with pre-delivery emergencies from medical care for a normal delivery.
- (8) The student explores aspects of trauma. The student is expected to:
- (A) indicate how shock (hypo perfusion) affects the human body systems and demonstrate the care of patients exhibiting signs and symptoms of shock;
- (B) describe the care of patients with internal and external bleeding by:
- (i) demonstrating methods of emergency care for external bleeding, including pressure points, direct pressure, and tourniquets;
 - (ii) differentiating between mechanism of injury and internal bleeding; and
 - (iii) listing the signs and emergency medical care of internal bleeding;
- (C) investigate types of soft tissue injuries and recognize and describe treatment of closed soft tissue injury;



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- (D) practice dressing, bandaging, and applying splints and tourniquets;
- (E) identify the bones of the musculoskeletal system and their functions;
- (F) identify the difference between open fractures and closed fractures as they relate to the implementation of proper musculoskeletal care;
- (G) practice immobilization of the painful, swollen, deformed extremity including splinting; and
- (H) analyze the relationship between the skeletal system and the nervous system, evaluate mechanism of injury, and demonstrate techniques for stabilization of the cervical spine.
- (9) The student analyzes the medical emergency response of the ill or injured infant or child. The student is expected to:
- (A) differentiate between the emergency response care of infant or child versus that of an adult patient based on anatomy and physiology;
- (B) demonstrate the techniques of foreign body airway obstruction removal in the child and infant;
- (C) practice medical assessment, bag-valve-mask ventilations, and oxygen delivery for the infant and child; and
- (D) describe the care management of seizures, respiratory emergencies, hypo perfusion, organ perfusion, and cardiac arrest in infants and children.
- (10) The student explores aspects of ambulance operations. The student is expected to:
- (A) describe state laws relating to the operation of the ambulance;
- (B) define cleaning, disinfection, high-level disinfection, and sterilization and describe how to clean or disinfect equipment following patient care to prepare the unit for next response;
- (C) identify the equipment required by the EMT—Basic for personal safety;
- (D) explain various methods of gaining access to patients by describing the purpose of extrication, defining the fundamental components of extrication, and distinguishing between simple and complex access;
- (E) explain the role, describe the actions, and break down the steps of an EMT—Basic during a call involving hazardous materials;
- (F) describe the criteria for a multiple-casualty situation; and



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(G) describe the criteria for a disaster operation and simulate performing triage given a scenario of a mass casualty incident.

Description of specific student needs this course is designed to meet:

Gulf Coast Workforce estimates that the region will need 4,830 EMTs by 2020. Similar workforce needs exist in other regions of the state. The purpose of this course is to provide opportunities for students to develop the skills necessary to become a medically competent EMT—Basic who can respond to emergency calls to provide efficient and immediate care to the critically ill and injured, as well as transport the patient to a medical facility. Students will be prepared for a career in emergency services, in addition to the opportunity to earn state EMT certification. Through a challenging curriculum encompassing leadership training, fire science education, and emergency medical training students will gain the knowledge and skills necessary to become competent decision makers and effective leaders and be prepared to pursue a pathway to a future career in fire service and emergency services.

Major resources and materials:

Emergency medical technician, basic: National standard curriculum. (1994). Washington, D.C. U.S. Dept. of Transportation, National Highway Traffic Safety Administration.

Suggested course materials:

- CPR Manikin, infant
- CPR Manikin, child
- CPR Manikin, adult
- Medical oxygen cylinder (full) with pin indexed yoke
- Assorted oxygen delivery devices (masks, cannulas, etc.)
- Oropharyngeal airways (infant, child and adult sizes)
- Bag-valve mask unit (infant, child and adult sizes)
- Suction device (O₂, battery or hand powered)
- Suction catheters (both rigid and flexible in assorted sizes)
- Backboard (at least 6' in length)
- Cervical immobilization devices (short board, KED)
- Protective gloves
- Protective eyewear
- Extrication collars (small, medium and large)
- Webbed straps (for backboard, 3/10 students)
- Splinting devices



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Traction splint assembly (half-ring or ratchet-action adjustable splint)
Triangular bandages (1 doz./10 students)
Soft roller bandage (1doz./10 students)
Gauze pads (4" X 4" 100/10 students)
Sphygmomanometer
Stethoscope (teaching, dual earpiece)
Pillow
Blanket
Head immobilization device
Stethoscopes (nursing, 3/10 students)
Sterile dressings
Pocket masks with one-way valve (3/10 students)
Occlusive dressing (1 doz./10 students)
Automatic External Defibrillator or AED Trainer
Alcohol Preps
Bronchodilator
Drug Box with metered dose inhaler, spacer and sample or simulation of Bronchodilator packaged for use in a nebulizer
Epinephrine Auto-Injector (trainer)
Injection Pad
Nebulizer Administration Device (small volume)
Pneumatic Anti-Shock Garment
Sharps Container

Recommended course activities:

Simulate pre-hospital care of life-threatening injuries
Using appropriate equipment, simulate disaster operations
Interact with patients in a clinical setting
Ride along in the field with experienced preceptors
On-site visits to industry locations
Research
Simulations industry
Industry guest speakers



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Interviews with industry personnel

Multi-media videos

Clinical or field rotation experience - this course requires that the students have patient interactions in a clinical setting. The student should interview and assess a minimum of five patients.

Suggested methods for evaluating student outcomes:

Student outcomes may be evaluated through classroom/homework assignments, independent and group projects, and teacher-made tests and simulation/performance-based assessments. Additionally, students will create and maintain portfolios of their work. Containing written papers, online learning portfolios, quizzes, written and practical examinations

Teacher qualifications:

An assignment for Emergency Medical Technician-Basic, Grades 9-12, requires the instructor to have 3 years non-teaching work experience in the field and must be certified or registered as a paramedic.

An assignment for Emergency Medical Technician-Basic, Grades 9-12, is allowed with the addition of one of the following certificates:

- (1) Trade and Industrial Education: Grades 6-12. This assignment requires appropriate work approval.
- (2) Trade and Industrial Education: Grades 8-12. This assignment requires appropriate work approval.
- (3) Vocational Trades and Industry. This assignment requires appropriate work approval.
- (4) Health Science: Grades 6-12 only if qualifying work experience included employment as an Emergency Medical Technician.
- (5) Health Science: Grades 8-12 only if qualifying work experience included employment as an Emergency Medical Technician.
- (6) Vocational Health Science Occupations only if qualifying work experience included employment as an Emergency Medical Technician.

Vocational Health Science Technology only if qualifying work experience included employment as an Emergency Medical Technician.



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Additional information:

Agriculture, Food, and Natural Resources Career Cluster

The Agriculture, Food, and Natural Resources (AFNR) career cluster focuses on the essential elements of life, food, water, land, and air. This career cluster includes occupations ranging from farmer, rancher, and veterinarian to geologist, land conservationist, and florist.



Statewide Program of Study: Agriculture Business, Leadership, and Communications

The Agriculture Business, Leadership, and Communications program of study focuses on occupational and educational opportunities associated with farming and agriculturally related businesses that supply farm inputs, such as machinery and seeds. This program of study includes exploration of farm product marketing, the purchase of farm products either for processing or resale, and the process of grading or classifying unprocessed food or other agricultural products.

Secondary Courses for High School Credit



- Level 1**
 - Principles of Agriculture, Food, and Natural Resources
 - Professional Communications
- Level 2**
 - Professional Standards in Agribusiness
 - Mathematical Applications in Agriculture, Food, and Natural Resources
 - Entrepreneurship I
- Level 3**
 - Agribusiness Management and Marketing
 - Agribusiness Management and Marketing + Agricultural Laboratory and Field Experience
- Level 4**
 - Agricultural Leadership, Research, and Communications
 - Career and Technical Education Project-Based Capstone
 - Practicum in Agriculture, Food, and Natural Resources
 - Practicum in Agriculture, Food, and Natural Resources + Extended Practicum in Agriculture, Food, and Natural Resources
 - Practicum in Entrepreneurship
 - Practicum in Entrepreneurship + Extended Practicum in Entrepreneurship
 - Career Preparation for Programs of Study
 - Career Preparation for Programs of Study + Extended Career Preparation



Example Postsecondary Opportunities

Associate Degrees

- Accounting
- Agribusiness



Bachelor's Degrees

- Agriculture Economics
- Agribusiness

Master's, Doctoral, and Professional Degrees

- Accounting
- Applied Economics

Additional Stackable IBCs/License

- Accredited Farm Manager

Aligned Advanced Academic Courses

AP or IB

- AP Microeconomics
- AP Statistics
- IB Economics SL
- IB Economics HL
- IB Mathematics Analysis and Approaches SL
- IB Mathematics Analysis and Approaches HL

Dual Credit

Dual credit offerings will vary by local educational agency.

Students should be advised to consider these course opportunities to enrich their preparation. AP or IB courses not listed under the Secondary Courses for High School Credit section of this framework document do not count towards concentrator/completer status for this program of study.

Work-Based Learning and Expanded Learning Opportunities

Work-Based Learning Activities

- Shadow at a farm or ranch that manages livestock and crops to learn about processing and sales
- Intern at an agrochemical manufacturer to learn about new technologies in agribusiness

Expanded Learning Opportunities

- Participate in an FFA career, leadership, and speaking contest like an agriscience fair
- Attend an agricultural industry seminar

Aligned Industry-Based Certifications

- Entrepreneurship and Small Business
- Microsoft Office Specialist: Microsoft Excel Expert (Excel 2019)
- Production Agriculture - Job Ready



Example Aligned Occupations

Loan Interviewers and Clerks

Median Wage: \$46,572
Annual Openings: 2,307
10-Year Growth: 10%

Loan Officers

Median Wage: \$66,285
Annual Openings: 2,261
10-Year Growth: 14%

Farmers, Ranchers, and Other Agricultural Managers

Median Wage: \$65,490
Annual Openings: 28,020
10-Year Growth: 4%

Data Source: TexasWages, Texas Workforce Commission. Retrieved 3/8/2024



For more information visit:
<https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/programs>



Successful completion of the Agriculture Business, Leadership, and Communications program of study will fulfill requirements of the Business and Industry endorsement.

Agriculture, Food, and Natural Resources Career Cluster

Statewide Program of Study: Agriculture Business, Leadership, and Communications



Course Information

Level 1

Course	Prerequisites Corequisites	Career Clusters
Principles of Agriculture, Food, and Natural Resources* 13000200 (1 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Professional Communications 13009900 (0.5 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	

Level 2

Course	Prerequisites Corequisites	Career Clusters
Professional Standards in Agribusiness 13000800 (0.5 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Mathematical Applications in Agriculture, Food, and Natural Resources 13001000 (1 credit)	Prerequisites: Algebra I Corequisites: None Recommended Prerequisites: One credit from the courses in the AFNR career cluster Recommended Corequisites: None	
Entrepreneurship I* 13011101 (1 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: Principles of Business, Marketing and Finance Recommended Corequisites: None	

Level 3

Course	Prerequisites Corequisites	Career Clusters
Agribusiness Management and Marketing 13000900 (1 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Agribusiness Management and Marketing + Agricultural Laboratory and Field Experience 13000910 (2 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	

* Indicates course is included in more than one program of study.

For additional information on the Agriculture, Food, and Natural Resources career cluster, contact cte@tea.texas.gov or visit <https://tea.texas.gov/cte>



[LEA name] does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: [title], [address], [telephone number], [email]. Further nondiscrimination information can be found at Notification of Nondiscrimination in Career and Technical Education Programs.

Agriculture, Food, and Natural Resources Career Cluster

Statewide Program of Study: Agriculture Business, Leadership, and Communications

Course Information

Level 4

Course	Prerequisites Corequisites	Career Clusters
Agricultural Leadership, Research, and Communications N1300266 (1 credit)	Prerequisites: One credit from courses in the AFNR career cluster Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Career and Technical Education Project-Based Capstone* First Time Taken: 12701101 (1 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	         
Practicum in Agriculture, Food, and Natural Resources* First Time Taken: 13002500 (2 credits) Second Time Taken: 13002510 (2 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: A minimum of one credit from the courses in the AFNR career cluster Recommended Corequisites: None	
Practicum in Agriculture, Food, and Natural Resources + Extended Practicum in Agriculture, Food, and Natural Resources* First Time Taken: 13002505 (3 credits) Second Time Taken: 13002515 (3 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: A minimum of one credit from the courses in the AFNR career cluster Recommended Corequisites: None	
Practicum in Entrepreneurship* First Time Taken: 13011111 (2 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: Entrepreneurship I and II or successful completion of at least two courses in a CTE program of study Recommended Corequisites: None	         
Practicum in Entrepreneurship + Extended Practicum in Entrepreneurship* First Time Taken: 13011121 (3 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: Entrepreneurship I and II or successful completion of at least two courses in a CTE program of study Recommended Corequisites: None	         

Continued on next page

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Agriculture Business, Leadership, and Communications

Agriculture, Food, and Natural Resources Career Cluster

Statewide Program of Study: Agriculture Business, Leadership, and Communications



Course Information

Level 4

Course	Prerequisites Corequisites	Career Clusters
Career Preparation for Programs of Study* First Time Taken: 12701121 (2 credits)	Prerequisites: At least one Level 2 or higher CTE course Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Career Preparation for Programs of Study + Extended Career Preparation* First Time Taken: 12701141 (3 credits)	Prerequisites: At least one Level 2 or higher CTE course Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	

* Indicates course is included in more than one program of study.

For additional information on the Agriculture, Food, and Natural Resources career cluster, contact cte@tea.texas.gov or visit <https://tea.texas.gov/cte>



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Agriculture Business, Leadership, and Communications

Human Services Career Cluster

The Human Services career cluster focuses on preparing individuals for employment in career pathways that relate to families and human needs, such as counseling and mental health services, family and community services, personal care services, and consumer services. This career cluster includes occupations ranging from community health workers to cosmetologists and nutritionists.

Regional Program of Study: Cosmetology and Personal Care Services

Approved in ESC Regions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, & 20

**The list of approved ESC regions is updated every school year. Be sure to check the CTE regional program of study website for updates.*

The Cosmetology and Personal Care Services regional program of study focuses on occupational and educational opportunities associated with providing beauty and personal care services. This program of study includes managing personal care facilities and coordinating or supervising personal service workers.

Secondary Courses for High School Credit



- | | |
|----------------|--|
| Level 1 | <ul style="list-style-type: none"> Principles of Cosmetology Design and Color Theory Microbiology and Safety for Cosmetology Careers |
| Level 2 | <ul style="list-style-type: none"> Introduction to Cosmetology Nail Care, Enhancements, and Spa Services Esthetics Entrepreneurship I |
| Level 3 | <ul style="list-style-type: none"> Cosmetology I Cosmetology I + Cosmetology I Lab Barbering I |
| Level 4 | <ul style="list-style-type: none"> Cosmetology II Cosmetology II + Cosmetology II Lab Barbering II Practicum in Entrepreneurship Practicum in Entrepreneurship + Extended Practicum in Entrepreneurship Career Preparation for Programs of Study Career Preparation for Programs of Study + Extended Career Preparation |



Example Postsecondary Opportunities

Apprenticeships

- Apprentice Stylist

Associate Degrees

- Cosmetology Operator
- Esthetics and Skin Care

Additional Stackable IBCs/License

- Class A Barber
- Eyelash Extension Specialist
- Hair Weaving Specialist



Aligned Advanced Academic Courses

Dual Credit Dual credit offerings will vary by local educational agency.

Students should be advised to consider these course opportunities to enrich their preparation. AP or IB courses not listed under the Secondary Courses for High School Credit section of this framework document do not count towards concentrator/completer status for this program of study.

Work-Based Learning and Expanded Learning Opportunities

Work-Based Learning Activities

- Work part-time in a salon, spa, or barbershop
- Participate in an apprenticeship at a salon to become an apprentice stylist

Expanded Learning Opportunities

- Tour a salon, spa, or barbershop
- Participate in SkillsUSA

Aligned Industry-Based Certifications

- Barber Operator License
- Cosmetology Esthetician License
- Cosmetology Manicurist License
- Cosmetology Operator License



Example Aligned Occupations

Hairdressers, Hairstylists, and Cosmetologists

Median Wage: \$27,286
Annual Openings: 8,014
10-Year Growth: 25%

Skincare Specialists

Median Wage: \$35,112
Annual Openings: 778
10-Year Growth: 38%

First-Line Supervisors of Personal Service Workers

Median Wage: \$36,795
Annual Openings: 2,253
10-Year Growth: 29%

Data Source: TexasWages, Texas Workforce Commission, Retrieved 3/8/2024.



For more information visit:
<https://tea.texas.gov/academics/college-career-and-military-prep/career-and-technical-education/programs-of-study-additional-resources>



Human Services Career Cluster

Regional Program of Study: *Cosmetology and Personal Care Services*

Course Information

Level 1

Course	Prerequisites Corequisites	Career Clusters
Principles of Cosmetology Design and Color Theory 13025050 (1 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: Principles of Human Services Recommended Corequisites: None	
Microbiology and Safety for Cosmetology Careers N1302540 (1 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	

Level 2

Course	Prerequisites Corequisites	Career Clusters
Introduction to Cosmetology 13025100 (1 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Nail Care, Enhancements, and Spa Services N1302531 (2 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Esthetics N1302533 (2 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Entrepreneurship I* 13011101 (1 credit)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	

Level 3

Course	Prerequisites Corequisites	Career Clusters
Cosmetology I 13025200 (2 credits)	Prerequisites: None Corequisites: Cosmetology I Lab Recommended Prerequisites: Introduction to Cosmetology Recommended Corequisites: None	
Cosmetology I + Cosmetology I Lab 13025210 (3 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: Introduction to Cosmetology Recommended Corequisites: None	
Barbering I N1302534 (3 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	

* Indicates course is included in more than one program of study.

For additional information on the **Human Services** career cluster, contact cte@tea.texas.gov or visit <https://tea.texas.gov/cte>



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Cosmetology and Personal Care Services



Human Services Career Cluster

Regional Program of Study: Cosmetology and Personal Care Services

Course Information

Level 4

Course	Prerequisites Corequisites	Career Clusters
Cosmetology II 13025300 (2 credits)	Prerequisites: Cosmetology I Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Cosmetology II + Cosmetology II Lab 13025310 (3 credits)	Prerequisites: Cosmetology I Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Barbering II N1302535 (3 credits)	Prerequisites: Barbering I Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Practicum in Entrepreneurship* First Time Taken: 13011111 (2 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: Entrepreneurship I and Entrepreneurship II or successful completion of at least two courses in a CTE program of study Recommended Corequisites: None	
Practicum in Entrepreneurship + Extended Practicum in Entrepreneurship* First Time Taken: 13011121 (3 credits)	Prerequisites: None Corequisites: None Recommended Prerequisites: Entrepreneurship I and Entrepreneurship II or successful completion of at least two courses in a CTE program of study Recommended Corequisites: None	
Career Preparation for Programs of Study* First Time Taken: 12701121 (2 credits)	Prerequisites: At least one Level 2 or higher CTE program of study Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	
Career Preparation for Programs of Study + Extended Career Preparation* First Time Taken: 12701141 (3 credits)	Prerequisites: At least one Level 2 or higher CTE program of study Corequisites: None Recommended Prerequisites: None Recommended Corequisites: None	

* Indicates course is included in more than one program of study.

For additional information on the Human Services career cluster, contact cte@tea.texas.gov or visit <https://tea.texas.gov/cte>



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Cosmetology and Personal Care Services



Board of Trustees

Date of Meeting

Item Type

Item Name

District Goal

Summary
(Purpose/
Objective)

Fiscal Impact

Administrative
Recommendation

Attachments

Contact Person

E-Mail Address

**Texas State Technical College
Dual Credit
Memorandum of Understanding**

This Dual Credit Memorandum of Understanding (hereinafter referred to as “MOU”) is between **Texas State Technical College**, an institution of higher education and an agency of the State of Texas (which may hereinafter be referred to as the “College” or “TSTC”), the **COPPERAS COVE Independent School District** (which may hereinafter be referred to as the “District”), and the below listed high school(s) which is/are part of the District (which may hereinafter be referred to as the “High School Partner(s)”. TSTC, the District, and the High School Partner(s) may individually be referred to as a “Party” or collectively as “Parties” to this MOU.

High School Partner Name	High School CEEB Code	Name and Physical Address of Dual Credit Instructional Location/Site (Geographical Address where instruction occurs)	Instructional Formats (Online, TSTC Campus, Off-site Credentialed Facility)
Copperas Cove High School	441490	400 S 25th Street Copperas Cove, TX 76522	Online
		TSTC Waco 3801 Campus Dr. Waco, TX 76705	Onsite/Offsite (Pending Credentialing)

OVERVIEW

TSTC is committed to serving the students and communities of Texas through collaborative work with ISD’s. A major initiative promoting technical education and careers is the **Texas State Technical College Dual Credit Program**, which includes the provision of the Dual Credit state program to qualified students. Dual Credit agreements will be aligned with the strategic priorities of the District and the College. TSTC will annually review Dual Credit Pathways and matriculation rates, in addition to the economic development needs of the State of Texas in order to ensure the partnerships in place are commensurate with all aforementioned strategic goals.

DUAL CREDIT MISSION

In order to prepare students for educational and career success, the purpose and mission of TSTC’s Dual Credit program is to provide a comprehensive, structured approach to completing Career and Technical Education (CTE) courses, leading to a post-secondary credential at Texas State Technical College. The ISD agrees to support TSTC’s Dual Credit students in completing coursework in their chosen Dual Credit pathway, and streamline matriculation efforts to TSTC to pursue a credential in a high-demand, high-wage field of study.

MOU PURPOSE

The purpose of this MOU is to outline the roles and responsibilities of TSTC, the District and the High School Partner(s). This MOU is an agreement that encompasses all programs and initiatives under TSTC's Dual Credit program, as required by the Texas Education Agency and the Texas Higher Education Coordinating Board.

The Parties enter into this MOU as authorized by [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84\(a\)](#), and agree as follows:

Upon execution of this MOU, TSTC agrees to:

- 1) Provide the High School Partner(s) access to Dual Credit courses that are reflective of regionally based industry needs. This includes providing pathway alignment of TEA approved Endorsements course TEKS to College course [Workforce Education Course Manual \(WECM\)](#) outcomes and/or [Academic Course Guide Manual \(ACGM\)](#) outcomes by way of suggested crosswalks for Dual Credit courses, postsecondary pathways, credentials at the institution, and industry certifications. [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 \(c\)](#).
- 2) Support the High School Partner(s) by way of College recruitment presentations and informational meetings for all students at the High School Partner(s) locations throughout the school year.
- 3) Work with the High School Partner(s) to establish academic advising strategies for students regarding Dual Credit opportunities within a career pathway that aligns with their continued education at TSTC, post graduation.
- 4) Participate in the [FAST \(Financial Aid for Swift Transfer\)](#) program and adhere to all IHE requirements of the program.
- 5) Ensure academic policies and procedures applicable to regular College courses and students will also apply to dual credit courses.
- 6) Provide students access to all student learning and instructional support services including admissions and registration, counseling and advising, testing, instructional student support, tutoring, bookstore, and TSTC campus police.
- 7) Establish the course curriculum, instructional methods, and grading criteria, and at the conclusion of each course, submit a numerical grade for each dual credit student to the High School Partner(s). A full transcript of college coursework can be provided upon request.
- 8) **TSTC will designate one representative responsible for:**
 - a) coordinating and tracking submission of all required documents for admissions and registration from the High School Partner(s); and
 - b) submitting documents from High School Partner(s) for admission and registration to the Office of the Registrar; and
 - c) working with the High School Partner(s)' designated Dual Credit contact to schedule and conduct application and registration drives, program presentations, advising sessions, and campus tours, etc.
 - d) working with the High School Partner(s)' designated Dual Credit contact to schedule in person check-in's, meetings, phone calls, emails, etc., for enrolled students to discuss academic planning, academic advising, and additional TSTC services and resources to help support student success.

- e) sending High School Partner(s)' updates on student progress, including progress of grades at the 6 week mark, academic concerns, when applicable, mid-term and final grades.
 - f) collaboration with the High School Partner(s) to develop and utilize an early alert system to identify students at risk of not completing college coursework and to provide effective interventions.
- 9) Post a copy of this MOU to TSTC's website at de.tstc.edu in accordance with [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 \(c.10\)](#) and, upon completion of this document, provide a copy for the High School Partner(s) to post to the District's website.

Upon execution of this MOU, the **High School Partner(s)** agree(s) to:

- 1) Work with the Office of Dual Credit to identify and complete the Pathway Offering Form, electronically sent after receipt of the signed MOU (Attached hereto as an example, **EXHIBIT A**).
- 2) Adhere to TSTC's Dual Credit internal deadlines as outlined below and within the **Academic Calendar** and to follow all College enrollment procedures and guidelines for Dual Credit students.

****Dates are subject to change***

Deadline to submit signed 2025-2026 MOU	March 14, 2025
Deadline for Off-Site Facilities Approval	April 4, 2025
Deadline for submission of all onsite (TSTC Campus) student applications/ documents	July 18, 2025
Deadline for new DC Instructor Credentialing (Application/Documentation Submitted to College)	July 25, 2025
Deadline for submission of all online and offsite location applications/ documents	August 8, 2025
Deadline for all student registration	August 29, 2025

- 3) Participate in the [FAST \(Financial Aid for Swift Transfer\)](#) program and adhere to all ISD requirements of the program.
- 4) Ensure that campus administrators have access to and are familiar with the obligations and responsibilities outlined in this agreement.
- 5) Cover all costs related to tuition, textbooks, supplies, and transportation as needed, or require the student to cover these expenses unless they qualify for free dual credit courses.
- 6) **The High School Partner(s) will designate ONE High School Contact responsible for:**

- a) guiding students in the selection of one Dual Credit pathway from the list of programs agreed upon between the High School Partner(s) and TSTC on the Pathway Offering Form. **Enrollment in multiple pathways is not permitted**; and
 - b) coordinating and submitting of all required documents for admission and registration to the assigned Dual Credit Representative no later than August 8, 2025; and
 - c) adhering to all established College deadlines, policies and procedures including but not limited to schedule changes including, additions, drops, and withdrawals; and
 - d) working in collaboration with the College's Dual Credit office regarding admissions, advisement, registration, grading, reporting and program improvements; and supporting student communication with instructors.
- 7) Ensure that all high school students interested in Dual Credit courses complete the college admission application and required documentation, and submit all admission materials to the College.
 - 8) Coordinate with TSTC regarding Dual Credit presentations throughout the academic year on a predetermined basis (fall and spring) to include both application and registration drives, in addition to other presentation format options.
 - 9) Collaborate with the College to arrange academic advising opportunities for students, including TSTC visits each semester.
 - 10) Inform students of the ISD and College's Code of Student Conduct and academic calendar, communicate their responsibilities as TSTC students, and ensure they are aware of attendance policies.
 - 11) Inform TSTC of any special Texas Education Agency designations, obligations, or proposed partnerships related to grant applications. A copy of the proposal and/or a detailed statement of work must be submitted to TSTC, with sufficient notice, for review by the Office of Dual Credit, the Office of the Provost, and the Office of Sponsored Programs, prior to the grant application deadline.
 - 12) Inform all parents of students in grade nine and above about the dual credit programs offered by TSTC. Additionally, parents should be notified about available funding for dual credit courses.
 - 13) Post a copy of this MOU to the District's website in accordance with [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84 \(c.10\)](#).

Data Sharing & Privacy Agreement

The High School Partner will provide to TSTC the following student information for all students from 9th-12th grade for the purpose of Dual Credit enrollment.

- 1) Student name (Last, First, Middle Initial)
- 2) Date of birth
- 3) Mailing address (Street, City, State, Zip)
- 4) Name of school
- 5) Grade Level
- 6) High school graduation anticipated year
- 7) **TSDS identification numbers for the purpose of identifying FAST eligibility.**

- 8) College Readiness Scores (if needed): STAAR English II, STAAR Algebra 1 with Algebra II course grade, STAAR English III, STAAR Algebra II, TSIA, TSIA ABE, TSIA 2.0, and TSIA 2.0 Diagnostic
- 9) High school transcript and/or grade 8 report card
- 10) Bacterial Meningitis shot record (if students are attending a TSTC campus for instruction)

The College will electronically request the aforementioned data and it will be provided promptly as agreed by both Parties.

The following information will be provided by the College to the high school partners upon initial entry into the program:

- 1) Student TSTC One ID
- 2) Student registration status
- 3) Student course schedules/ rosters

STUDENT ELIGIBILITY

TSTC requires High School Partner(s) to follow all College enrollment procedures and guidelines for Dual Credit students. All admissions and eligibility requirements are outlined by the Texas Higher Education Coordinating Board laws and regulations, the [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D and Subchapter G Rule § 4.85](#), and in the College's [Statewide Operating Standard \(SOS\) ES 4.07 Admission of Students](#).

Students must be in grade nine or above and demonstrate appropriate college readiness to be eligible for enrollment in dual credit courses. For some programs, eligibility may include successful completion of the Texas Success Initiative Assessment (TSIA) 2.0 program, prior to enrolling unless otherwise exempt or waived.

ELIGIBLE COURSES

Courses offered by TSTC are developed based on the guidelines published in the [Workforce Education Course Manual \(WECM\)](#) or the [Academic Course Guide Manual \(ACGM\)](#) adopted by the Texas Higher Education Coordinating Board (THECB) and must be in the approved course inventory of the College and approved for Dual Credit by the College's applicable instructional department and TSTC's Office of Dual Credit. **Remedial or continuing education courses will not be offered for dual credit. TSTC does not offer concurrent enrollment to high school students, except where Individual Approval is met, as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 4.07 Admission of Students](#).**

Student Responsibilities and Enrollment Procedures

Students are to abide by the Rules and Regulations set forth in TSTC Catalog and Student Handbook, which are published and available on TSTC website at www.tstc.edu for the current academic year. Academic policies can also be found in the [TSTC Statewide Operating Standards \(SOS\) website](#).

Students are responsible for notifying their high school counselor and Dual Credit Representative if they are wanting to withdraw from their course(s). Students must submit a withdrawal request through their Workday account, following TSTC's Academic Calendar, to be officially removed from their enrolled course(s). Students who drop after the first class day will still incur the Dual Credit tuition fee in accordance with [Statewide Operating Standard \(SOS\) FA 1.09 Refund of Tuition and Fees](#). Dual Credit classes will follow TSTC's Academic Calendar. Exceptions may be arranged through collaboration between the College and the High School Partner(s).

METHOD OF DELIVERY, INSTRUCTION, AND LOCATION OF CLASS

Courses may be delivered utilizing the method mutually determined by TSTC and the High School Partner(s), which may include the following:

- 1) Delivery at the High School Partner(s)' campus utilizing a high school teacher credentialed and employed and defined in [Statewide Operating Standard \(SOS\) ES 1.11 Faculty Credentials](#) as a College Dual Credit Instructor (DC Instructor); or
- 2) Delivery on a TSTC campus utilizing College Instructors whereby students are integrated into traditional course section offerings; or
- 3) Delivery online utilizing a TSTC Instructor.

Please note: The delivery of courses is subject to change based on curriculum and program updates relative to the modality of instruction.

Dual Credit classes taught in a hybrid modality, as defined by the Texas Higher Education Coordinating Board (THECB), [Texas Administrative Code, Title 19, Part 1, Chapter 2, Subchapter J, Rule §2.202](#), is "A course in which the majority (more than 50 percent but less than 85 percent), of the planned instruction occurs when the students and instructor(s) are not in the same place. Hybrid courses taught by TSTC are when part of the course is delivered online and part of the course is delivered face-to-face.

Dual Credit classes not taught on a College campus or during regular class hours may include but are not limited to:

- 1) Distance Education: Distance education courses encompass online and hybrid courses as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 2.20 Distance Education](#). Dual Credit students participating in classes delivered by distance education by TSTC are not required to be at the off-site location to receive instruction. Distance education courses that are delivered 100% online are accessible at any time or location where a student has a computer and internet access; or
- 2) Special technical programs approved to run outside the designated block time; or
- 3) Courses taught at high school, face-to-face; or
- 4) Courses taught in a hybrid modality **Subject to availability by program and location**

Please note: Some programs may be offered through non-traditional modalities such as course/credit-based Competency-Based Education (CBE). TSTC refers to CBE programs as Performance-Based Education (PBE).

Course Scheduling and Contact Hours

All courses provided in a face-to-face or hybrid format, including those conducted at a TSTC campus or in a high school facility with face-to-face instruction, shall adhere to the minimum contact hour requirements as established by the [Workforce Education Course Manual \(WECM\)](#), [Academic Course Guide Manual \(ACGM\)](#), [Guidelines for Instructional Programs in Workforce Education](#), and the Texas Higher Education Coordinating Board (THECB).

1. For courses conducted at a TSTC campus, the College will provide the High School Partner(s) with course schedules that comply with contact hour requirements.
2. The College and High School Partner(s) will collaborate to ensure that course schedules for classes held at the high school facility meet the minimum contact hour requirements.
3. Students enrolled in hybrid courses must follow the College's **Academic Calendar** and adhere to the attendance policy as outlined in the course syllabus.

Courses offered in a distance learning format are not bound by contact hour scheduling requirements. However, the College recommends that High School Partner(s) ensure enrolled students understand the rigor of distance learning courses and allocate adequate time for completion to support their success.

GRADING PROCEDURES AND ACCESS

High School Partner(s) that participate in the Dual Credit Program at TSTC will comply with procedures and guidelines established by the College as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 4.06 Grading System](#).

Grading Procedures

A student must earn a grade of 'C' or better in a WECM course to pass, unless the course is a Performance-Based Education (PBE) course, which requires a grade of 'B' or better to pass and enroll in the next course. For ACGM courses, a minimum grade of 'C' is required to pass.

Dual Credit students are issued letter grades as pursuant to TSTC's grading system. If High School Partner(s) require a numerical grade they must directly contact the instructor of record for the course(s).

Students can track their academic progress through Canvas throughout the semester. Final grades will be accessible at the end of the semester in Workday Student.

FACULTY QUALIFICATION, SELECTION, HIRING, SUPERVISION AND EVALUATION

TSTC has established an approval process for selecting and approving qualified faculty to teach Dual Credit courses at a High School Partner(s) facility. Faculty applying to teach a Dual Credit pathway must meet the credential requirements as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 1.11 Faculty Credentials](#), which includes the criteria used by the College to determine teaching eligibility.

- 1) Candidates must submit their resume, copies of transcripts, and/or industry certifications to the College's Director of Alignment for evaluation prior to the credentialing process of the High School Partner(s) facility. This ensures they meet the qualifications to teach the courses in the dual credit pathway.
- 2) Once the High School Partner(s) facility meets all necessary credentialing criteria, the College will initiate an employment application for the selected candidate.
- 3) Applicants are required to complete an employment application and submit all necessary hiring documents, including their résumé via Workday, along with copies of transcripts and/or industry certifications, to TSTC's Office of Faculty Credentialing at faculty.credentialing@tstc.edu.
- 4) TSTC will ensure that College faculty teaching Dual Credit courses have met acceptable national criminal background checks, which may include fingerprinting.
- 5) Each approved Dual Credit Instructor will be supervised by TSTC's respective designee and be evaluated and monitored to ensure quality of instruction and compliance with the College's policies and procedures in accordance with TSTC's [Statewide Operating Standard \(SOS\) ES 1.11 Faculty Credentials](#).

Employment with College is contingent upon the following:

- 1) TSTC complies with the Immigration Reform and Control Act; all positions are contingent upon proof of eligibility to accept employment in the United States. Documentation of eligibility must be provided within 72 hours of application
- 2) Pre-Employment Requirements - All ISD faculty must satisfactorily meet TSTC's pre-employment requirements, including background checks and chemical screenings, to be eligible for employment.
- 3) Employees are held responsible for ensuring that **official** transcripts are received by TSTC no later than his or her 30th day of employment. Failure to do so could result in termination of employment.
- 4) Submission of a completed application, along with required documentation, must be done no later than July 25, 2025.
- 5) Continued employment is contingent on the required approval, availability of funding, satisfactory performance assessment, and a continued need for the position in the College's department.
- 6) Continued employment is contingent on an executed MOU with the District and High School Partner.
- 7) All new Dual Credit Instructors are required to complete Faculty Orientation administered by the Human Resources Learning and Organizational Development Office within 30 days of their start date.
- 8) **Notification of Unmet Requirements:** If any pre-employment requirements are not met, TSTC will communicate only to ISD partners that our requirements were not fulfilled. This may include instances of an unsatisfactory drug screen, background check, or credential verification.
- 9) In the event of an investigation of a personnel matter, including Title IX concerns, the College and the High School Partner(s) will work collaboratively and in a timely manner share any and all information necessary with TSTC's Human Resource office and the corresponding Districts'

Human Resource office.

- 10) DC instructors will complete an annual online faculty orientation and the TSTC Essentials training offered by the Human Resources Learning and Organizational Development Team via Workday. DC Instructors must comply with [HB 2504](#) and submit the required curriculum vitae (CV) and the course syllabus by the appropriate deadline each semester.
- 11) The High School Partner(s) will allow release time from high school duties for DC Instructors to complete the required 6 hours of faculty development per year as referenced in [Statewide Operating Standard \(SOS\) HR 1.18 Faculty Professional Development](#).

College DC Instructors will receive stipend pay for the semester the course is taught which will be divided and paid out monthly according to the course start and end dates. Payment may be subject to change should a DC instructor be removed from instruction for any reason (such as extended leave) during the agreed upon semester and course. **Please note: Stipends are contingent on courses taught, not individual sections.** The 2025-2026 stipend system is as follows:

Dual Credit Instructor Stipend Per Semester	\$750 1-2 courses	\$1,250 3-4 courses
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High School Partner(s) and Dual Credit Instructor Expectations:

- 1) The DC Instructor will follow current College procedures to ensure students participating in the course(s) are officially listed on the roster by TSTC's Census date. Any student not on the roster by the 11th day of class (Census Day) will not be enrolled in the course.
- 2) The DC Instructor(s) will report to the designated Program Team Lead for the program with which they are associated for instructional guidance and support including course delivery expectations.
- 3) All DC Instructors will follow the College's grading system as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 4.06 Grading System](#) as well as the grading criteria and WECM course outcomes as stated in the department-approved syllabus.
- 4) DC Instructors will submit required reporting documents through the designated Learning Management System and Workday (such as: submission of midterm and final grades and certification of rosters) in accordance with all timelines and due dates.
- 5) In order to ensure instructional needs are met, the High School Partner(s) will notify TSTC's Dual Credit office of any DC Instructor personnel changes ninety (90) days prior to the first day of the semester.
- 6) In order to ensure instructional needs are met, if any staffing personnel changes occur due to extended leave, the High School Partner(s) are required to notify the Office of Dual Credit and their Program Team Lead immediately.
 - a) If a Dual Credit (DC) instructor is terminated or resigns from the Independent School District (ISD) during the school year, the ISD is responsible for notifying the College within five (5) business days.
 - b) If a DC instructor receives an official reprimand or counseling for actions occurring while teaching TSTC curriculum, the ISD is responsible for notifying the College within forty-eight (48) business hours.

- 7) The rigor of college-level course work can often require additional time outside of class in order to meet all course learning objectives and outcomes; therefore, DC Instructors should encourage students to allow a sufficient amount of time to complete out-of-class work assignments.
- 8) When issuing grades, DC Instructors are not permitted to alter the earned College letter grade scale, which may differ from the High School Partner(s)' numeric grade scale.
- 9) Dual Credit students are expected to meet the required minimum number of contact hours per semester in courses offered at the High School Partner(s)' location.

FACILITIES, TEACHING ENVIRONMENT, ENROLLMENT

FacilitiesHow

The High School Partner(s) will work with TSTC to ensure that the High School Partner(s)' facilities meet the expectations and criteria required for college classes, and are appropriate for college-level instruction that include the following:

- 1) High School Partner(s) are required to enroll a minimum of **15 College Dual Credit students** for each offsite course section offered at the High School Partner(s) request.
- 2) High School Partner(s) will ensure that DC Instructors and Dual Credit students have appropriate access to all available instructional resources and essential technology.
- 3) High School Partners will ensure that all required textbooks, materials and additional supplies will be acquired by the ISD or student prior to the first day of class
- 4) High School Partner(s) will permit access to TSTC's electronic learning resources and other required softwares when the course is taught at the High School Partner(s) facility; and
- 5) High School Partner(s) offering courses will meet the laboratory safety standards and have materials/equipment that comply with College program requirements.
- 6) High School Partner(s) will ensure the safety and security of the High School facilities where Dual Credit classes are held on High School leased or owned property.
- 7) TSTC will ensure the safety and security of the College's facilities where Dual Credit classes are held on College leased or owned property.

The number of courses in a Dual Credit pathway offered at a High School Partner(s) off-site location will be monitored and approved on an annual basis by TSTC's Curriculum Committee. All applicable off-site reporting requirements with TSTC's accreditor, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) will be met in accordance with [Statewide Operating Standard \(SOS\) GA 1.23 SACSCOC Substantive Change Compliance](#). When necessary, TSTC must seek approval from SACSCOC to offer 50% or more of instruction towards a program at an off-site location before implementation. **Timeline for SACSCOC approval can take up to one year.** Changes to an off-site location including name, physical address, relocation or closure must be reported to TSTC 60 days prior to implementation.

Please note: Failure to ensure Dual Credit Instructors and students have all the required aforementioned resources can impact TSTC's decision to execute subsequent partnership agreements with the High School Partner(s).

Composition of Class

Dual Credit courses will be composed as defined by the Texas Higher Education Coordinating Board laws and regulations, the [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D and Subchapter G Rule § 4.85](#).

The High School Partner(s) may not enroll both dual credit and non-dual credit students in the same section, unless the creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

- a) If the course is required for completion under State Board of Education High School graduation requirements, and the school is otherwise unable to offer such a course; or
- b) If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students; or
- c) If the course is a career and technology/college workforce education course and the high school credit-only students are eligible to earn articulated college credits.

Monitoring Instruction

High School Partner(s) will work with TSTC so that College personnel will have the opportunity to monitor the quality, for courses taught on an ISD Campus, and rigor of instruction in compliance with the College's course syllabus and the standards established by the state of Texas, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the High School Partner(s). TSTC's Director's of Alignment and Program Team Leads Student Learning designee for the program will conduct a faculty evaluation. The evaluation and training shall include, but not be limited to:

- 1) The College's respective Director of Alignment and the Program Team Lead for Dual Credit Instructors will conduct coordinated site visits and check-ins each semester to monitor compliance and ensure high-quality instruction.
- 2) At the end of each semester, the Director of Alignment and Program Team Lead will meet with the Dual Credit Instructor for an end-of-semester review. If needed, a Professional Development Plan will be created to address and support instructional needs.
- 3) At the end of each academic year, the Director of Alignment and Program Team Lead will complete an annual faculty evaluation for the Dual Credit Instructor. If needed, a Professional Development Plan will be created to address and support instructional needs.
- 4) A mandatory yearly instructor orientation/training session for all Dual Credit Instructors.

FINANCE AND FUNDING

FAST (Financial Aid for Swift Transfer) Program

TSTC has opted to participate in the [FAST Program](#) for the 2025-2026 Academic Year as defined in [Texas Administrative Code, Title 19, Part 1, Chapter 13, Subchapter Q, Rule § 13.500](#). Dual Credit students eligible for free Dual Credit tuition, under this program, must meet the following student eligibility requirements:

- 1) are enrolled in an eligible dual credit course at a public school district or charter school (i.e., eligible for Foundation School Program funding); and
- 2) are taking a course offered through an institutional agreement, as outlined in [Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.84](#), from an institution of higher education that has opted to participate in FAST; and
- 3) were qualified for free/reduced-price lunch in any of the four school years prior to the academic year in which they enroll in the dual credit course.

The College will adhere to all reporting requirements and deadlines set forth by the Texas Higher Education Coordinating Board (THECB) to identify eligible students. Student(s) identified as being eligible for free tuition under this program, will not have their tuition invoiced to the ISD.

It is the High School Partner(s) responsibility to:

- 1) ensure that proper reporting of student(s) economic status is reported to the Texas Education Agency (TEA) in order for student eligibility to be determined;
- 2) to notify the College of student eligibility in a timely manner, including submitting all registered students TSDS identification numbers **BEFORE** the 12th day of class; and
- 3) to ensure that all other fees related to dual credit courses, including, but not limited to: required textbooks, tools, uniforms, software, supplies, computer specifications, internet, and access to all necessary platforms are supplied to the student(s) at no cost to them.

Tuition and Fees

Dual Credit courses are offered at a reduced tuition waiver and fee rate of \$33.00 per credit hour. Dual Credit student eligibility and enrollment requirements must be met for the tuition waiver to apply.

Invoicing

TSTC will invoice the High School Partner(s) for all applicable tuition and fee charges under the sponsorship billing process. Invoicing will follow [Statewide Operating Standard \(SOS\) FA 1.09 Refund of Tuition and Fees](#), unless the fees are specifically designated as non-refundable. Invoicing will begin after student(s) FAST eligibility status has been identified. Students enrolled in semester credit hour courses who drop a course or withdraw from school prior to the first class day shall incur no tuition cost. Students in semester credit hour courses who officially withdraw from school or drop a course after classes begin shall receive their tuition and fees reduced according to the following schedule:

Invoicing fees are as follows:

7 week semester:

TSTC Credit Hour(s)	30% fee Up to 7th class day	75% fee Up to 9th class day	100% fee After 9th class day
1	\$9.90	\$24.75	\$33

2	\$19.80	\$49.50	\$66
3	\$29.70	\$74.25	\$99
4	\$39.60	\$99	\$132

15 week semester:

TSTC Credit Hour(s)	30% fee Up to 14th class day	75% fee Up to 19th class day	100% fee After 19th class day
1	\$9.90	\$24.75	\$33
2	\$19.80	\$49.50	\$66
3	\$29.70	\$74.25	\$99
4	\$39.60	\$99	\$132

The High School Partner(s) will designate a Business Accounting Office Contact to work with TSTC's Student Accounting office regarding invoices. The Business Accounting Office Contact, listed below, will receive the invoices and be responsible for remitting payment to the College.

<p>Business Accounting Office Contact Name: _____</p> <p>Email Address: _____</p> <p>Phone Number: _____</p>

Books and Supplemental Materials

The High School Partner(s) are responsible for ensuring students have obtained access to the correct editions of required textbooks, tools, uniforms, software, supplies, computer specifications, internet, and access to all necessary online platforms, etc., **before the first day of the college's class.**

Textbooks, materials, and supplies are available for purchase through the TSTC bookstore at <https://www.tstc.edu/student-life/bookstores/>. Some programs use digital textbooks from a third party platform that is built into the online Learning Management System. The District will receive a separate invoice reflecting the cost of the textbook **if students do not opt out of this option.**

Each semester, the Office of Dual Credit will share the upcoming semester's textbook and additional materials requirements with the High School Partner(s). A list of required materials will be provided via email by the DC office before each semester and will be posted on the DC website at de.tstc.edu, located under the resources section: **Textbook and Materials Information.**

The High School Partner(s) and students should refer to the instructor's syllabus for the correct course requirements. Those eligible for free dual credit courses are not responsible for covering the costs of textbooks and other course materials. It is the ISD's responsibility to provide these resources.

STUDENT RIGHTS AND RESPONSIBILITIES

Dual Credit students must abide by the Code of Student Conduct outlined in the current College Catalog and Student Handbook. Dual Credit students will be dismissed for disruptive behavior and referred to their high school principal or designee for disciplinary action on the high school side. Dual Credit students attending classes on TSTC's campus will be treated as college students and are responsible for knowing all rules and regulations of the College. Student conduct violations will be handled through the Code of Student Conduct, [Statewide Operating Standard \(SOS\) ES 3.23 Student Rights and Responsibilities](#).

Enrolled students will be granted access to both Student Information Systems and Learning Management System platforms which includes grades, transcripts, and other College resources.

Title IX Discrimination

TSTC upholds non-discriminatory policies outlined in [Statewide Operating Standard \(SOS\) HR 2.1.14 Equal Opportunity in Employment](#) and [Statewide Operating Standard \(SOS\) ES 4.07 Admission of Students](#), ensuring equal access to its programs and activities for applicants, employees, and students, regardless of race, color, religion, gender, national origin, age, genetic information, disability, veteran status, or any other protected characteristic under applicable laws.

Furthermore, Title IX of the Education Amendments of 1972 reinforces this commitment by prohibiting sex-based discrimination in federally funded education programs. This includes protection against sexual harassment, violence, pregnancy, and parental status discrimination. TSTC extends these safeguards to all employees and students, regardless of their pregnancy or parenthood circumstances, demonstrating a commitment to a supportive educational environment.

Student Grievances/Complaints

Procedures for handling student grievances or complaints, as it relates to the college course or customer service, are applicable to all students, including those enrolled in dual credit courses. Dual Credit students with grievances or complaints shall follow the procedures as stated in TSTC's [Statewide Operating Standard \(SOS\) ES 3.24 Student Grievances and Complaints](#), as published in TSTC's [Student Catalog and Student Handbook](#).

STUDENT SUPPORT SERVICES

TSTC and the High School Partner(s) will adhere to Section 504 of the Americans with Disabilities Act Amendments Act (ADAAA). Students in Dual Credit courses will have access to the same or comparable support services that are afforded College students on the main campus. TSTC is responsible for ensuring timely and efficient access to Student Support Services. Services such as these may require a signed student and/or parent consent form to receive services.

TSTC will adhere to and comply with current College policies and procedures, and federal, state and local laws, that govern the College for individuals and/or students with disabilities that require accommodations.

The High School Partner(s) agree that in classes for which college credit is awarded, accommodations will need to meet standards under the ADA and Section 504, subpart E, and will adhere to TSTC's current policies and procedures for determining reasonable accommodations and grievances. Service coordination and costs of required accommodations will be afforded through a collaborative effort. Building and information technology access will be the responsibility of the owner/provider of that infrastructure, including access to web-based curriculum materials.

The High School Partner(s) agree that classes in which high school credit is awarded, the ADA and Section 504, subpart D, accommodations will be the responsibility of the High School Partner(s). If an accommodation fundamentally alters the course, college credit will not be awarded. Students with disabilities who require accommodations will be required to self-disclose with TSTC's Access & Learning Accommodations (ALA) Office.

All Dual Credit students have access to the **Advocacy and Resource Center**, which is designed to assist students with non academic barriers, including basic needs such as food, shelter, transportation and child care. Students are responsible for contacting the office for services as needed.

It is the responsibility of the Dual Credit students, their parents/legal guardians or sponsoring agents to provide health and accident insurance for the Dual Credit students. Further, High School Partner(s), the Dual Credit students, their parents/legal guardians or sponsoring agents will hold the College harmless and waive any claims, past, current or future, they may have for any death, personal injury, property damage or accidents involving students or visitors while on TSTC's campus or off-campus instructional site locations.

Learning and Library Resources

All Dual Credit students and DC Instructors have access to TSTC's library and learning information resources via Library Services at <https://tstc.libguides.com>. Students' TSTC OneID login may be required to access remote resources. Students have access to self-guided and scheduled tutorials and instruction in the use of libraries and other resources at <https://tstc.libcal.com/>.

TRANSCRIPTION OF CREDIT

A college grade shall be transcribed upon completion of the semester for the courses in which they are officially enrolled and will adhere to the current grading policy. The High School Partner(s) agree to evaluate the learning objectives to be achieved by students completing the College's Dual Credit college courses and to transcribe credit on the student's high school transcript accordingly.

Acceptance of credit by another institution is at the discretion of the receiving institution. Therefore, it is the student's responsibility to consult with the transfer institution to confirm that all dual credit coursework will transfer appropriately.

ARTICULATED CREDIT

The College does not offer articulated credit as an alternative to Dual Credit to the High School Partner(s).

CAMPUS ACTIVITY AND TRANSPORTATION

The College assumes no obligation or responsibility for the transportation of students to or from the College's campus or any other training facility. Students that have a free period while on the College's campus will not be monitored. The High School Partner(s) shall hold harmless the College for any death, personal injury, property damage and/or campus disruption caused by High School Partner(s) personnel or students. The College is not responsible for High School Partner(s)' students who leave the College's grounds.

CYBERSECURITY TRAINING

If District has access to a TSTC computer system or database, District represents and warrants that it will comply with the requirements of [Texas Government Code, Chapter 10, Section 2054, Subchapter A](#), relating to cybersecurity training certified by the Department of Information Resources (DIR) and required verification of completion of the training program. A [Third Party Vendor](#) form must be signed by the High School Partner(s) designee before access is granted to the College's learning management system.

Security Safeguards

To maintain the confidentiality and security of the data, the College and District shall each independently implement best practices to protect against unauthorized physical and electronic access. Additionally, both Parties will adhere to the following safeguards for processing, storing, or transmitting data covered by the Agreement on their information systems:

- 1. Secured Facilities and Restricted Access:** Ensure that all student records provided by the College and District are stored in secured facilities with access limited to authorized personnel only.
- 2. Secure Passwords:** Implement procedures and systems that require the use of secure passwords to access the data.
- 3. Mandatory Training:** Provide mandatory annual training for personnel on information security.
- 4. Data Protection:** Maintain all data in a secure manner that prevents interception, diversion, or other unauthorized access.

Systems and procedures for accessing data must ensure that any data disclosure to third parties, in compliance with applicable state laws (such as the Texas Public Information Act, audits, or other lawful reasons according to the Texas Education Agency or the Texas Higher Education Coordinating Board's regulations), adheres to FERPA and Texas laws regarding the exceptions to the disclosure of confidential student information.

Method of Access or Transfer

Individual level student survey and academic data will be transferred between designated ISD officials and designated TSTC officials in a manner that maintains the confidentiality and security of individually identifiable records and data. (Typical approaches use TReX, encryption of personally identifiable data.)

Physical Location of Data

Data will be housed in a secure physical or electronic facility accessible only to individuals authorized to use the data for the purposes outlined in this document and the Agreement. The data will be stored in a manner that ensures the prevention of unauthorized access to personally identifiable information. Secure passwords will be required for accessing electronically stored data.

Disposition of Data

The College and ISD will maintain and destroy any data covered under the Agreement in accordance with each Parties respective policies on records retention.

FERPA

The Parties agree to maintain the records for all students by all applicable federal, state and local laws. For the purposes of this MOU, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), TSTC hereby designates the High School Partner(s) as a school official with legitimate education-related interests in the educational records of the students who participate in the Dual Credit program to the extent that access to the records is required by the High School Partner(s) to carry out the functions of the program. The Parties agree to maintain the confidentiality of the students' educational records in accordance with the provisions of FERPA. The Parties shall not release educational records to any third party without written consent by the affected student.

FORCE MAJEURE

Neither Party to this MOU will be liable or responsible to the other for any loss or damage, or for any delays or failure to perform, due to causes beyond its reasonable control including, but not limited to, acts of God, strikes, epidemics, pandemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("Force Majeure Occurrence"). However, at the sole discretion of TSTC, the term may be extended in an amount necessary for TSTC to complete the purposes of this MOU, which delay(s) have been caused by the Force Majeure Occurrence, and during said extension, the High School Partner shall work diligently in accordance with this MOU to complete the purposes of this MOU.

TEXAS PUBLIC INFORMATION ACT

Notwithstanding any provisions of this MOU to the contrary, the High School Partner(s) understands that TSTC will comply with the Texas Public Information Act, Gov't Code, Chapter 552 as interpreted by judicial opinions and opinions of the attorney general of the state of Texas. TSTC will notify High School Partner(s) of receipt of a request for information related to this MOU. High School Partner(s) will cooperate with TSTC in the production of documents responsive to the request.

High School Partner(s) may request that TSTC seek an opinion from the attorney general of the state of Texas; however, TSTC will not honor High School Partner(s)'s request for an opinion if the request is

not based upon a reasonable interpretation of the Texas Public Information Act. Additionally, High School Partner(s) will notify TSTC's Office of General Counsel of any third-party requests for information that was provided by the state of Texas for use in conducting this MOU. This MOU and all data and other information generated or otherwise obtained in the performance of its responsibilities under this MOU may be subject to the Texas Public Information Act. High School Partner(s) is required to make any information created or exchanged with the state pursuant to this MOU, and not otherwise excepted, from disclosure under the Texas Public Information Act, available in a format that is accessible by the public at no additional charge to the state. High School Partner(s) agrees to maintain the confidentiality of information received from the state of Texas during the performance of this MOU, including information which discloses confidential personal information, particularly, but not limited to, Social Security numbers.

MEMORANDUM OF UNDERSTANDING (MOU)

Any change to the terms of this MOU must be presented in written form and agreed upon by both TSTC and the High School Partner(s) at least thirty (30) days before any term or provision may be changed.

COUNTERPARTS

This MOU may be executed in one or more counterparts and may be electronically transmitted. Each counterpart shall be deemed an original and all of which shall constitute one and the same document.

EFFECTIVE DATE AND TERM

The effective date of this MOU is active upon signature of all parties and applies to the **2025-2026 academic year**.

SIGNATURES

The persons signing this MOU represent, each to the other, that they are authorized to sign for and bind their respective institutions.

High School Partner Copperas Cove ISD

408 S Main St
Copperas Cove, TX 76522

By:

Date:

Amanda Crawley
Deputy Superintendent
Copperas Cove ISD

Texas State Technical College

TSTC Waco
3801 Campus Drive
Waco, TX 76705

By:

Date:

Beth Wooten
TSTC Campus Provost

By:

Date:

Kadie R. Svrcek
Sr. Director, Dual Credit

Attachment: **Exhibit A** is a copy of Texas State Technical College's Dual Credit Pathway Offering Form. This exhibit serves as an example ONLY. The formal Pathway Offering Form will be sent to the High School Partner(s) after receipt of this Dual Credit Memorandum of Understanding. **Exhibit A**



TSTC PATHWAY OFFERING FORM

In the spaces below, please indicate the pathways _____ High School proposes to participate in for the 2025-2026 Academic Year.

Please note: The pathways indicated on this form will initiate the development of an application for dual credit students at your high school. Dual Credit students will only be allowed to participate in the pathways listed below.

High School Information:

ISD Name /Texas Home School/ Other Entity:			
High School/ Home School Name:			
High School/ Homeschool Designee:		CEEB Code:	
Email Address:			

Dual Credit Information:

Dual Credit Program Name	Courses	Instructional Format <small>On-campus, Off-site or Online</small>

Signatures of Approval:

High School/ Homeschool Designee:		Signature		Date
Student Learning Designee(s)		Signature(s)		Date
Senior Director, Dual Credit		Signature		Date

January 27, 2025

Dear Superintendent and High School Administration

Thank you for choosing Texas State Technical College as your provider for Technical Dual Credit. In order to prepare students for educational and career success, the purpose and mission of the College is to provide a comprehensive, structured approach leading to a postsecondary award at Texas State Technical College. By entering into this partnership, the High School Partner(s) agrees to support TSTC's Dual Credit students in completing coursework in their chosen dual enrollment pathway, and streamline matriculation efforts to TSTC to pursue a credential in a high-demand, high-wage field of study.

You will be receiving a copy of the dual credit Memorandum of Understanding (MOU) in the coming week, if you have not already, for you and your school boards review. Please remember the MOU must be signed by electronic signature via Adobe Sign - this will be sent by TSTC's Contract Administration Office in January and early February. Once all signatures have been submitted, a copy of the completed contract will be sent to you. The deadline for the completed contract is March 14, 2025.

Moving forward, we would like to draw your attention to the following contract items:

- As the contents of this MOU help to articulate program agreements and acknowledge participating high schools, students will not be able to apply online for TSTC Dual Credit offerings until this signed contract is returned to the college.
- **Financial Aid for Swift Transfer (FAST) Program:** As defined in [Texas Education Code, Section 61.003 \(8\)](#), TSTC has chosen to "Opt-in" to the FAST program for the 2025-2026 academic year. By statute, dual credit students are eligible for free dual credit tuition if they meet the guidelines set forth in the above referenced TEC, which includes fees, textbooks, supplies, tools, etc. Please pay special attention to the section entitled, **Books and Supplemental Materials** within the MOU, as the language has not changed from previous year's. It is the High School Partner(s) responsibility to ensure students have obtained access to the correct editions of required textbooks, tools, uniforms, software, supplies, computer specifications, internet, and access to all necessary online platforms, etc., before the first day of the college's class.

If you require any clarification regarding the MOU, or have any questions about its contents, please do not hesitate to reach out to me.

Again, thank you for partnering with Texas State Technical College as we seek to provide students with quality technical education. We value your partnership and look forward to working alongside your district.

Sincerely,

Kadie Svrcek

Senior Director of Dual Credit and College Readiness

Lamar State College Orange and Copperas Cove Independent School District Dual Enrollment Agreement 2025-2029

This dual enrollment agreement is made by and between Lamar State College Orange (LSCO) and the Copperas Cove Independent School District (ISD) (herein referred to as School). The purpose of this Agreement is to allow eligible high school students to enroll in college courses from Lamar State College Orange (LSCO) and receive credit for courses from their respective School and LSCO. The following terms and conditions shall govern the eligibility and enrollment of the students, and the administration of the high school and college courses offered via dual enrollment, effective January 1, 2025, or upon the date of the execution of this agreement.

I. General Information.

The content of this dual enrollment agreement is based on 19 Tex. Admin. Code § 4.D 4.84 and statewide goals established under Texas Education Code §28.009 and the collaborative efforts of the Texas Education Agency and the Texas Higher Education Coordinating Board.

GOAL 1: School and LSCO will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual enrollment, including enrollment and fee policies.

GOAL 2: Dual enrollment programs will assist high school students in successfully transitioning to and accelerating through postsecondary education.

GOAL 3: All dual enrollment students receive academic and college readiness advising with access to student support services to bridge them successfully into college completion.

GOAL 4: The quality and rigor of dual enrollment courses will be sufficient to ensure student success in subsequent courses.

Collaboration and Outreach Efforts to Inform Students and Parents

Lamar State College-Orange Responsibilities – Information regarding current benefits, enrollment, and fee policies associated with dual enrollment are accessible to all students and parents via one or more of the following formats: LSCO website (<https://www.lSCO.edu/admissions/how-to-apply/high-school/dual-credit.php>); LSCO dual enrollment brochures; LSCO updates and emails disseminated to school administrators, counselors, and teachers; and LSCO conducted workshops and presentations. Lamar State College Orange offers workshops to high school counselors that provide detailed information on developing and implementing dual enrollment programs with LSCO.

School District, Charter School, or Home School Responsibilities – Current information pertaining to the benefits, costs, and enrollment procedures for dual enrollment will be posted on the School's website. The School will also be responsible for marketing dual enrollment opportunities by disseminating information and updates provided by LSCO to prospective students and parents. The School agrees to allow and support counselors and other School personnel's participation in workshops and informational sessions conducted by LSCO. The School agrees to display LSCO marketing materials in ISD classrooms used for dual credit courses. LSCO will furnish materials to partnering district.

II. Eligible Courses.

A. Lamar State College Orange Off-Campus Instructional Services Staff and/or Administrators will collaborate with School administration and/or counselor(s) to identify courses that may be offered.

1. Courses eligible for awarding of LSCO dual credit for high school students are limited to those within the LSCO core curriculum, LSCO career technical education courses, or LSCO foreign language courses. These courses are identified as college level academic courses in the current edition of the Lower Division Academic Course Guide Manual (ACGM) or as a college level technical course in the current edition of the Workforce Education Course Manual (WECM).
2. Exceptions include:
 - a. Competitive entry allied health programs.
 - b. Courses that have additional requirements, such as an age restriction.
- B. Eligible courses may be taken in any format (face-to-face, online, or hybrid) the college offers unless otherwise specified in the agreement.
- C. Establish Course(s).
 1. The School must request, in writing, to offer a dual enrollment course on the School campus. The request must include the course title, course rubric, faculty member (See Section IX for faculty criteria), course location, and meeting times. Requests must include dual enrollment courses for the academic year (fall semester and spring semester). Requests should be submitted to the Associate Dean of Off-Campus Instructional Services.
 2. For courses that begin in the fall semester, LSCO must be notified no later than the first working day in June.
 3. The course will be added to the appropriate Lamar State College Orange schedule after the request is received and reviewed. Until this process has occurred, students cannot register for the course(s).
 4. After receiving course requests from the school, the Off-Campus Instructional Services Department will communicate the course list to the Executive Vice President/Provost, and the appropriate Dean, Department Chair, and Program Director. The academic department will coordinate with the Off-Campus Instructional Services department to ensure that each campus has access to the syllabi or any additional course and program expectations.
- D. Academic credit or technical dual credit courses may be provided at the School or at an LSCO campus.
- E. Credit and noncredit courses offered on either the School or LSCO campus approved by LSCO's Associate Dean of Off-Campus Instructional Services will be eligible for dual enrollment status.
- F. LSCO's Dual Credit Pathway Handbook provides a crosswalk between secondary and postsecondary dual credit courses and will be provided to the School.

III. Student Eligibility.

1. Technical Course(s): Students applying for Dual Enrollment course(s) intending to pursue a Level 1 Certificate are not required to be TSI complete. However, students will be required to meet TSI requirements for applicable degree changes or courses that require satisfactory scores on the TSI.

2. TSI score requirements in the tables below are subject to change. TSI score requirements are based on the current THECB guidelines.

Academic Courses	
STAAR	Score of Level 2 on Algebra II EOC, score 4000 or Meets Score of Level 2 on English III EOC, score 4000 or Meets
TSI (before January 2021)	Mathematics score of ≥ 350 Reading score of ≥ 351 and Writing score of ≥ 340 with 4 on essay

3. **As of January 2021, minimum scores for MATH and ENGLISH are as follows:**
(subject to change by Texas Higher Education Coordinating Board)

Required TSI Assessment Score	Minimum Score
Mathematics	950 OR 910-949 + diagnostic score of 6
ELAR	945-990 + Essay of at least 5 OR 910-944, a diagnostic score of 4, 5, or 6, and Essay of 5-8

- A. High school students who need college-level courses in order to continue to study in a discipline will be eligible to take dual enrollment courses offered on either the School campus or the college campus.
- B. Students must meet the stated pre-requisite(s) and/or co-requisite(s) of each course and be 21 years of age or younger.
- C. It is strongly recommended that the School evaluate the background and maturity level of the student prior to registration in any college credit course.
- D. Seniors who will graduate at the end of the academic calendar year are eligible for dual enrollment tuition rates during Summer I and II of the year they graduate.

IV. Admissions, Advising, and Registration.

A. Advising Sessions.

1. LSCO personnel will provide the School Administrator and counselors with necessary information concerning the dual enrollment course(s) for scheduling and registration of students.
2. LSCO personnel and School counselors will assist students in selecting courses that will satisfy applicable high school and college requirements for the student's intended program.
 - a. LSCO and the School have identified resources from the Texas Education Agency, including items like *Endorsements Frequently Asked Questions* and *TEA Graduation Toolkit, Endorsement – Choices* to assist students and their families in selecting endorsements offered by the School and College.
 - b. LSCO will host informational sessions on the School campus for students and parents that explain how to select dual credit courses that will satisfy both their high school requirement and college requirements.
 - c. LSCO will provide the Dual Credit Pathways Handbook to students and parents that provides a detailed crosswalk of 17 suggested pathways that span 9 different career clusters and 13 programs of study. The crosswalks within this guide are aligned with TEA's Program of Study.

- B. LSCO and the School agree to review eligible programs under each endorsement specified in Texas Education Code 28.025 (c-1). The review will evaluate the postsecondary pathways and credentials that LSCO offers to best serve the needs of the ISD and their community industries.
- C. LSCO will provide a student application checklist that will identify the steps in completing the application process. The student and the parent/guardian should review the checklist and verify the completed application steps.
- D. The student is responsible for completing TSI testing as early as possible before the beginning of the semester. If the participating High School does not conduct its TSI Testing, School District personnel should coordinate required testing with the LSCO Testing Center at (409) 882-3330 or testingcenter@lSCO.edu.
- E. The Texas Education Code §51.9192 requires that all new students under age 22 who attend on-campus classes at an institution of higher learning either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination before the first day of the semester. Students who do not qualify for an exemption must be immunized no later than ten days before the first class day. All students under the age of 22 attending classes at LSCO must comply with this requirement.
- F. High school counselors and/or the person responsible for dual credit on the campus will:
 - 1. Advise students and parents and disseminate dual enrollment program information.
 - 2. Provide course descriptions and course syllabi to students and parents for review during the approval process for students.
 - 3. Facilitate Supplemental Dual Enrollment Applications, including their dissemination, completion, and collection by June 1st.
 - a. Provide instruction and guidance in completing and submitting the Apply Texas application, including the student's social security numbers.
 - b. Submit an official high school transcript to the Off-Campus Instructional Services team.
 - c. Identify students that may require additional documents (ex., immigrants).
 - 4. Submit a 504 Plan or Special Education IEP to the LSCO Accessibility Coordinator for those students requesting accommodations no later than two weeks prior to the beginning of the semester.
- G. Proof of residency is not required for high school students registering for dual enrollment classes at LSCO. Students must meet the residency requirements after high school graduation to continue their education at a postsecondary institution. Non-residents must provide one of the following documents:
 - a. U.S. Passport (current or expired) - unless stamped non-citizen national.
 - b. U.S. Birth Certificate.
 - c. Certificate of U.S. Citizenship (Form N-560 or N-561) issued by USCIS through a federal or state court or through administrative naturalization after December 1990.
 - d. Certification of Naturalization (Form N-550 or N-570) issued by USCIS.
 - e. Permanent Certificate of Naturalization.
 - f. Resident Card with photograph (Form I-151) issued since 1997 or later.
 - g. Resident Alien Card (Form I-551) issued before 1997.

h. Consular Report of Birth Abroad (Form FS-240) Issued by the State Department and valid photo ID.

H. Dual Credit students applying for admission to LSCO should complete the Apply Texas application and submit all required documentation well in advance of the semester for which they are applying. Applications and required documents should be submitted no later than the following dates:

1. Fall Semester – June 1
2. Spring Semester – November 1
3. Summer – April 1

V. Course Curriculum, Instruction, and Grading.

A. Curriculum.

1. Dual enrollment courses are college classes and have the academic rigor expected in all college coursework.
2. College courses will be taught according to the approved college syllabus.
3. LSCO will expect embedded adjunct dual credit faculty to attend in-service training that is provided at various times throughout the year to ensure that faculty teaching courses for dual credit meet the academic rigor and expectations of the department.

B. Curriculum Alignment.

1. The defined sequence of courses for an Associate of Arts (AA) degree or Associate of Applied Science (AAS) degree is contained with the LSCO approved core curriculum. A defined sequence of courses for career technical education program certificates will be provided to the School, upon request.
2. The Associate Dean of Off Campus Instructional Services or designated personnel and the School Administrator will review and compare the Texas Essential Knowledge and Skills (TEKS), Lower Division Academic Course Guide Manual (ACGM), and the Workforce Education Course Manual (WECM) to determine the course credits that can be earned by dual credit students.
3. The School shall facilitate time for embedded adjunct Dual Credit faculty and the LSCO faculty to meet each semester to review the curriculum, methodology, schedules, and student evaluation as it relates to the requirements for meeting the course standards.
4. LSCO and the School will monitor the quality of instruction in all courses for dual credit to ensure compliance with standards established by the state, Southern Association of Colleges and Schools Commission of Colleges (SACSCOC), Lamar State College Orange, and the high school.

C. Instruction.

1. Schedule.
 - a. Dual enrollment courses taught by LSCO faculty and embedded adjunct faculty will be taught in accordance with the LSCO schedule and calendar.
 - b. All courses taught for dual credit must meet the minimum instructional minutes required by the Texas Higher Education Coordinating Board.
2. The student and/or parent(s) shall be responsible for the student's transportation and accept all liability for all courses taken on the LSCO campus.

3. College instructors must comply with all applicable rules governing attendance, classroom management, and record-keeping while conducting courses on the high school campus.
4. LSCO strongly encourages the respective school to ensure that dual credit courses taught via distance learning are assigned a facilitator for proctoring and monitoring the dual credit course and students in accordance with LSCO's Dual Credit Proctoring Center Agreement (Appendix A).
5. Courses offered via embedded instruction (school provided instruction at the local school campus) must meet the rigor and equipment requirements of LSCO. The School site will become an Off-Campus Instruction Site (OCIS) in accordance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines and approval. The School must complete the Off-Campus Instructional Site Information form (Appendix B) and return to LSCO within the first semester of student instruction.

D. Grading.

1. Grading will be consistent with the grading policy in LSCO's course syllabus. Audit grades are not allowed.
2. Student grades will be reported to the School person or office designated at the end of the semester and in accordance with the School's grading calendar.
3. Progress reports will be provided to the School no less than 3 times per semester for students registered in dual enrollment classes on LSCO's campus.
4. Final grades for students shall be submitted electronically by the faculty member teaching dual credit courses according to the LSCO Grade Reporting Process, the LSCO Academic Calendar, and the School grading calendar.

E. Physical and Cyber Security.

1. The School is responsible for providing a healthy, safe, and secure environment to all students and staff. The School will be responsible for providing a statement about its current comprehensive safety plan and crisis communication plan, including how the School disseminates emergency procedures and other health and safety-related procedures.
2. The School shall describe their dedicated police force structure, other security officer presence on their campus, or use of local law enforcement agencies.
3. The School shall disclose any open or recently closed investigations by the Office of Civil Rights for possible violations alleging sexual violence.
4. The School will be responsible for providing a statement about their current Cybersecurity plan and/or protocols. The information above shall be furnished as soon as possible utilizing the Off-Campus Instructional Site Information Technology Resources Questionnaire (Appendix C).

VI. Transcription of Credit.

- A. Approved dual enrollment courses noted on the Supplemental Dual Enrollment Application shall be used to fulfill high school credit graduation requirements or elective credit.
- B. Dual Credit students will earn a college grade (A, B, C, D, F, W) for all courses taken for dual credit. The earned grade will be recorded on an official LSCO college transcript.
- C. All college credit courses offered will meet the guidelines for transferability of credit under the Texas Education Agency Dual Enrollment policy.

VII. Dual Enrollment Program Policies.

- A. College instructors teaching on the high school campus during regular school hours may be required to attend LSCO organizational meetings.
- B. The high school Principal shall communicate and ensure that high school-embedded adjunct instructors teach dual enrollment courses in accordance with the conditions of this Agreement.

VIII. Student Composition of Class

- A. Dual credit courses may be comprised of dual credit high school students only or of dual credit high school students and college credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:
 - 1. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.
 - 2. If the high school credit-only students are College Board Advanced Placement (AP) students.
 - 3. If the course is a career technical education course and the high school credit-only students are earning articulated college credit.

IX. Faculty Selection, Supervision, and Evaluation.

- A. Selection.
 - 1. Embedded adjunct faculty for college courses offered at the high school during regular school hours are to be agreed upon mutually by the high school and college personnel in accordance with locally established procedures.
 - 2. Dual enrollment faculty members must meet the minimum criteria specified by LSCO and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
 - 3. Procedure to assign embedded adjunct faculty for high school dual enrollment:
 - a. The potential Dual Credit School embedded adjunct faculty must complete an employment application with LSCO and provide copies of the appropriate credentials that shall include official college transcripts. The Principal must submit the recommendation in writing along with copies of credentials and supporting documents. Application documents must include official transcripts. Other documents may include copies of licenses, work verification, etc.
 - b. The potential new hire must complete an interview following LSCO Human Resources practices.
 - c. The LSCO dean or designee will recommend the new hire for embedded dual credit instruction.
 - d. The new hire must provide all documents required of the LSCO Human Resources Department.
 - e. All documents must be submitted at least thirty (30) days before the faculty member teaches a dual enrollment course(s).

4. Notification of changes of faculty assignments at the School should be discussed no later than the dates provided below:

1. Fall Semester – June 1
2. Spring Semester – November 1
3. Summer – April 1

This change includes LSCO faculty being replaced by local School embedded dual credit faculty or its converse of local School's being replaced by LSCO faculty.

5. Faculty changes after the semester deadlines indicated above must be approved by LSCO in order to adhere to institutional workload policies.

B. Faculty Background Screening.

1. College faculty who teach dual enrollment courses on the high school campus may be required to undergo background screening conducted by the school district. The School will ensure the school district has screened all such employees before their teaching assignment.
2. Although the school district cannot make decisions related to the employment of LSCO faculty, they can use the background screening results to prohibit such personnel from teaching on the high school campus.
3. LSCO will be responsible for the costs associated with background screening for LSCO faculty.
4. The School will be responsible for the costs associated with the background screening for school employees.

C. Faculty Evaluation.

1. Evaluation of LSCO embedded instructors on high school campuses shall be conducted by LSCO using the same process that LSCO evaluates adjunct (part-time) faculty. Details of the evaluation process will be provided by the dean, department chair, or program director.

X. Academic Policies and Student Support Services.

A. Students with Disabilities.

1. The School and dual credit student is responsible for providing and funding reasonable accommodations for dual-enrolled student(s) with recent and/or well-documented physical and/or learning disabilities during regular high school hours on the high school campus(s). Students with disabilities who are accepted into a dual enrollment course will receive accommodations listed in the Transition Plan provided by LSCO's Accessibility Coordinator.
2. The School and LSCO will share equally in the cost of reasonable accommodations that are mutually agreed upon for dual enrolled student(s) who are registered for the dual enrollment course(s) on the LSCO campus or at another location, i.e., high school campus outside of the normal high school hours.
3. Nothing herein shall make LSCO a party to the Transition Plan, nor shall LSCO be given or required to have a Transition Plan with a dual enrollment student. LSCO's Accessibility Coordinator shall work with student and the School to determine accommodations that are approved by LSCO.

B. Confidentiality.

1. Each party acknowledges that each party will send and receive information on students, which is considered confidential under federal and Texas laws.
2. Each party agrees to protect and hold confidential information unless written authorization from the student and/or parent is provided according to LSCO's FERPA regulations or otherwise authorized or required by law or rules.

C. Attendance.

1. LSCO agrees to:
 - a. Confirm dual enrollment registrations with School personnel at least one week before the first day of class.
 - b. Coordinate and confirm, with high school dual enrollment contact, when a student drops or withdraws from a course.
2. The School will supervise a change in student enrollment status.
 - a. Notify the Off-Campus Instructional Services Department about a student's intent to drop or withdraw from the course(s) during the approved drop period as referenced in LSCO's academic calendar.

D. Suspension Policy.

1. When a student is suspended from a School for any reason, the student will not be permitted to attend dual enrollment classes on the LSCO campus for the dates indicated in the suspension or as directed by the School. The student will be responsible for completing all dual credit work assigned even though classes that are missed.
2. The School Principal will notify the Off-Campus Instructional Services Department of the suspension. The suspended student will be subject to any penalties noted in the LSCO syllabi of the courses in which he/she is registered.

E. Student Issues and Complaints.

1. Students who experience issues or have complaints are to follow LSCO's Complaint Process outlined in the current [catalog](#).
2. Except for safety concerns (e.g., harassment/sexual misconduct/Title IX complaint), a student who has not successfully resolved an informal complaint should complete and submit the Student Complaint Intake [Form](#). Only complaints submitted within the stated timeframe will be considered.
3. Upon submitting a formal complaint for concerns excluding discrimination and safety through the Complaint Intake [Form](#), the student will be contacted through their LSCO email to schedule an initial conference and receive guidance on how to proceed.

F. Student Support Services

1. To facilitate student learning, course- and program-level assessment, and efficient, effective communication, the College provides each student with a password-protected account whose provisions include use of the suite of applications in Office 365 (MS Word, Excel, Outlook email, and other applications), and a Blackboard account using the same username and password allowing students to access the College's Learning Management System.
2. LSCO's Office of Academic Support and Instructional Services (OASIS) is available to all dual credit students. The OASIS includes LSCO's library that houses more than 33,

000 print titles, access to over 100,000 eBook titles, 63,000 eJournals, and over seventy only subscription databases.

3. The OASIS tutoring center is available to all dual credit students offering face-to-face and online synchronous tutoring during normal hours of operation. After hours tutoring is available upon request and also through LSCO’s partnership with Upswing.
4. The OASIS has evening and weekend hours of operation to enhance access to all services, including secure wide-band wifi and computing resources.
5. The Office of Learning Technology (OLT) administers LSC-O’s Distance Learning course and program offerings through the use of web-based delivery systems currently including Blackboard Learn Ultra, Collaborate Ultra, BioSig-ID, BioSight-ID, Respondus, Degree Works, Upswing, Blackboard Connect, and Self-Service Banner, providing an online learning environment integrated with access portals for a full range of services, including registration, financial aid, advising, credit transfer and records management, emergency and deadline notification services, and the cashier’s office, among others.

XI. Funding.

A. Tuition.

1. The School and/or the student’s Parent/Guardian will pay tuition and fees as determined at each respective high school campus for students enrolled in dual credit courses in accordance with *Table 1: Tuition and Fees*.
2. The School and/or student will be billed for tuition and fees at the dual enrollment rates in according to TSUS Board of Regent Policies.
3. The tuition rate is \$45.00 per Semester Credit Hour for academic (ACGM) courses that are taught by an LSCO instructor or an embedded adjunct (school) instructor.
4. The tuition rate is \$45.00 per Semester Credit Hour for technical/CTE (WECM) courses that are taught by an LSCO instructor at the LSCO campus or at the School campus.
5. The tuition rate is \$0.00 per Semester Credit Hour for technical/CTE (WECM) courses that are taught by a School instructor at the School campus provided the courses are within the student’s program of study.
6. LSCO reserves the right to cancel course sections with fewer than ten (10) students. A minimum enrollment of ten (10) may comprise students from multiple districts.
7. For programs requiring professional liability insurance, the School will pay the required professional liability insurance. LSCO will bill the School for these fees.
8. Tuition and Fees are subject to change without notice by action of *The Texas State University System Board of Regents*.

The cost for classes offered on the high school campuses will be determined based upon courses offered, faculty provided (full-time, part-time), instructional materials and consumable supplies, and other related items for a course.

Table 1: Tuition and Fees

Campus Location	Faculty	Description	Tuition per SCH ¹	Technology Fee	Distance Education Fee (if applicable)	Minimum Number of Credit and Noncredit
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							Students Required
A	LSCO	LSCO ²	Student on LSCO campus with LSCO instructor.	\$45	Waived	Waived	10
B	SCHOOL	LSCO ³	Student at high school site with LSCO instructor.	\$45	Waived	Waived	10
C	SCHOOL	SCHOOL	Student at school site enrolled in academic course (ACGM) with school instructor.	\$45	\$0	\$0	Any
D	SCHOOL	SCHOOL	Student at school site enrolled in CTE course (WECM) with school instructor.	\$0	\$0	\$0	Any

XII. Textbooks and Instructional Supplies.

A. Responsibility of School:

1. Supply students with basic instructional supplies and provide a best effort to supply students with textbooks currently adopted by LSCO.
2. Purchase, store, and maintain textbooks used in the dual enrollment course(s).

B. Responsibility of LSCO:

1. Provide the Embedded Faculty or Principal with a list of adopted textbooks upon hire.
2. Review requests for exceptions to textbook selection and approve textbooks that adequately meet the curriculum objectives for the college dual enrollment courses.

C. Student(s) may be required to provide, at his or her own expense, additional materials such as safety glasses, uniforms, safety shoes, kits, etc.

D. LSCO and the School will consider the use of free or low-cost open educational resources (OER) in courses offered under the program, if available.

XIII. Financial Aid for Swift Transfer (FAST).

A. Responsibilities of the School:

1. Provide the LSCO dual credit contact person with a list of the students who meet federal qualifications for free and reduced lunches using the template provided by LSCO, by the deadline (usually the beginning of August and January).
2. Provide the **TSDS ID** for each student and the social security number if available so the reported students can be matched against TEA and Texas Higher Education Coordinating Board databases. ***Students who do not match the TEA and THECB databases and are not eligible for FAST will be expected to pay the outstanding charges on or before the end of the semester.*

¹Cost per semester credit hour per student.

²Faculty member paid stipend by LSCO

³Faculty member paid by LSCO

3. Provide an alternative means of payment if the School reports a student as eligible via the free and reduced lunch report who is not eligible. This may be done by passing the cost to the student or covering the cost as a district.

B. Responsibilities of LSCO:

1. Communicate the due dates for the FAST student eligibility report submission.
2. Communicate any student discrepancies to the School for any student reported eligible for free tuition who did not qualify and has an account balance.

XIV. Termination and renewal of this memorandum of agreement.

- A. This Agreement shall commence on 1/3/2024 (or day of execution) and expire on 8/31/2028.
- B. Prior to its expiration, this Agreement may be renewed for a period not to exceed four years upon the mutual written consent of both institutions.
- C. Prior to its expiration, this Agreement may be terminated by either institution providing written notice of its intent to terminate to the other institution.
- D. The notice of termination must be provided no later than six (6) months before the desired termination date.

XV. Amendments to this Agreement.

- A. Once signed by the Associate Dean of Off-Campus Instructional Services and the School appointed representative, this agreement may be amended in writing and agreed upon by both parties.
- B. Written requests must be delivered to the School and the Associate Dean of Off-Campus Instructional Services thirty (30) days before the requested amendment is effective.

XVI. Posting of this Agreement.

- A. The current signed Agreement/MOU are required to be posted to the LSCO and School respective website in accordance with Texas Administrative Code Title 19 Part 1 Chapter 4 Subchapter D Rule 4.84.

XVII. Contacts.

- A. This Agreement will be effective for four (4) years from the year the agreement is signed.
- B. For LSCO:
 1. Associate Dean of Off-Campus Instructional Services
- C. For the School:
 1. Superintendent or designated School employee.

Alicia Lloyd, Associate Dean of Off
Campus Instructional Services

Date

Insert Name, Superintendent/Role
Insert Name School

Date

Lamar State College Orange students within your district may be enrolled in online courses and have a need for completing exams that require proctoring in a closely monitored, quiet, and secure location. Maintaining the integrity of LSCO exams is critical. In order to comply with LSCO proctoring guidelines that require authentication of the student and protecting exam security, your assistance in providing this service is very much appreciated.

Please review the proctor responsibilities below and complete details of the Proctoring Center Agreement. A signed copy should be delivered to LSCO's Dual Credit Coordinator and remain on file for the entire academic year. Please complete a separate form for each individual who will assume proctoring responsibilities at the district.

Proctor Responsibilities

1. Confirm the identity of the student prior to exam administration
2. Provide a quiet, non-residential, testing environment
3. Closely monitor students while testing
4. Ensure that the student does not use a cell phone, telephone, calculator, camera, or any electronic devices as reference material during the exam
5. Ensure that the student does not access notes, books, or articles during the exam unless the test specifies otherwise
6. Ensure that the student does not perform prohibited activities during the exam including: tabbed browsing, internet searches, copying exam questions to a local computer, instant messaging, and no use of other electronic reference materials
7. Ensure that the student does not take more than the allotted time to complete the examination
8. Report any attempt by the student to circumvent these guidelines to the instructor immediately
9. Store the exam in a secure location where it cannot be accessed by other students.
10. Ensure no copies of the exam are made
11. Secure the exam until mailing
12. Ship the completed test to the designated address within 24 hours of test completion.

School District: _____

Proctor's name and title: _____

Proctor Telephone number: _____

Proctoring Location: _____

Proctor Email: _____

Proctor Signature _____

Date: _____

Appendix B

Off Campus Instructional Site Information

LSCO must submit a Substantive Change Prospectus to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that includes the following information:

Name of Campus / Building: _____

Address: _____

Intended date of implementation: _____

Proposed Dual Credit Program(s) to be offered: _____

Anticipated Number of Students to enroll in program(s): _____

Total high school enrolled students: _____

Total Number/Percentage of special education students: _____

Total Number/Percentage of economically disadvantaged students: _____

Total Number/Percentage of Limited English Proficiency students enrolled: _____

Describe the adequacy of physical facilities which will support the change:

Classroom(s) to be used in program:

- Dimensions _____

- Capacity (students) _____

Lab(s) to be used in program:

- Dimensions _____

- Capacity (students) _____

Physical and Cybersecurity: (Please explain the police/security presence at the campus, fire and security alarm systems, security surveillance camera systems, process for locking/unlocking exterior doors during campus hours, and explain the cybersecurity protocols and services.)

Equipment: (Describe equipment which will be available for use for the proposed program at this site. This includes computers, wi-fi access, and all equipment available for use in the proposed program(s) to be offered at the site.)

Appendix C

Off-Campus Instructional Site Information Technology Review Procedure

The Lamar State College Orange Off-Campus Instructional Site Information Technology Questionnaire should be included with other documentation provided by the contact person at Lamar State College Orange to any school that will become an off-campus instructional site for Lamar State College Orange.

It must be filled out by the school's Information Technology department and returned to the contact person at Lamar State College Orange along with any other requested documentation.

When received by the contact person at Lamar State College Orange, the questionnaire should be sent to the Associate Vice President of Information Technology for review. The AVP will review the questionnaire to determine if the school district's facility meets the minimum requirements needed to provide instruction for Lamar State College Orange.

If it is determined the school district's facility meets the minimum requirements, the questionnaire will be signed and forwarded to the Director of SACSCOC Reporting or the Institutional Accreditation Liaison. If it is determined that the school district's facility does not meet the minimum requirements, the AVP will inform the Director of SACSCOC Reporting or the Institutional Accreditation Liaison. The AVP will contact the school district and work with them to formulate a plan to help bring the school district's facility to the minimum requirements. Upon agreement to the plan, the questionnaire will be signed and both the questionnaire and copy of the plan will be forwarded to the Director of SACSCOC Reporting or the Institutional Accreditation Liaison.

Off-Campus Instructional Site Information Technology Questionnaire
For {School Name}

Please answer the following questions limiting the scope as indicated in each section. Type your answers under each question expanding the document as needed. Many questions have example answers that should not be considered requirements but are only given as guidance for the type of expected answer. If you have any questions or are uncertain how to answer a question, please contact LSCO's IT Department (helpdesk@lsc.edu) and will help coordinate a response.

I. Personal Computers

Please limit answers to the PC's used in classrooms or labs that directly support classes taught as part of the dual enrollment program.

What make and model of PC's will be used in the classrooms or lab(s)?

What is the minimum processor, RAM, and hard drive specifications for the PC's that will be in use?

What is the minimum OS version?

What is the method of applying updates?

What anti-virus program(s) are installed?

How is the anti-virus program managed?

Is there any other security related software installed on the PC's?

Are the computers joined to an Active Directory domain?

Are group policies used to control certain aspects of PC configuration?

Who manages the desktop PC's?

Is there a periodic refresh cycle for replacing PC's?

Is there a scanner available in the lab or classroom for students use?

II. Bring Your Own Device (BYOD)

Please limit the responses to the students enrolled in the program and the types of devices and access they might have.

Are students issued a laptop or Chromebook for use at home or in the classroom?

Are students or employees allowed to connect personal devices to the campus network?

Is the security posture of student or employee owned devices checked before connection to the network is allowed?

What resources are the student or employee owned devices allowed to access?

III. Software

Please limit answers to the application software available in classrooms or labs that directly support classes taught as part of the dual enrollment program.

What productivity applications are installed?

What browsers are installed?

What PDF viewing or editing software is installed?

IV. Local Area Network (LAN)

Please limit the responses to the networking equipment that services the classrooms and labs used by students enrolled in the program.

What are the make and models of the network switches that connect directly to the classroom PC's (LAN access switches)?

What are the make and models of the core networking switches?

How is network traffic segmented?

Is the LAN monitored for capacity utilization?

Who manages the LAN?

Is access to network closets controlled/secured to authorized personnel only?

How is access controlled?

Is there documentation of request and approval of access?

Is there a periodic refresh cycle for replacing network equipment?

V. Wireless (Wi-Fi)

Please limit the responses to the wireless networking equipment that services the classrooms and labs used by students enrolled in the program.

Is there student access to Wi-Fi on campus?

What is the make and model of the Wi-Fi Access Points?

What is the authentication method for Wi-Fi?

VI. Wide Area Network (WAN)

Please limit the responses to the public facing Internet connection and equipment that services the campus used by students enrolled in the program.

What firewall is installed for protection at the edge of the network?

Are other firewalls installed to protect internal segments of the network?

How is the campus/network connected to the internet?

What is the connection speed?

Who is the internet service provider for commodity Internet?

What is the public IP address range used by the campus (provided by the ISP)?

Is there a secondary/failover Internet connection?

Is the WAN monitored for capacity utilization?

Has the network undergone a controlled penetration test (CPT) by a third party?

Who manages the firewall ruleset?

VII. Identity and Access Management

Answer these questions about computer or network access account management.

Are employees given unique accounts/usernames for accessing school resources?

Is two factor authentication required for employee logins? If so, for which services?

Are students given unique accounts/usernames for accessing school resources?

Is two factor authentication required for student logins? If so, for which services?

Are students required to use their account/usernames to login to classroom or lab computers?

Are students and/or employees required to change their password at regular intervals?

Are student accounts created using an automated process or manual process?

Are student accounts expired or deleted when they are no longer needed?

Is it done using an automated or manual process?

Are employee accounts created using an automated or manual process?

Are employee accounts expired or deleted when the employee is terminated?

Are IT system administrators (superusers) given a separate, elevated privilege account for use when managing systems?

Is use of elevated privilege accounts logged and monitored?

VIII. Compliance

Answer these questions relating to compliance with information technology and information security regulations, rules, and policies.

Is there a published set of Information Technology policies including Appropriate Use of Technology and Cybersecurity policies?

Is there a district cybersecurity plan? May we have a copy of it?

Who is the district cybersecurity coordinator?

Is there an Appropriate Use Policy or other IT Policy acknowledgement required at login?

Is there annual security awareness training for employees?

Is there training for employees handling confidential or regulated information?

Has the district undergone a cybersecurity compliance audit by an internal or external auditor? No

Name of School	
Questionnaire Completed by	
Phone	
Email	
Date completed	

For Lamar State College Orange Use Only	
Completed Questionnaire Received by:	Name: Title: Date:
Completed Questionnaire Reviewed by:	Name: Title: Date:
Completed Questionnaire Reviewed by:	Name: Title: Date:
Completed Questionnaire Reviewed by:	Name: Title: Date:
Plan of Action and Milestones Required:	Yes No Name: Date:
Plan of Action and Milestones Requested by:	Name: Title: Date:
Plan of Action and Milestones Agreed to by:	Name: Title: Date:



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

**INTERLOCAL AGREEMENT BETWEEN
THE CITY OF COPPERAS COVE AND THE COPPERAS COVE
INDEPENDENT SCHOOL DISTRICT REGARDING THE IMPLEMENTATION
AND ADMINISTRATION OF A YOUTH DIVERSION PROGRAM**

This INTERLOCAL AGREEMENT (hereinafter referred to as the “Agreement”) for the implementation and administration of a “Youth Diversion Program” is hereby made and entered into by and between the CITY OF COPPERAS COVE, TEXAS (hereinafter referred to as “Copperas Cove” or the “City”), a home rule municipality, acting by and through its City Manager, Ryan Haverlah; and the COPPERAS COVE INDEPENDENT SCHOOL DISTRICT (hereinafter referred to by name or as the “School District” or “District”), a political subdivision of the State of Texas, acting by and through its Superintendent, Dr. Brent Hawkins, (all jointly referred to as the “Parties”); hereto duly authorized, pursuant to authority granted under the Interlocal Cooperation Act, Chapter 791, Texas Government Code.

RECITALS

WHEREAS, the Texas Legislature has mandated the implementation of a “Youth Diversion Program” in the municipal and justice courts of the State by January 1st, 2025, in House Bill 3186 (H.B. 3186) and the accompanying addition of Section E to Chapter 45 of the Texas Code of Criminal Procedure;

WHEREAS, it is the goal of the City of Copperas Cove to comply with the mandates of the Texas Legislature in H.B. 3186 and Chapter 45, Section E of the Texas Code Criminal Procedure by implementing a “Youth Diversion Program” to accomplish the objectives of:

1. Reducing recidivism and the occurrence of problem behaviors through intervention without having to criminally adjudicate children in justice and municipal courts;
2. Identifying “at-risk” youth, including youth the mental health needs, substance use disorders, or intellectual and developmental disabilities and, where appropriate, make referral to early youth and intervention services under Subchapter D, Chapter 264 of the Texas Family Code;
3. Authorizing diversions of children charged with certain offenses punishable by the imposition of a fine from criminal adjudication that emphasize the accountability and responsibility of the parent and the child for the child’s conduct while also promoting community safety; and
4. Increasing collaboration between governmental, educational, and non-profit organizations in devising local and regional diversion strategies in rural and urban counties and municipalities;

WHEREAS, the Parties desire to comply with the mandates of the Texas Legislature regarding the implementation of a “Youth Diversion Program” and strive to accomplish the goals set out above thereto in the furtherance of providing meaningful and impactful alternatives to criminal prosecution of minor, school-aged children for problematic behaviors which emphasize

accountability and involve the children's parent(s), guardian(s), and/or extended family units where possible as well as a strategic framework for identifying and providing appropriate intervention and support for "at-risk" youth with mental health needs, substance abuse disorders, and/or intellectual or developmental issues.

WHEREAS, the Parties are authorized to enter into Interlocal Agreements for the performance of governmental functions such as the implementation and administration of a "Youth Diversion Program" pursuant to the authority granted under the Interlocal Cooperation Act, Chapter 791, Texas Government Code, which encourages interlocal cooperation among governmental entities for the performance of governmental functions.

NOW THEREFORE, the Parties hereto agree and, by execution hereof, are bound to the mutual obligations herein contained and to the performance and accomplishment of tasks hereinafter described:

1. The Copperas Cove Independent School District will make initial contact with the parent(s) and/or guardian(s) of the child and have a meeting to discuss potential participation in an applicable aspect or program of the "Youth Diversion Program" with both child and his or her parent(s) or guardian(s).
2. If the child and parent(s) or child and guardian(s) reach an agreement that participation in the recommended aspect and/or program, a formal recommendation will then be made by the school official assigned to the matter by the School District to the Copperas Cove Municipal Court for specific diversion terms.
3. The Copperas Cove Independent School District will then assist the Court in monitoring the diversion agreement terms and follow-up with the child and their parent(s) and/or guardian(s) on their, or their child's, diversion progress as applicable.
4. Counseling Services will be provided through the School District as well as any already affiliated and approved and/or subsequently approved private counseling providers as ordered by the Judge of the Copperas Cove Municipal Court or recommended by the school official in charge of the diversion and approved by the Court.
5. Mandatory educational and/or rehabilitation-related courses may additionally be ordered by the Copperas Cove Municipal Court Judge which may be conducted during school hours and supervised at the discretion of the applicable school.
6. The School District will also provide supervised community opportunities, such as stadium clean-up, graffiti removal and other such programs as an opportunity for involved children to demonstrate some level of atonement.
7. The diversionary process is always evolving, which means that any additionally agreed-upon processes, educational classes, or programs that are deemed appropriate by the School District and/or Court to further assist the children or some portion of the children involved with the "Youth Diversion Program" as a whole – or any particular child on an individualized basis – will be considered and may be ordered as part of any participating child's diversionary plan.

GENERAL TERMS & CONDITIONS

- a. **Binding Agreement:** The Agreement binds the City of Copperas Cove, Texas and Copperas Cove Independent School District upon execution of the Agreement by a duly authorized representative from each Party; and constitutes a binding obligation on each party which shall be binding on and inure to the benefit of the Parties hereto and their respective legal representatives, successors and assigns, except as otherwise expressly provided herein.
- b. **Authorization:** This Agreement has been duly and properly approved by each party's governing body, by and through each party's chief official or other designated representative as set forth above.
- c. **Law & Venue:** This Agreement shall be construed in accordance with the laws of the State of Texas, and venue for all purposes hereunder shall be in Coryell County, Texas.
- d. **Severability:** If any provision hereof is determined by any court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be fully severable here from, and this Agreement shall be construed and enforced as if such invalid, illegal or unenforceable provision never comprised a part hereof; and the remaining provisions shall continue in full force and effect.
- e. **Liability:** The Agreement is not intended to extend the liability of the parties beyond that provided by law. Neither the City of Copperas Cove nor the Copperas Cove Independent School District waives any immunity or defense that would otherwise be available to it against claims by third parties. Neither the City of Copperas Cove nor the Copperas Cove Independent School District waives any common law or statutory immunity or defense that would otherwise be available to it against claims by third-parties. Therefore, it is understood and agreed that, by execution of this Agreement, neither the City of Copperas Cove nor the Copperas Cove Independent School District waives or surrenders any of its governmental powers or immunities.
- f. **Captions:** The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.
- g. **Amendments:** This Agreement may be jointly reviewed and updated at the written request of either the City of Copperas Cove or the Copperas Cove Independent School District to ensure an updated perpetual agreement.
- h. **Supersedes Prior Agreements:** This Agreement supersedes all prior Agreements concerning the subject matter of this Interlocal Agreement.
- i. **Termination of Agreement:** This Agreement may be terminated by either Copperas Cove or the Copperas Cove Independent School District with written notice forty-five (45) days prior to the termination date.

- j. **Execution of Agreement:** This Agreement may be executed in multiple originals. The Parties agree that it is not necessary for each or every Party to execute the same physical document. This document may also be executed by electronic signature.
- k. **Entire Agreement:** This Agreement constitutes the final and entire Agreement between the Parties hereto and contains all of the terms and conditions agreed upon. No other Agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto unless same be in writing, dated subsequent to the date hereof, and duly executed by the Parties.

ACCEPTANCES

By their signatures below, the duly authorized representatives of the City of Copperas Cove and Copperas Cove Independent School District hereby enter into this Interlocal Agreement.

This Agreement shall be effective on the ___ day of _____ 2025.

APPROVED BY THE CITY COUNCIL OF THE CITY OF COPPERAS COVE, TEXAS, in its meeting held on the 21 day of Jan., 2025; and executed by its authorized representative.

CITY OF COPPERAS COVE, TEXAS


Ryan Haverlah, City Manager

ATTEST:



Lisa Wilson, City Secretary

APPROVED BY THE COPPERAS COVE INDEPENDENT SCHOOL DISTRICT, in the meeting of its school board and/or other school officials held on the ___ day of __ 2025; and executed by its authorized representative.

COPPERAS COVE INDEPENDENT SCHOOL DISTRICT

BY: _____

_____ (Superintendent)

ATTEST:

(Official Witness)

**RESOLUTION OF THE BOARD OF TRUSTEES
OF THE COPPERAS COVE ISD**

WHEREAS, the Copperas Independent School District Board of Trustees recognizes that the territory included in the Copperas Cove Independent School District (“Copperas Cove ISD” and/or the “District”) was recently closed due to in-climate weather in one calendar year; and

WHEREAS, Copperas Cove ISD was closed for 1 school day on January 21, 2025; and

WHEREAS, through circumstances beyond their control, Copperas Cove ISD employees were forced to miss work at Copperas Cove ISD during the school closure; and

WHEREAS, the Board of Trustees of Copperas Cove ISD seeks to retain its employees and facilitate their return to duty; and,

WHEREAS, the Board of Trustees of Copperas Cove ISD finds that compensating employees for a day missed as a result of in climate weather and the pandemic serves an important public purpose in that continued retention of such employees shall enable the school district to efficiently resume educational activities, and such compensation is necessary in the conduct of the public schools in accordance with Texas Education Code 45.105.

IT IS THEREFORE:

RESOLVED that the Board of Trustees of Copperas Cove ISD hereby authorizes the Superintendent, or designee, to compensate employees for a day when the District was closed due to in climate weather and the pandemic, at their regular rates of pay, according to the duty schedule they would have otherwise worked; and

FURTHER RESOLVED that this resolution is not meant to excuse any failure to report for duty during this day by any employees who were instructed by the administration to do so or who were required by contract or job description to report for duty, or employees who are emergency services personnel or whose presence was necessary to provide for the safety and well-being of the general public;

FURTHER RESOLVED that the Board of Trustees of Copperas Cove ISD hereby authorizes the Superintendent, or designee, to further compensate hourly non-exempt employees who worked for the District when the District was closed due to in climate weather and the pandemic; provided any such compensation shall be paid at their regular

hourly rate of pay, according to the terms and conditions approved by the Superintendent or designee; and

FURTHER RESOLVED that the Board of Trustees of Copperas Cove ISD hereby authorizes the Superintendent or designee to not require those hourly non-exempt employees who are paid for the time the District is closed due to in-climate weather and the pandemic but who did not work during that period, to make up such work, without additional pay, at a time designated by the Superintendent or designee.

FURTHER RESOLVED that the Board of Trustees of Copperas Cove ISD hereby authorizes the Superintendent to revise the 2024-2025 school calendar if a day missed due to the in-climate weather and the pandemic are to be made up by students and/or staff.

CERTIFICATE FOR RESOLUTION

I hereby certify that the foregoing resolution was presented to the Board of Trustees of the Copperas Cove Independent School District during a regularly scheduled meeting on February 11, 2025. A quorum of the Board of Trustees being then present, it was then duly moved and seconded that the resolution be adopted, and such resolution was then adopted according to the following vote:

Ayes: _____
Nays: _____
Abstentions: _____

To certify which, witness my hand and the official seal of the District this 11th day of February, 2025.

President, Board of Trustees



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

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AIC(LEGAL)

ACCOUNTABILITY: INTERVENTIONS AND SANCTIONS

At Alternative Management, new text has been included due to changes to the Administrative Code, which became effective September 10, 2024. At Training of Board of Managers, language has been added relating to training requirements for board members who are appointed to join a board of managers. New rules effective on September 18, 2024, regarding Special Program Performance Determination and cyclical monitoring have also been included. In addition, adjustments to margin notes have been made elsewhere in the policy.

AIE(LEGAL)

ACCOUNTABILITY: INVESTIGATIONS

Language has been added at Compliance Monitoring Activities due to Administrative Code changes effective September 18, 2024. The new section at Supervision Under IDEA reflects recent amendments from the Administrative Code that outline TEA's procedures for investigating and issuing findings related to violations of the Individuals with Disabilities Education Act (IDEA).

CAA(LOCAL)

FISCAL MANAGEMENT GOALS AND OBJECTIVES: FINANCIAL ETHICS

Recommended revisions to this local policy at Federal Awards Disclosure are to align text with updated rules regarding federal grants found in the Code of Federal Regulations. This guidance became effective October 1, 2024, and is reflected in CBB(LEGAL). The phrase "or designee" is recommended for deletion throughout the policy, except in places where the designation of another individual could be in place of the superintendent or board president and not just the superintendent as is the case in most other policies.

The Legal Issues in Update 124 memo, available with your Update 124 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

CBB(LEGAL)

STATE AND FEDERAL REVENUE SOURCES: FEDERAL

Extensive revisions and additions have been made to this legally referenced policy in light of updated rules about federal grants found in the Code of Federal Regulations, effective October 1, 2024.

CDA(LOCAL)

OTHER REVENUES: INVESTMENTS

The section on Sellers of Investments is recommended for revision to specify that representatives with distributors of investment pools must be registered with the Texas State Securities Board, have membership in the Securities Investor Protection Corporation, and be in good standing with the Financial Industry Regulatory Authority. Distributors of investment pools must also be registered in good standing with the Municipal Securities Rulemaking Board.

The Legal Issues in Update 124 memo, available with your Update 124 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

CFA(LEGAL)

ACCOUNTING: FINANCIAL REPORTS AND STATEMENTS

TEA's Financial Accountability System Resource Guide has been updated to version 19, and those updates were adopted by reference in the Administrative Code effective March 31, 2024. The guide's version number has been updated at Account System, Financial Accountability System Resource Guide.

CFC(LEGAL)

ACCOUNTING: AUDITS

TEA's Financial Accountability System Resource Guide has been updated to version 19, and those updates were adopted by reference in the Administrative Code effective March 31, 2024. The guide's ver-

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sion number has been updated at Financial Accountability System Resource Guide. A reference to material in the Administrative Code has been included in the Financial Accountability Rating System (School FIRST) section of this policy.

CH(LEGAL) PURCHASING AND ACQUISITION

General provisions relating to interlocal contracts have been moved to GRB(LEGAL). Language specific to interlocal contracts used for purchasing remains in this legally referenced policy. A note has been added to assist readers in accessing additional provisions related to interlocal agreements.

CKEA(LEGAL) SECURITY PERSONNEL: COMMISSIONED PEACE OFFICERS

A section on Medical and Psychological Exams has been added under Required Policies due to policy adoption requirements found in Senate Bill 1445 (88th Regular Session). The Texas Commission on Law Enforcement (TCOLE) has created a model policy that police departments (not the school board) must adopt. The TCOLE model policy was made available in May 2024 with a September 1, 2024, deadline for law enforcement agencies to submit their policies.

CKEB(LEGAL) SECURITY PERSONNEL: SCHOOL MARSHALS

A new section on Psychological Fitness includes the requirements and processes outlined in Administrative Code rules to conform with changes to the Occupations Code made by Senate Bill 1445 (88th Regular Session). The new rules require TCOLE to adopt standards and procedures for the psychological examination of school marshal applicants, school marshal licensees, and school marshal licensees for whom there is reason to believe a new examination is necessary to ensure the individuals are able to perform the duties for which the school marshal license is required. There is also a clarification of the reporting requirements for school marshal appointing entities. A new reporting responsibility relating to psychological fitness has been included at District Responsibilities, and a new section at Fit for Duty Review has been added to reflect the new requirements from TCOLE.

CO(LEGAL) FOOD AND NUTRITION MANAGEMENT

The revisions in this legally referenced policy reflect changes to federal rules related to child nutrition programs that became effective July 1, 2024.

COA(LEGAL) FOOD AND NUTRITION MANAGEMENT: PROCUREMENT

Substantial additions have been made at Conflicts of Interest to reflect rule amendments that became effective on October 1, 2024. A new section on Procurement Training has been added to comply with an addition to the Code of Federal Regulations, effective July 1, 2024.

COB(LEGAL) FOOD AND NUTRITION MANAGEMENT: FREE AND REDUCED-PRICE MEALS

Revisions to this policy reflect amendments to federal rules, effective July 1, 2024, changing terminology from "meal supplements" to "afterschool snacks." At Community Eligibility Provision, the minimum identified student percentage has changed from 40 to 25 based on an amended rule effective October 26, 2023. This change will give states and schools more flexibility to offer meals to all enrolled students at no cost when financially viable. Reference links have also been updated.

Please note: If your district is participating in the Community Eligibility Provision or Special Assistance Provision 2 program, please review your COB(LOCAL). If the policy is missing language to address the program in place in your district, please contact your policy consultant.

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CQA(LEGAL) TECHNOLOGY RESOURCES: DISTRICT, CAMPUS, AND CLASSROOM WEBSITES

The citation at item 48 under Other Required Internet Postings has been updated based on amendments to the Administrative Code.

CQC(LEGAL) TECHNOLOGY RESOURCES: EQUIPMENT

Under Transfer of Equipment to Students, a new subsection on Standards has been added based on guidance recently developed by TEA as required by House Bill 18 (88th Regular Session). The standards provide guidance to districts on what electronic devices and software applications are permissible for use in the district.

CV(LEGAL) FACILITIES CONSTRUCTION

A Note has been added on page 11 to direct readers to other policies related to interlocal contracts generally and interlocal contracts for purchasing good and services, based on organization of those provisions at different codes.

CY(LOCAL) INTELLECTUAL PROPERTY

Revisions are recommended throughout this local policy to clarify the circumstances under which the district's intellectual property may be used and where ownership of intellectual property lies when material is created by a district employee. Other recommended revisions clarify how district employees may use other copyrighted material, including copyrighted material used for performances and displays in instruction.

D(LEGAL) PERSONNEL

Provisions on genetic nondiscrimination, previously at DAB, have been moved to DAA, and policy DAB has been deleted. The D section table of contents has been revised to reflect that change.

DAA(LEGAL) EMPLOYMENT OBJECTIVES: EQUAL EMPLOYMENT OPPORTUNITY

Changes have been made to comport with the new federal Pregnant Workers Fairness Act (PWFA) regulations, effective June 18, 2024.

Because the legal framework is being revised in light of the PWFA, we have taken the opportunity to significantly streamline content on employee nondiscrimination. Provisions regarding employee nondiscrimination were previously divided between DAA(LEGAL), addressing nondiscrimination in hiring and ending employment, and DIA(LEGAL), addressing nondiscrimination in terms, conditions, and privileges of employment. In order to minimize duplication of language and simplify the legally referenced materials, provisions regarding employment nondiscrimination have been moved to this code. Provisions relating to the Genetic Information Nondiscrimination Act (GINA) have also been moved to this legally referenced policy from DAB(LEGAL) to consolidate all nondiscrimination laws into one location.

DAB(LEGAL) EMPLOYMENT OBJECTIVES: GENETIC NONDISCRIMINATION

Provisions on genetic nondiscrimination have been relocated to DAA(LEGAL) for clarity and continuity, and policy DAB has been deleted. All employment-related nondiscrimination language is now consolidated into DAA(LEGAL).

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DBB(LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS: MEDICAL EXAMINATIONS AND COMMUNICABLE DISEASES

The policy cross-reference at Genetic Information has been updated to DAA to conform with the recoding of the provision there.

DECA(LEGAL) LEAVES AND ABSENCES: FAMILY AND MEDICAL LEAVE

Cross-references to DAB regarding genetic nondiscrimination have been updated to DAA throughout to conform with provisions recoded at this update.

DECB(LEGAL) LEAVES AND ABSENCES: MILITARY LEAVE

Updated provisions have been included at Federal Military Leave to comport with the Civilian Reservist Emergency Workforce Act of 2022.

DG(LEGAL) EMPLOYEE RIGHTS AND PRIVILEGES

A new section on Voting reflects existing provisions from the Election Code related to allowing employees time off to vote. This addition was suggested by a member of the Texas Council of School Attorneys, and we agreed it would be a helpful legal reference.

DH(LOCAL) EMPLOYEE STANDARDS OF CONDUCT

The provisions addressing tobacco and e-cigarettes are recommended for revision to include nicotine products regardless of whether the product contains tobacco. This language aligns with the language included in the Model Employee Handbook.

The Legal Issues in Update 124 memo, available with your Update 124 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

DI(LEGAL) EMPLOYEE WELFARE

Revisions at Reporting Workplace Violence reflect amended Administrative Code rules, which became effective January 8, 2024.

DIA(LEGAL) EMPLOYEE WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

To eliminate duplication and reduce confusion, this legally referenced policy has been substantially revised to recode employee nondiscrimination provisions to policy DAA(LEGAL).

DMA(LEGAL) PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT

Changes to the subsection on Gifted and Talented Education reflect Administrative Code amendments that became effective September 1, 2024.

EC(LEGAL) SCHOOL DAY

At Pledges of Allegiance, a cross-reference has been added to policy FNA for additional information on patriotic observances.

EFB(LEGAL) INSTRUCTIONAL RESOURCES: LIBRARY MATERIALS

The Note at the beginning of this legally referenced policy has been deleted, as all deadlines to appeal in the *Book People, Inc. v. Wong* case have passed and the injunction put in place by the Fifth Circuit Court

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of Appeals is now permanent. Other citations to the case have been amended accordingly. Also, the statutory definition of “obscene” has been included in this policy as a legal reference.

EHAA(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (ALL LEVELS)

The Education Code requirement to obtain written consent of a student’s parent before the student may be provided with human sexuality instruction expired on August 1, 2024. The expired subsection has been removed from this legally referenced policy. TEA has issued [guidance](#) about this change. Districts are encouraged to clarify local expectations for parental consent regarding human sexuality instruction in their local student handbook.

EHAC(LEGAL) BASIC INSTRUCTIONAL PROGRAM: REQUIRED INSTRUCTION (SECONDARY)

Several revisions have been made to the Middle School Advanced Math Program section based on new Administrative Code rules, effective July 8, 2024. In the CPR and AED Instruction section, revisions regarding the applicability of the requirements have been made based on rule changes effective August 1, 2024.

EHB(LEGAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

This policy includes substantial revisions, most of which are the result of amended Administrative Code rules effective June 30, 2024. At Parental Notice of Assistance for Learning Difficulties, a phrase has been added to item 3e to clarify the content in the cited Education Code provision. A new section with Definitions now found in the Administrative Code has been added. The provisions at Board Action Required and Screening, Testing, and Identification have been updated. Extensive edits at Parent Education are due to revisions from the Administrative Code. Changes include a new paragraph on Instruction and deletion of text related to a dyslexia reading program.

EHB(LOCAL) CURRICULUM DESIGN: SPECIAL PROGRAMS

Recommended revisions to this local policy on Special Programs reflect updated Administrative Code rules addressing dyslexia and related disorders, specifically inclusion of references to the *Dyslexia Handbook* and admission, review, and dismissal (ARD) committee decisions.

EHBA(LEGAL) SPECIAL PROGRAMS: SPECIAL EDUCATION

Extensive revisions to this legally referenced policy have been made as a result of Administrative Code revisions, effective August 22, 2024. A section on Policies, Procedures, Programs, and Practices has been added, as have provisions addressing Interventions and Sanctions to identify potential consequences for IDEA violations. The paragraph addressing discipline has been removed as the text is no longer in the Administrative Code. The text addressing Instructional Arrangements and Settings includes revisions throughout all subsections, and revisions have also been made to the provisions regarding Other Program Options, Contracts for Services, and Instructional Day. A reference to the applicable Administrative Code provision has been added at Extended School Year Services.

EHBAA(LEGAL) SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY

Substantial additions and amendments throughout this legally referenced policy reflect changes to the Administrative Code, effective July 30, 2024. A Student Communication section regarding student evaluation for special education has also been added. The Eligibility and Reevaluations section now includes a Birth Through Age Two subsection to conform to Administrative Code rules.

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EHBAB(LLEGAL) SPECIAL EDUCATION: ARD COMMITTEE AND INDIVIDUALIZED EDUCATION PROGRAM

Changes to the Administrative Code resulted in updates throughout this legally referenced policy. Details related to the responsibilities of the admission, review, and dismissal committee have been added, and a provision relating to dyslexia is included in the section about Committee Members. Parent Participation includes revisions that became effective July 30, 2024, and a provision on Content of the IEP has been added. Revisions at Supplemental Special Education Services became effective May 28, 2024. Dyslexia and autism components have been amended, along with the Visual Impairment or Hard of Hearing section. Failure to Reach Agreement has also been amended to increase clarity around requirements. Finally, a section addressing the Eligibility Folder has been added and Teacher Access to IEP amended.

EHBAC(LLEGAL) SPECIAL EDUCATION: STUDENTS IN NONDISTRICT PLACEMENT

Residential Facilities has been revised in accordance with Administrative Code amendments, effective on August 22, 2024. A reference to the Administrative Code at District Placements points readers to an amended rule regarding the district's ability to contract with a nonpublic or nondistrict operated day program provider. An update at School for the Blind and Visually Impaired and School for the Deaf reflects revisions to the Administrative Code effective August 22, 2024.

EHBAD(LLEGAL) SPECIAL EDUCATION: TRANSITION SERVICES

Significant revisions at Individual Transition Planning are due to Administrative Code changes effective July 30, 2024. A new subsection on the Transition and Employment Designee required of each district has been added in accordance with rule changes that became effective August 22, 2024.

EHBAAE(LLEGAL) SPECIAL EDUCATION: PROCEDURAL REQUIREMENTS

The Prior Notice and Consent section includes provisions to align with revisions to the Administrative Code, effective July 30, 2024. Substantial revisions at Transfer of Rights to Adult Students are to clarify requirements in the Administrative Code.

EHBBA(LLEGAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

Administrative Code rules regarding gifted and talented students were amended to be effective September 1, 2024. Changes have been made throughout this legally referenced policy to align with the new rules and to clarify requirements.

EHBBL(LLOCAL) SPECIAL PROGRAMS: GIFTED AND TALENTED STUDENTS

Changes to the Texas State Plan for the Education of Gifted/Talented Students, approved by the State Board of Education in September 2024, prompted updates in terminology throughout this local policy. Recommended revisions at Funding are to align the text with requirements in the Education Code and in Administrative Code rules.

EHBBCA(LLEGAL) COMPENSATORY SERVICES AND INTENSIVE PROGRAMS: ACCELERATED INSTRUCTION

Revisions at Accelerated Instruction reflect changes to the Administrative Code, effective May 22, 2024. A new section at Significantly Below Satisfactory has been included in accordance with Administrative Code revisions. Sections on Repeating a High School Course and Ratio Waiver have also been added due to the revised regulatory guidance.

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EHBG(LLEGAL) SPECIAL PROGRAMS: PREKINDERGARTEN

Administrative Code revisions that became effective June 9, 2024, prompted several changes to this legally referenced policy. The subsection relating to Eligibility for high-quality prekindergarten programs has been amended. The eligibility requirements are the same as those listed earlier in the policy for tuition-free prekindergarten. Rule changes also required other revisions throughout the policy, including to Teacher Requirements and Supervisor Requirements.

EHDD(LLEGAL) ALTERNATIVE METHODS FOR EARNING CREDIT: COLLEGE COURSE WORK/DUAL CREDIT

A rewriting of Administrative Code rules, effective May 16, 2024, led to substantial revisions at Dual Credit Programs and at Dual Credit Agreement. The Administrative Code was amended in a way that allowed deletion of the Education Code requirements regarding agreements, as all requirements are now consolidated in one list at Dual Credit Agreement. Provisions addressing the FAST Program have also been amended to reflect revisions to Administrative Code rules.

EI(LLEGAL) ACADEMIC ACHIEVEMENT

Language relating to instruction in the use of an automated external defibrillators (AED) has been added to the subsection on CPR, pursuant to revisions in the Administrative Code, effective August 1, 2024.

EIE(LLEGAL) ACADEMIC ACHIEVEMENT: RETENTION AND PROMOTION

At Parental Option to Retain, a subsection on Passing Grades has been added to clarify the legal standard for assignment of grades when a course is retaken after a passing grade.

EIF(LLEGAL) ACADEMIC ACHIEVEMENT: GRADUATION

A reference has been included in this policy pointing to the Administrative Code rule for further details relating to specific endorsements, including the STEM endorsement, that became effective August 1, 2024. Provisions addressing Physical Education and Other Physical Education Activities have been clarified to align with rule amendments effective August 1, 2024.

EKBA(LLEGAL) STATE ASSESSMENT: ENGLISH LEARNERS/EMERGENT BILINGUAL STUDENTS

Revisions throughout the policy reflect amended Administrative Code rules, effective September 24, 2024, and the provisions have been reorganized for clarity and ease of reading.

ELA(LLEGAL) CAMPUS OR PROGRAM CHARTERS: PARTNERSHIP CHARTERS

An expired Administrative Code provision addressing partial year as it relates to charter partnerships has been deleted. Administrative Code changes, effective March 26, 2024, also resulted in the removal of a provision regarding appeals of a decision made by TEA to deny, remove, or return an eligibility approval request.

FFB(LLEGAL) STUDENT WELFARE: CRISIS INTERVENTION

The subsection previously titled Threat Assessment Team has been revised to include "Safe and Supportive Schools" to align with terminology used by TEA.

FFG(LLEGAL) STUDENT WELFARE: CHILD ABUSE AND NEGLECT

The Definitions section of this legally referenced policy has been revised to better define Child Abuse and Neglect by including detailed language from the Family Code.

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FFG(LOCAL)

STUDENT WELFARE: CHILD ABUSE AND NEGLECT

Under Reporting Child Abuse and Neglect, a new subsection on Oral Reports is recommended to comply with revisions to the Family Code and Administrative Code. Recommended revisions at Making a Report are to clarify new requirements in the Education Code stating that reporting individuals must provide their name and contact information when making a report. The policy still states that the identity of a person making a report of suspected child abuse or neglect shall be kept confidential and disclosed only in accordance with the law.

FFH(LEGAL)

STUDENT WELFARE: FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION

This legally referenced policy has been updated to remove an editor's note that is no longer applicable since a Texas federal court enjoined the Office for Civil Rights from enforcing this interpretation of the Title IX rules in June 2024. Policy Service issued a Policy Alert notifying districts of this change in July 2024.

FM(LEGAL)

STUDENT ACTIVITIES

In the UIL Allotment section, a robust Definitions section has been added in accordance with revisions to Administrative Code rules, effective on August 4, 2024.

FNA(LEGAL)

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT EXPRESSION

Under Patriotic Observances, a reference to policy EC has been added to provide additional information regarding pledge of allegiance requirements.

FOF(LEGAL)

STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES

A paragraph regarding the discipline of students with disabilities been removed from the Students Receiving Special Education Services section due to amendments to the Administrative Code that became effective July 30, 2024.

GA(LEGAL)

ACCESS TO PROGRAMS, SERVICES, AND ACTIVITIES

New provisions addressing Web Content and Mobile App Accessibility have been added based on revisions found in the Code of Federal Regulations.

GKA(LOCAL)

COMMUNITY RELATIONS: CONDUCT ON SCHOOL PREMISES

Recommended language prohibiting electronic vaporizing devices has been added to the Tobacco and E-Cigarettes section of this local policy.

The Legal Issues in Update 124 memo, available with your Update 124 materials under [Local Manual Updates](#) on Policy Online (TASB login required), describes common legal concerns and best practices specific to this policy's topic.

GRB(LEGAL)

RELATIONS WITH GOVERNMENTAL ENTITIES: INTERLOCAL COOPERATION CONTRACTS

Revisions to this legally referenced policy are based on the requirements of the Interlocal Cooperation Act. Details that were formerly in CH(LEGAL) have been recoded here to ensure all general interlocal agreement requirements are consolidated into one location. A citation to CNA(LEGAL) has been added to point readers to additional information relating to the operation of a transportation system.

CCISD ENROLLMENT 2024-2025

Date:												1/31/2024		
	29-Jan-25	Fairview/ Miss Jewell	Hettle Halstead	Clements/ Parsons	Mae Stevens	Martin Walker	Williams/ Ledger	House Creek	S.C. Lee Junior High	C.C.J.H.S.	Copperas Cove High	Cross- Roads	TOTAL	Last Year Total
EE				9								9	0	9
Pre-Kindergarten				276								276	333	-57
Kindergarten	73	79	140		62	87	99					540	474	66
1st	69	73	125		55	89	92					503	502	1
2nd	74	55	129		66	102	96					522	546	-24
3rd	63	62	128		57	104	122					536	573	-37
4th	79	57	142		59	115	106					558	557	1
5th	78	53	157		54	113	104					559	565	-6
6th								307	281			588	574	14
7th								318	255			573	595	-22
8th								298	283			581	576	5
9th										582	2	584	611	-27
10th										552	14	566	587	-21
11th										526	51	577	632	-55
12th										522	69	591	516	75
DAEP	0	0	0		0	0	0	2	4	6	4	16	35	-19
SELF CONTAINED	27	20	39	44	15	28	25					198	215	-17
PK at Walker												0	0	0
Jr. High at Walker												0	0	0
												0	0	0
												0	0	0
CURRENT TOTAL	463	399	860	329	368	638	644	925	823	2,188	140	7,777	7,891	-114
% of Projected Peak	85.11%	95.23%	106.57%	76.16%	103.37%	91.67%	115.00%	98.09%	99.40%	97.63%	87.50%	97.38%		
Last Year Total	485	392	828	380	384	711	585	922	842	2,237	125		7,891	
change to last yr.	-22	7	32	-51	-16	-73	59	3	-19	-49	15	-114		

Change to previous WEEK= 8

		Last Yr Count	Current to Last
ELEMENTARY LEVEL TOTAL	3,701	3,765	-64
JR. HIGH LEVEL TOTAL	1,748	1,764	-16
CCHS TOTAL	2,188	2,237	-49
CROSSROADS TOTAL	140	125	15
CCISD TOTAL	7,777	7,891	-114

Current Year High Enrollment: **7,813 9/19/2024**
 Projected Peak for 2024-2025: **7,986**
 Last Year High Enrollment: **8,013 9/20/2023**

Crossroads
 9th -2
 10th - 15
 11th- 65
 12th - 68

Last Count From Current Year:	Fairview/ Jewell	Hettle Halstead	Clements/ Parsons	Mae Stevens	Martin Walker	Williams/ Ledger	House Creek	S.C. Lee Lee	C.C.J.H.S.	CCHS	Cross- roads
	By Campus:	461	397	862	326	366	635	644	919	824	2,187
By Level:	Elem.	Jr. High	High Sch.	TOTAL							
	3,691	1,743	2,335	7,769	last count						



Copperas Cove Independent School District
408 South Main
Copperas Cove, Texas 76522

CCISD Board Report
Mae Stevens Early Learning Academy
January 31, 2025

Enrollment	Students on Campus	Attendance Rate (YTD)
Pre-K 4	288	85.9%
3 year olds (includes itinerant speech)	30	91.5%
Total	318	91.2%

Campus Happenings & Activities:

I am always proud to share the great work happening at Mae Stevens Early Learning Academy, especially when it comes to our dedicated staff and the incredible growth of our students. January was a particularly exciting month for our campus as we wrapped up our middle-of-year (MOY) assessments. This provided an excellent opportunity for our teachers to gather valuable data on the progress our students have made so far.

In our continuous efforts to improve systems and ensure the accuracy of our results, we rolled out a new plan that's been in the works for over a year. For the first time during this assessment window, we had retired teachers join us on campus to conduct the assessments. Since our students are four years old, all testing must be done individually and face-to-face. In the past, this process required teachers to miss valuable instructional time. However, with our new approach, certified teachers with pre-k experience conducted the assessments, and classroom instruction remained uninterrupted. Over a two-week period, students were assessed without any loss of academic time.

Now that the assessments are complete, our teachers are diving into the data, identifying strengths and areas for growth—both for their students and themselves. They're not only reflecting on how to best support the children in their care, but also evaluating their own professional development and identifying areas for improvement.

In January, our students had the exciting opportunity to perform for the School Board, and they thoroughly enjoyed showcasing their singing and performance skills. After just a few weeks of practice, the students confidently stood front and center, proudly singing about Texas while wearing bandanas and cowboy hats. It was likely the teachers and aides, leading from the back of the gym, who felt the most pride in their students' accomplishments. We hope the School Board enjoyed their visit and left with fond memories of our Pre-K center.

In January, our school had the pleasure of hosting our annual "Dad's Day," which brought 112 family members to campus – including dads, granddads, uncles, dad surrogates, and even some moms (we welcome all family representatives). The event offered an exciting opportunity for these family members to get involved with their children's education.

Dads spent the day in the classroom with their students, engaging with both their children and teachers to experience what pre-kindergarten is like on a daily basis. Teachers maintained their regular activities to ensure the experience was as authentic as possible.

After the classroom visits, dads gathered in the cafeteria for a session with school administration and our Parent Community Outreach Coordinator. The discussion covered important topics such as student security, campus safety, and how dads can play an active role in supporting their child's academic journey.

The event wrapped up with each dad receiving an age-appropriate book to read with their child, as a token of appreciation for their participation and commitment to their child's education.

By the end of the day, dads left with valuable insights on how to foster their child's academic growth and the critical role they play in their success.

Mae Stevens Early Learning Center remains committed to serving our youngest students with positive high-quality educational experiences. We will continue to work with families and our community to help students start their educational careers with positive, playful, planned and purposeful learning opportunities.

Upcoming Events:

February 4: The 100th Day of School Celebration

February 5: Campus Needs Assessment for 2025 begins

February 11: Campus Data Day

February 12: End of the 4th Six Weeks of School

February 13: Professional Development day

Trainings include – autism awareness and STEM preparation for Kindergarten

February 14 & 17: School Holidays

February 18: Beginning of the 5th Six Weeks of School

February 20: PBIS Awards for the campus

February 21 & 24: 4th Six Weeks Awards ceremonies

We at Mae Stevens Early Learning Academy are grateful for the support that our campus receives from the district and the board. We appreciate the time you take investing our students and staff.

Leah Miller

Mae Stevens Early Learning Academy, Principal



Fairview/Miss Jewell Elementary

710 South 5th Street · Copperas Cove, Texas 76522 · Phone (254)547-4530 · Fax (254)547-6378

Rebekah Shuck
Principal

Vanessa Vazquez
Assistant Principal

Amanda Brown
Counselor

CCISD Board Report Fairview/Miss Jewell Elementary School January 2025

Campus Happenings & Activities

We are excited to share the many wonderful events and initiatives that have taken place at Fairview/Miss Jewell Elementary over the past month. As we continue our journey with *The Leader in Me*, we are proud of the significant impact it has had on our students, staff, and overall school culture.

When we returned from Christmas break, our teaching staff participated in Core 1 training, a follow-up to our initial training on *The 7 Habits of Highly Effective People*. This professional development opportunity allowed our educators to identify key focus areas for further integrating *The Leader in Me* principles into daily instruction and campus culture. Since beginning this journey in August, our focus has been on fostering student and staff leadership, amplifying student and staff voices, cultivating a strong sense of belonging, and strengthening our relationships with the community through student-led initiatives.

Following the Core 1 training, our Lighthouse Team expanded its reach by organizing all teaching staff into teams based on their interests. These teams are dedicated to six key areas: *Adults Learning & Modeling*, *Teaching Students to Lead*, *Creating a Leadership Environment*, *Shared Leadership*, *Achieving Academic Goals*, and *Empowering Learners*. With these teams in place, teachers have collaborated to develop actionable plans for embedding student leadership roles into daily routines, ensuring that leadership is not just taught but actively lived throughout our school.

A recent enhancement to our school environment has been the installation of new window graphics on the south side of the building facing Veterans Avenue. This addition has strengthened our school branding and enriched our culture, receiving enthusiastic feedback from students and parents alike. Inspired by the positive response, our PTO is eager to invest in additional graphics for the upcoming school year.

Additionally, we have been deeply engaged in data-driven decision-making. Our mid-year assessment data has been analyzed, enabling teachers to make timely and targeted adjustments to instruction and interventions to better support student learning. Many grade-level teams have already conducted data chats with students, empowering them to set personal academic goals. By practicing *Begin with the End in Mind*, students are taking ownership of their learning and making intentional strides toward success.

It has been truly inspiring to witness the transformation taking place on our campus. The integration of *The Leader in Me* framework aligns seamlessly with our commitment to restorative practices, elevating our efforts to build positive relationships and cultivate leadership skills in both students and staff. We look

forward to continuing this journey and celebrating the growth and success of our learning community in the months ahead.

Thank you for your continued support as we work together to empower students to be leaders in their own lives and within our school community.



COPPERAS COVE

A Foundation of Excellence • A Future of Success

408 South Main Street
Copperas Cove, TX 76522

CCISD Board Report
House Creek Elementary
January 31, 2025

Enrollment	Bulldawgs on Campus	Attendance Rate (YTD)
Kindergarten	105	93.52%
1 st Grade	95	95%
2 nd Grade	100	95.01%
3 rd Grade	125	94.55%
4 th Grade	110	95.65%
5 th Grade	108	94.69%
Total	643	94.74%

Campus Happenings & Activities:

I am pleased to share the exciting events and activities that have taken place at House Creek Elementary School in the last few weeks. January was a month filled with enriching activities for our students. As part of their studies about Texas History, our fourth-grade classes visited the Bob Bullock Museum in Austin where they had the opportunity to make connections to history, science, art, and culture through one of the films the museum presents. They were also able to explore Texas History Galleries and special exhibition galleries that taught them about American Indians, African Americans, Anglo Colonization, Cattle, the Civil War, European Exploration, Mexican Americans, Oil and Gas, the Republic of Texas, and Women's Suffrage.

During the week of January 21st through January 24th the campus "Kicked Off Kindness". Students participated in Counseling sessions and SEL lessons that encouraged them to be kind to others and taught them about acceptance of other people's differences. They also participated in campus dress up days to bring awareness to being kind to others.

On January 30th, House Creek hosted an appreciation luncheon for the Board of Trustees during which our Honor Choir, led by Ms. Angela Simecek, and our ES2S group, led by Mrs. Christina Valdez, performed. The Honor Choir performed three songs *Bright Happy Day*, *Glow*, and *Tomorrow's Our Day* which encourage others to become Leaders for Tomorrow's Texas. The ES2S students presented what they wanted to be in the future and how people in their chosen careers are leaders.

Our counselor, Mrs. Valdez has also earned the prestigious CREST award from the Texas School Counselors Association, for her continued improvement in providing school counseling that demonstrates effective communication and commitment to obtaining results for students. House Creek has earned this award for three consecutive years.

House Creek Elementary remains committed to building a foundation of excellence by providing high quality educational experiences and fostering a culture of support for our students and families.

Upcoming Events:

February 4th: 100th Day of School

February 3rd – 7th: Counselor Appreciation Week

February 7th: Sweetheart Dance hosted by Communities in Schools 5:30PM – 7:00 PM

February 5th – 12th: Scholastic Book Fair

February 11th: Family Literacy Night 5:00PM – 6:30PM

February 12th: Valentine's Day Celebrations and PBIS Event

February 12th: TELPAS training for Test Administrators

February 13th: Professional Development Day

February 20th: Kona Ice

February 26th: Spring Individual and Class Picture Day/Kindergarten Graduation Picture Day

House Creek Elementary is continuously grateful for all the support you provide for our campus and the district.

Carolyn Jackson

House Creek Elementary , Principal

Director of Assessment & Accountability

McKinney Vento Liaison

It's a great day to be a Bulldawg!

#One Team, One Dream



Copperas Cove Independent School District

Martin Walker Elementary

“Where Kids Come First”

Principal	Assistant Principal	Counselor	Principal's Secretary
Breanne Turner	Emily Swank	Hillary Newton	Peggy Schuster

Copperas Cove ISD School Board Report

Martin Walker Elementary

February 2025

Enrollment	Students	Attendance Rate (YTD)
Kindergarten	63	92.2%
1 st Grade	56	94.1%
2 nd Grade	68	95.2%
3 rd Grade	59	96.2%
4 th Grade	62	94.9%
5 th Grade	59	95.7%
Total	367	94.7%

Campus Happenings and Activities:

January was a short, yet busy month at Martin Walker Elementary. The staff welcomed students back on January 7th and began middle of the year assessments right away. After extensive data collection was complete, staff collaborated in a series of meetings to decide next steps for all students on campus. Updated plans for student success have been finalized and launched, and the campus looks forward to continued growth for all students in the second semester.

In addition to assessment, there was much to celebrate at MWE during the first week back from break. We celebrated students with perfect attendance in the 3rd six weeks with an Atten-DANCE and also celebrated all students at the six weeks Top Dawg Awards ceremony.

Throughout the month, students learned about and practiced our campus value of “tenacity.” Many students were celebrated by being named on the “Values Wall.” Dozens of students were also awarded Positive Office Referrals for kindness, respect, and hard work. At the end of the month, students were able to “pay” for our campus honey money event. Students

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Phone (254) 547-2283 Fax (254) 547-5984 100 FM 3046 Copperas Cove, Texas 76522 Website ccisd.com

hula-hooped, danced, and played limbo in style at the annual Honey Money Blacklight Dance. Martin Walker is proud to continuously celebrate our students for the great choices they make!

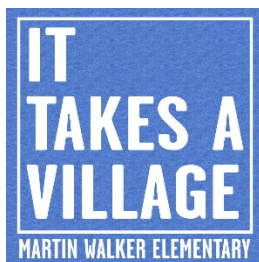
We closed out January by taking 67 Students to CCISD's 3rd Annual Academic UIL Competition and brought home the Grand Champion trophy for the third year in a row. The campus is beyond proud of the hard work and dedication of our competitors and coaches.

Attendance rates were lower this month due to higher than normal sickness absences, but slowly began rising at the end of January. Martin Walker looks forward to continued health and achievement in the second semester of the 2024-2025 school year.

Upcoming Events:

- February 4th-100th Day of School
- February 6th-Grade Level Honey Money Event
- February 9th-Random Acts of Kindness Weeks Begins
- February 10th-Spring Book Fair Begins
- February 10th-Raise Craze Kindness Fundraiser Begins
- February 11th-Family Fitness Night
- February 12th-Class Picture Day
- February 12th-4th Six Weeks Ends
- February 13th-Staff Professional Development Day
- February 14th-No School
- February 17th-No School
- February 18th-5th Six Weeks Begins
- February 20th-Report Cards Go Home
- February 27th-Top Dawg Awards
- February 27th-Campus Honey Money Event-Bingo

Martin Walker is continuously appreciative for all the support given to our amazing campus. We do truly believe that "It Takes A Village" to make a profound impact on our students.



Breanne Turner, Principal
Martin Walker Elementary



C.R. Clements/Hollie Parsons Elementary

Copperas Cove Independent School District

Robin Grabitz, Principal

Indira Smith, Assistant Principal

Edleen Aguilera-Nwachuku, Assistant Principal

1115 Northern Dance Dr. Copperas Cove, TX 76522

Phone (254)547-2235, Fax (254)547-0845

Topic: Submission for CCISD Board Report (Clements/Parsons Elementary School)

Date: February 4th, 2025

Grade	Student Count	Attendance
Kindergarten	142	88.53%
1st	129	87.96%
2nd	140	89.07%
3rd	138	91.96%
4th	148	91.35%
5th	161	92.41%
	858-Total	90.29%

CPE January Happenings and Upcoming Events:

January was a busy month at CPE! With over 850 students, our team worked tirelessly to complete all mid-year testing (MClass, MAP, Phonics Screeners). This data is used to inform our core instruction and intervention hour. Our teachers participated in professional development focused on Math and Science (Eureka Math, Sharon Wells, Blended Learning, and Ph. D. Science). On January 16th, our Bilingual teachers and our ESL teacher planned & hosted a successful multicultural community event in which we had art, food, and other festival activities. Our parent outreach coordinator and counselors have hosted 3 parent trainings and 1 Coffee with a Counselor social. This past month, our teachers have benefited from Region 12 representatives and our instructional coaches partnering to lead Eureka Math lesson internalization. Elementary instructional coaches and CPE administrators conducted instructional walks in 2nd and 3rd grade math classrooms. We were able to have round table conversations and offer specific coaching feedback to the teachers we observed. Lastly, we have concentrated our leadership meetings around Lead for Impact initiatives. We have worked to coach teachers on identifying successes, naming the gap whether it is focused on instructional delivery or classroom management, and honing in on action steps.

Upcoming Events:

February 4th 100th day of school/ 1st Grade Dyslexia Screener Meetings

February 5th District Vulnerability Audit

February 6th CPE Parent Workshop

February 7th & 12th PBIS Events (CCJHS Basketball Demo & Indiana Jones Obstacle Course)

February 7th Sharon Wells Training for 4th and 5th Grade teachers

February 13th & 19th Data meetings

February 20th RTI Meetings/CPE Parent Workshop

February 21st Bilingual teacher PLC with Region 12

February 18th TELPAS Window Starts

February 27th Math and STEM Family Night & Title One Meeting

February 24th Coffee with the Counselors

Hettie Halstead Elementary
February 3, 2025

Enrollment Grade	Student Enrollment	Attendance Rate (YTD)
Kindergarten	79	93.85 %
1 st Grade	73	93.22%
2 nd Grade	55	94.27%
3 rd Grade	62	93.21%
4 th Grade	57	94.64%
5 th Grade	53	94.48%
Total	379	93.89%

Campus Happenings & Activities:

As we kicked off the new year, Halstead Elementary proudly participated in the Great Kindness Challenge! This event encouraged students to engage in acts of kindness and SEL lessons that foster a culture of compassion, acceptance, unity, and respect across our campus. It was a wonderful way to set the tone for the semester and emphasize the importance of kindness in our school community.

On January 22, Halstead had the honor of hosting the Board of Trustees in recognition of School Board Recognition Month. The morning began with a delightful breakfast, followed by a special musical performance from our talented 1st-grade students under the direction of Mrs. Paige Duckworth, music teacher. Additionally, our Student Council, sponsored by Miranda DeLeon and Michelle Crabtree, presented an overview of their achievements from the first semester, as well as an exciting preview of upcoming initiatives for the spring.

The excitement continued January 25 with the District UIL Competition. Under the guidance of Mrs. Elizabeth Dann, our Oral Reading participants showcased their hard work and talent. We are thrilled to share that two of our 5th-grade students placed 1st and 4th in their category—a tremendous achievement! Congratulations to all who competed and represented Halstead with pride.

At Halstead, we take great joy in recognizing students who exemplify Bulldawg Pride by contributing to a positive and safe environment where everyone feels welcome. Each month, we honor students as their class Bulldawg of the Month, present Positive Office Referrals to students from their teachers, and celebrate our grade level Top Dawg Classes for their outstanding behavior and dedication to our school community.

Looking ahead to February, we are gearing up for a fun and enriching month! We are especially excited for our upcoming Multicultural Night, an incredible opportunity to explore and celebrate the diverse cultures that make up our community. Additionally, the Scholastic Book Fair will be in full swing, providing students and families the chance to discover new books while supporting our school.

Teachers and staff will engage in continued Professional Development on February 13, leading into a well-deserved long weekend—a perfect time for rest, reflection, and family connection.

Upcoming Events:

February 3rd -7th- National Counselor Appreciation Week-We are thankful to Mrs. Peoples for all that she does for Halstead!

February 4th -100th Day of School

February 12th-PBIS Valentine's Dance

February 13th- Professional Development Day/No School for students

February 14th-17th-Staff and Student Holiday-No School

February 18th-February 21st-Scholastic Book Fair

February 20th-Halstead Multicultural Night 5:30-7:00

At Halstead Elementary, we remain committed to fostering academic, social, and behavioral growth in all our students. Thank you for your unwavering support in making our school a place where students thrive!

Dr. Tonya Sweeney
Hettie Halstead Elementary, Principal
#GrowingGreatness



J.L. Williams/Lovett Ledger Elementary

Every Student, Every Day... that's the Williams Ledger Way!

Principal: Jenny Cresswell

Assistant Principal: Kelcie Kuhn

Assistant Principal: Rebecca Linnane

Principal's Secretary: Stacey Stark

Counselor: Patricia Klepinger

SEL Facilitator: Kayla McCloud

Copperas Cove ISD School Board Report

Williams Ledger Elementary, February 2025

Grade Level	Enrollment	January Attendance
Kindergarten	87	91.02%
1 st Grade	89	91.12%
2 nd Grade	102	92.01%
3 rd Grade	104	94.35%
4 th Grade	115	92.14%
5 th Grade	113	93.17%
Total	638	92.35%

Campus Happenings and Activities

A new year brings fresh opportunities for growth, and at Williams Ledger, we are excited to continue our journey of learning and success. After the holiday break, we welcomed students back on campus with a celebration of first semester efforts and accomplishments during our Paw Pride Awards ceremonies. Our P.E. and Music teachers launched the ceremony by inviting families to join their students on for an intense "warm up" of squats and lunges, giving parents a fun and firsthand experience of the movement, energy, and engagement their children enjoy in their classes each day. Each grade level ceremony concluded with a Cub Pride competition where classes chanted the school motto for a chance to earn the coveted spirt stick. *Every student, every day... that's the Williams Ledger way!*

January also means Middle Of the Year data collection. We've been busy administering assessments, analyzing data, and regrouping students to ensure continued growth for all Cougar Cubs.

On January 11th, our Student Council had the honor of participating in the Wreaths Across America cleanup, where they helped retrieve wreaths from the veteran's cemetery. This experience gave them a hands-on way to show respect and gratitude for those who served our country.

On January 13th, Williams Ledger hosted a Strong Fathers Science Night. Families joined their students for a fun-filled evening of hands-on experiments exploring the wonders of aerodynamics, gravity, and pressure. Participants engaged in thrilling activities like crafting paper airplanes, building marshmallow catapults, and launching rockets. It was

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a night of learning and laughter that sparked curiosity and creativity in everyone involved!

Career Day was a huge success on January 24th thanks to the hard work of our counselors and many inspiring presenters! We also appreciated the support from our Adopt-A-Unit who showcased military vehicles, equipment, and gear. Students learned about over 25 different career options when they enter the work force. It's exciting to think that we have future nurse practitioners who will heal our ailments, future soldiers who will defend our freedoms, and future pilots who will navigate us to vacation destinations sitting in our classrooms! And our teachers are the ones who make all other careers possible, so we thank them for their commitment to our students.

We were very proud to announce that WLE took home 2nd place in the District Academic UIL competition on Saturday, January 25th! We had excellent participation this year from a group of talented kids and many dedicated coaches.

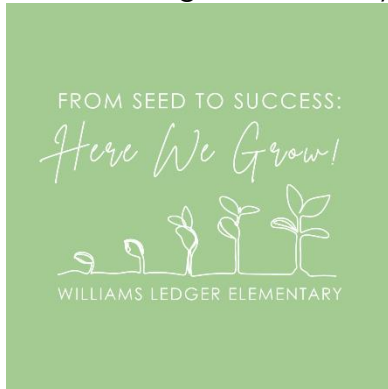
Teachers and staff spent time this month reflecting on the past and planning for the future. During staff meetings and professional learning communities, we reviewed our campus goals and considered what strategies and practices were effective, what challenges hindered our progress, and what actions we need to revise to help us reach our goals. We agreed that we must be stubborn about our goals, but flexible about our methods.

Upcoming Events

- 2/3-2/7 Scholastic Book Fair
- 2/3-2/7 National School Counseling Week
- 2/3-2/7 Cub Council Valentine Gram Sale
- 2/3-2/7 Garden Club Seed Bomb Sale
- 2/4 100th Day of School
- 2/4 Parent Training with PCOC
- 2/6 PTO Sweetheart Dance
- 2/6 Book Fair Parent Night
- 2/7 Coffee with Counselors
- 2/11 Parent Training with PCOC
- 2/12 Kindergarten ABC Fashion Show
- 2/13 Professional Development Day/Student Holiday
- 2/14 Student and Staff Holiday
- 2/17 Student and Staff Holiday
- 2/18 Parent Training with PCOC
- 2/20 Paw Pride Awards K, 2, 4
- 2/21 Paw Pride Awards 1, 3, 5
- 2/22 UT Stem Girls Day
- 2/25 Volunteer Orientation with PCOC
- 2/28 Kona Ice

This semester, we're looking forward to deepening the partnerships that make our school so special. Here's to a new year of learning, growth, and shared success!

Jenny Cresswell, Principal
Williams Ledger Elementary





Copperas Cove Junior High

702 Joe Lombardi Way
Copperas Cove, TX 76522

Enrollment:	# of Bullpups	Attendance Rate
6 th Grade	281	92.9%
7 th Grade	255	90.6%
8 th Grade	<u>283</u>	91.5%

CCJHS Culture

Vison # **T.R.U.E** **B.L.U.E**

We have had a very successful month of January. CCJHS has been striving toward the pursuit of the secondary Grand Champion of Academic UIL. The last two years CCJHS has placed 2nd in the overall standing at the Academic UIL competition and I am glad to say our students performed amazingly. With their hard work and teacher/sponsor support, we were able to bring home the top prize of Grand Champion.

CCJHS has completed its basketball season in which all grade levels including both boys and girls had a fantastic year. The overall report card is growth and improvement each and every game. All teams will finish with an end of year tournament Saturday February 1, 2025. Girls will be in Belton and the boys will be split between Midway and Temple. We wish them luck.

The 7th and 8th Grade took part in their first Powerlifting meet of the year. They traveled to Copperas Cove High School where they competed against SC Lee Junior High. The results are as follows:

97lbs

Zoey Kissinger -1st place

Yesenia Martinez -2nd place

123lbs

Aryana Seilhamer -3rd place

Kaiya Whitehurst-5th place

Alyssa Smith- 6th place

148lbs

Maggie Villarreal -2nd place

165lbs

Gracie Lunsford- 4th place

181lbs

Kylar Kissel -1st place

Olivia Tenpenny -2nd place

Ariana Brooks -3rd place

Lyla Picek-4th place

198lbs

Sihana Paulo -1st place

Cheyenne Gray -2nd place

242lbs

A'Nyjaa Robinson -1st place

Chess is a big to do at CCJHS. With the brilliant coaching of Mr. Burke our students have been able to compete well at several tournaments. They did attend their 2nd Tournament at Charles Patterson Middle School in Killeen on January 25, 2025. Again, CCJHS students did amazing. All players won more games than they lost. Liam Hiill, Brandon Bielecki, and Sawyer Sewell won 4 of 5 matches and place 3rd,

5th, and 6th respectively. Ryder Shannon and Aiden Litchford won 3 of 5 earning medals. With 15 overall points, CCJHS took the Championship against a number of different schools. Great Job!

Capturing Kids Hearts continues to be the focus at CCJHS. We are currently working on empowerment. Asking students to take responsibility for several aspects of the campus procedures. i.e. Ensuring students walk on the right side of the hallway, rating the cultural performance of each class, greeting students each morning and entry points as well as classrooms. Progress continues to be made and we are incredibly appreciative of the students how have taken on these responsibilities.

Upcoming Events

February 8th --6th grade dance

Incentive Field trips ---TBD



S.C. Lee Jr. High School



Marshal Chauvin

Lydia Burse

Betsy Orr

Christopher Perez

Heather Robbins

Principal

Assistant Principal

Assistant Principal

Counselor

Counselor

Enrollment and Attendance Data

Grade Level Students on Campus Attendance Rate

6th Grade	307	92.46%
7th Grade	319	91.38%
8th Grade	297	90.28%

Campus Activities Report – SC Lee Middle School

I am pleased to share the exciting and impactful events that have taken place at SC Lee Middle School over the past several weeks. As we concluded the semester in December, we celebrated several key activities that engaged both our staff and students.

On **December 16th**, our talented jazz band performed for their peers during lunch periods across all grade levels, providing an enjoyable and energetic experience for the entire school. Then, on **December 19th**, we held our inaugural **Hero Day** of the semester. This event, supported by our Adopt-A-Unit program, was a resounding success, offering students more than 60 different activities to participate in. The day was designed to celebrate student achievements and foster school spirit, and it certainly achieved that goal.

In **January**, our staff returned to school energized and focused for the new semester. On **January 3rd**, we celebrated **Orange Day**, dedicating time to disaggregate academic data, collaborate on vertical alignment of curriculum, and plan rigorous, engaging lessons. This professional development session allowed our teachers to prepare for a successful second semester, ensuring that they were well-equipped to welcome students back to school, who returned with enthusiasm and a readiness to learn.

On **January 14th**, our 8th-grade students had the opportunity to attend **Career Quest** at the Cadence Bank Center in Belton. This field trip provided students with valuable insight into various career pathways, helping them make informed decisions about their futures. Shortly thereafter, on **January 16th**, we were honored to host the **SC Lee School Board** for a special visit. During the event, our band and choir performed, and the student council provided an informative campus tour. We were thrilled to be recognized as the winners of the **Food for Families Drive**, an initiative that saw SC Lee collect more canned goods than any other secondary campus in the district—a true testament to the generosity and community spirit of our students and families.

On **January 25th**, our choir participated in the **All-Region Choir Contest**, with two students earning spots in the prestigious All-Region Choir. Also, on this day, 12 of our students competed in the **Copperas Cove Academic UIL**, held at Fairview Jewel Elementary, showcasing their academic excellence and dedication to learning.



S.C. Lee Jr. High School



Marshal Chauvin

Lydia Burse

Betsy Orr

Christopher Perez

Heather Robbins

Principal

Assistant Principal

Assistant Principal

Counselor

Counselor

In addition, **January 27th** marked an exciting day for SC Lee, as we hosted a **Capturing Kids' Hearts** visit. During this visit, teachers were observed implementing **CKH strategies** in their classrooms, as well as in hallways and common spaces, reinforcing our commitment to creating a positive and supportive school culture. The following day, on **January 28th**, our 8th-grade students participated in a session with **CCHS counselors**, where they learned about high school programs of study, endorsements, and had the opportunity to discuss their future schedules and personal graduation plans.

Upcoming Events at SC Lee

February 5th: all SC Lee RLA students will participate in World Read Aloud Day.

February 11th: Band Pre-UIL concert

February 13th: Orange Day for teachers to plan

February 27: incoming 6th grade parent night

In the world of **Cougar Athletics**, students are gearing up for a busy season, with upcoming activities in **soccer, track, powerlifting, and tennis**.



Copperas Cove High School

“A Foundation of Excellence – A Future of Success”



CCISD Board Report
Copperas Cove High School
January 1st, 2025

<u>Enrollment</u>	<u>Bulldawgs on Campus</u>	<u>Attendance Rate (YTD)</u>
9th Grade	582	92.56%
10th Grade	556	93.27%
11th Grade	524	93.40%
12th Grade	521	93.46%
Total	2183	93.16%

Campus Happenings & Activities

January was a challenging month for the students and staff at CCHS. The loss of one of our Bulldawg family members hit everyone at the high school hard. The uncomfortable news regarding one of our staff members also contributed to a difficult month. I was genuinely impressed with how our staff supported our student body during those difficult days. I would especially like to recognize our counseling staff. Their professionalism, along with their tremendous concern for our students and staff, helped to guide our campus. I also admired our students' care for one another and was inspired by their resilience.

Despite these challenges, great things continue to happen at CCHS. 13 CCHS Texas Association of Future Educators (TAFE) members qualified for the state competition in Galveston in February. 7 CCHS HOSA (Future Health Professionals) students qualified for their state competition. The CCHS cheer team placed 9th at the UIL State Spirit Championships in Ft. Worth, where more than 150 Class 6A schools competed. 2 members of the CCHS Choir qualified to compete at the state level. Community members were treated to a concert of CCHS band students who will be competing in Solo & Ensemble. The CCISD board and administration enjoyed outstanding performances by our band, choir, step team, Copperettes, cheerleaders, and theater arts students at the annual Board Appreciation Luncheon and a meal prepared by our Culinary Arts students. The campus also hosted its annual 8th Grade Parent Night & CTE/Fine Arts Showcase on January 28th.

Individual shoutouts go to CCHS Health Science teacher Morgan Camese for being named Teacher of the Month by the Educators Credit Union, CCHS student Mia Cisneros, who was named Student of the Quarter by The Exchange Club, and Sr. Bridgette Simpson, who was named semi-finalist for the prestigious Operation Homefront Military Child of the Year in the Coast Guard Division.

Representatives from the U.S. Army visited our after-school programs supported by the CCHS Army Youth Program in Your Neighborhood (AYPN). They were highly impressed with what is being done at CCHS. They have invited our representative, Mrs. Anderson, to present in San Diego later this year about the great things happening at CCHS. Our counseling department was awarded the prestigious Crest Award in January to recognize their “continued improvement in providing school counseling programs to demonstrate effective communication and a commitment to obtaining results”.

In the classroom, students continue to work hard. We recently wrapped up our mid-year MAP testing, providing valuable information to help us better prepare our students for upcoming standardized assessments.

CCHS students are regularly recognized for the great things they do in and out of the classroom. Almost daily, we are notified of CCHS students being accepted to colleges and universities, and we anticipate a CCHS high for students graduating with an associate's degree from CTC.

Upcoming Events

Event	Date	Time	Location
The Scholarship Lady	2/4	6 – 7:30	Lea Ledger Auditorium
Club Group Pictures	2/5	All Day	CCHS
CCHS Signing Celebration	2/5	3:00	Bulldawg Gymnasium
Class of 2025 Panoramic Picture	2/6	1:00	Gym 2
CCHS Choir Pop Show	2/6	7 – 8:30	Lea Ledger Auditorium
Improv Show	2/7	6 – 7:00	Black Box/Lea Ledger Auditorium
FAFSA Parent Night	2/11	5 – 7:00	Room 218
Skills USA	2/12-14	N/A	Hutto & Georgetown
TAFE State	2/17-19	N/A	Moody Gardens - Galveston
Spring Craft	2/18	4:30 – 7	CCHS Cafeteria
Sr. Pictures for Yearbook	2/18	8 – 3:30	Lea Ledger Lobby
CCHS Band Concert	2/20	6 – 8:00	Lea Ledger Auditorium
Cheer Parent Meeting for Tryouts	2/20	6 7:00	Cafeteria
Winter Guard Contest	2/22	All Day	Georgetown High School
Spring Pep Rally	2/24	8 – 10:00	Gym 2
Dual Credit Meeting	2/26	6:30 – 8:00	Lea Ledger Auditorium
CCHS Percussion Concert	2/27	6 – 8:00	Lea Ledger Auditorium
TELPAS Testing	Various Dates	N/A	CCHS
Benchmark Testing	Various Dates	N/A	CCHS
HOSA State	TBA	N/A	TBA

On behalf of the Copperas Cove High School staff and students, thank you for supporting our campus.

Carlin D. Grammer
Copperas Cove High School Principal

Dear Crossroads Families,

As we settle into the heart of the semester, I'm pleased to share several updates and celebrations from our campus. First and foremost, I would like to congratulate our amazing Spring Class of 2025 for their successful graduation recently! A total of 27 students walked across the stage to receive their diplomas, marking an important milestone in their educational journey. We are incredibly proud of all their hard work and dedication to completing their high school careers. It's always a joyous occasion to witness students moving on to their next chapter, and we wish them the very best in whatever path they choose.

Speaking of post-graduation options, we had a special visit from a representative of the U.S. Marine Corps last week, who shared valuable information with our students about opportunities available within the military. Several other military branches are scheduled to visit in the near future to offer additional insights and options for those interested in serving. We're grateful for these opportunities that allow our students to explore different career paths after high school.

In the spirit of Black History Month, our students are actively participating in the district-wide door decorating contest to celebrate the achievements and contributions of African Americans throughout history. It's inspiring to see our students use their creativity to honor this celebration, and we look forward to seeing the finished designs!

On a high note, I'm excited to report that so far this month, Crossroads High has had zero discipline referrals and eight positive referrals! This is a clear reflection of the culture shift we've been working towards here on campus, and it's encouraging to see the benefits of our ongoing partnership with Capturing Kids' Hearts. As we continue to build a supportive and positive environment, I'm confident that we'll see even greater improvements in the coming months.

As we approach Valentine's Day, I want to wish everyone a wonderful and safe celebration of love and friendship. It's a perfect time to reflect on how we treat one another and the positive relationships we're building in our school community.

Thank you for your continued support of Crossroads High School. Together, we are making a difference, and I couldn't be prouder of our students & staff.

Sincerely,
Patrick Crawley
Principal, Crossroads High School

BULLDAWG ATHLETICS

JANUARY 2025

Girls Soccer The Lady Dawgs opened district on 1/22 defeating Killeen 6-0. Our Lady Dawgs are currently in 2nd place in district behind Midway. Next home game is 2/7 vs Temple.

Boys Soccer Our Bulldawgs won the Red Oak tournament this month and started District play by defeating Killeen. They currently hold a record of 5-2-1. The next home game is 2/4 vs Shoemaker.

Girls Basketball The Lady Dawgs are tied for 4th in District (3-4) with two district games left to play. The next home game is 2/4 vs Killeen. The girls defeated Midway in the home opener; the first time Lady Dawg Basketball has defeated Midway since 2006.

Boys Basketball Our Bulldawgs are currently 3rd in District (4-3). They defeated Midway for the first time since 2007. There are 3 games left in District play and the last home game is 2/11 vs Bryan.

Wrestling In December we held our first annual wrestling under the light. It was a great success. We had a big crowd, a lot of positive feedback from coaches, other schools, and the community.

Our wrestlers competed at the District Meet on 1/26 and 10 wrestlers qualified for Regionals. The Regional Meet will be 2/7-8 at the Delco center in Austin.

Swimming and Diving On 1/24 the Aquadawgs finished 4th overall in District and had 11 athletes qualified for Regionals in addition to our girls 200 medley relay, boys 200 medley relays. Robert Lippert is the District diving champion (1st in Cove history). The Regional Swimming and Diving meet is 2/7-8 at the Rockwall sports complex.

Cheer The cheerleading team placed 9th at the UIL Spirit State Championships in 6A against 75 other schools.

Powerlifting The Boys and Girls placed second in Gatesville meet on 1/25.

Girls also placed 2nd at the Andrew Billings Invitational in Waco.

Our Dawgs and Lady Dawgs are hosting a Varsity Powerlifting meet on 2/6 at Lee JH gym starting at 4:00pm.

Softball 1st scrimmage 1/25, 1st game 2/11 @ Austin Anderson.

Baseball 1st scrimmage 2/1, 1st game 2/20 @ Pflugerville Hendrickson.

Track The track teams started practice 1/7 and had over 120 athletes come out. First meet is a tri-meet on 2/13 at Cove.

The Football Banquet was held Jan 23 at the Civic Center. 5 players earned 1st team All District honors. The Bulldawgs celebrated 38 graduating seniors.

Volleyball Banquet was held on 1/27 at the Civic Center. Chloe Tuiasosopo was selected to the THSCA Super Elite VB team. 3 players were awarded the Lowery Legacy Scholarship and for the 6th consecutive year the Lady Dawgs were awarded the AVCA Academic Excellence award.

Wednesday Feb 5th Is our college signing celebration at 3:00pm in Bulldawg Gymnasium. 10 athletes are signing their letter of intent to play college sports. Our big signing day will be in April and will include athletes, cheer, dance, and band.

Spring Golf Opens 2/7 in Marble Falls

Spring Tennis Opens 2/21 at the Spring Fling Varsity Tournament

Unified Track Opens 2/03

Cove and Lee JH Girls and Boys Basketball teams will compete 2/1 in the District tournament.

Cove and Lee JH Girls and Boys Powerlifting hosted a powerlifting meet at the HS weight room on 1/30.

Cove and Lee JH Girls and Boys Track starts 2/10.



Special Education Department

Over the past month, the special education department has been actively engaged in gathering and analyzing data pertaining to student demographics, department growth, referrals, evaluations, and evaluator caseloads.

Total Sped Population	1,967 (25%) If all referrals qualify - 2,309 (30%)
Total Student Population	7,762

	Referrals	Re-Evaluations	Totals
CCHS/Crossroads	22	51	73
S.C. Lee	20	35	55
Copperas Cove Junior	32	29	61
C.R. Clements/Hollie Parsons	38	25	63
Fairview/Miss Jewell	39	6	45
Hettie Halstead	20	7	27
House Creek	48	16	64
J.L. Williams/Lovett Ledger	40	12	52
Mae Stevens	57	0	57
Martin Walker	26	7	33
TOTALS	342	188	530

Evaluations Assigned as of Jan 15, 2025	
Evaluations completed	424
Referrals	342
Re-Evaluations	188
DNQ	40
Withdrawn (post-evaluation)	28
Qualified Not Enrolled	7
Seniors (Dyslexia for college)	12
TOTAL	1,041

Projections

Based on current screeners and historical data, it is projected that the district will receive another 300 referrals before the end of the current school year. This would bring the total number of evaluations that would need to be completed to 1,341.

Historical Growth	
Year	Snapshot
19-20	987
20-21	1,039
21-22	1,209
22-23	1,360
23-24	1,503
24-25	1,881
As of 1-15-25	1,967

Training and Support for January 2025

Training for District/Campus Staff <ul style="list-style-type: none">• Targeted training to teachers and paraprofessionals, based on their role<ul style="list-style-type: none">○ Inclusion services○ Life skills and Functional Academics curriculum○ Functional Behavior Analysis and Behavior Intervention Plans• Substitute teacher training<ul style="list-style-type: none">○ ABCs of Special Education	Training for Special Education Staff <ul style="list-style-type: none">• Monthly department wide-training• Targeted team training<ul style="list-style-type: none">○ Compliance Facilitators and ARD expectation○ Weekly training/staffing sessions with novice evaluation staff○ Monthly mandatory Educational Diagnostician session○ Monthly lunch and/learn for evaluation staff○ Ongoing team meetings/sessions facilitated by team leads
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Campus/Classroom Support

- 15 individual/team sessions to support special education teachers with curriculum, IEPs and ARDs, and data tracking
- 4 facilitated, cross-campus teacher observation sessions with tier three special education teachers
- District-wide campus lead meeting facilitated by Special Education Coordinator
- Weekly walkthroughs with individualized feedback provided to teachers on every campus
- Department leadership attended 12 ARDs for which there was an advocate, MDR, or need for additional support
- Monthly data tracking provided to campus administration

Team Highlights

- In order to keep up with the high quantity of assessments, each evaluator has committed an average of 11 hours per day to complete evaluations within established timelines. Because of their hard work and dedication, we have met all mandated timelines, thereby avoiding the need to submit any corrective action plans to TEA or grant any independent educational evaluation at public expense. Additionally, they continually demonstrate exceptional collaboration and support for one another despite facing very high demands. The special education department serves 25% of the district's total student population, and we continue to experience a high volume of referrals. Nevertheless, our dedicated team of evaluators consistently step up to help one another ensure that all evaluation tasks are completed on time and to a high standard. The unwavering commitment and teamwork of the CCISD Special Education evaluation staff are commendable, and their efforts have been instrumental in maintaining the district's high standards of excellence and compliance.
- Based on data tracking, there has been notable growth from BOY to MOY within the Functional Academics classrooms in the Friends on the Block curriculum.



SCHOOL NURSING

Copperas Cove ISD School
Nursing

**SCHOOL NURSES PLAY
A VITAL ROLE IN
KEEPING STUDENTS
HEALTHY, SAFE AND
READY TO LEARN.**

What does a school nurse do?

- **PROVIDE FIRST AID AND EMERGENCY CARE**
- **CHRONIC CONDITION MANAGEMENT**
- **HEALTH SCREENINGS**
- **MEDICATION ADMINISTRATION**
- **HEALTH EDUCATION & ADVOCACY**
- **MONITOR ILLNESS & PREVENT THE SPREAD OF INFECTION**
- **SUPPORT MENTAL HEALTH AND WELL-BEING**

Nursing staff at CCISD

FVJ-Kendall Bush LVN

HCE-Nichole Arnett RN

MWE-Kimberely Gatlin LVN

CPE-Christine Quichocho RN

Elyzabeth Almaraz nurse aide

HHE-Renee Williams RN

MSELA-Debra Cranfill RN

CCJH-Emily Noteboom RN

Victoria Vazquez NRCMA

SCL-Denise Ingram RN

CCHS-Ella Doubleday RN, Cynthia Kidner LVN

CRHS-Office staff helps out!

OFFICE VISITS IN JANUARY

Number of visits

4978 visits

not counting all med and
diabetic visits

Sent home

294

sent home
by nursing

Emergency

1

student sent out by EMS

5% were sent home by nursing staff

**You can't educate a
student who isn't healthy...
and you can't keep
children healthy who
aren't educated!**

THANK YOU!

Please wash your hands!



Student Services

Current

- Civil Rights Data Collection Submission 3/7/2025
- PEIMS Fall Snap Shot Collection Final Submission – 2/6/2025
- Revision of Transfer Applications

Up and Coming

- 2025-2026 Enrollment and Registration
- In District and Out of District Transfer Applications for 2025-2026
- Student Handbooks
- DAEP Forms
- PEIMS Coding Process

Student Services

Transfer Approved

- 6 In District
- 12 Out of District

Truancy & Court

- Parent Contributing Cases – 4
- Truant Conduct - 19

Enrollment January 2025

Grade	1/8/2025	1/15/2025	+/-	1/22/2025	+/-	1/29/2025	+/-
Early Education	10	10	0	10	0	9	-1
Pre-Kindergarten	269	272	3	273	1	276	3
Kindergarten	538	540	2	542	2	540	-2
1 st	494	498	4	500	2	503	3
2 nd	520	517	-3	519	2	522	3
3 rd	534	532	-2	535	3	536	1
4 th	555	557	2	557	0	558	1
5 th	554	554	0	556	2	559	3
6 th	582	582	0	586	6	588	2
7 th	571	572	1	572	0	573	1
8 th	588	581	-7	580	-1	581	1
9 th	587	587	0	586	-1	584	-2
10 th	569	568	-1	568	0	566	-2
11 th	588	584	-4	581	-3	577	-4
12 th	594	596	2	594	-2	591	-3
DAEP	11	12	1	12	0	16	4
Self-Contained	198	198	0	198	0	198	0
Total	7,762	7,760	-2	7,769	9	7,777	8

Attendance January 2025

Campus	Percent for January 2025
Copperas Cove High School	91.15%
Crossroads High School	77.47%
Copperas Cove Junior High	91.67%
S.C. Lee Junior High	91.38%
Fairview Jewell Elementary	91.01%
Hettie Halstead Elementary	92.49%
Clements Parson Elementary	90.29%
Mae Stevens Early Learning	89.13%
Martin Walker Elementary	91.5%
Williams Ledger Elementary	92.35%
House Creek Elementary	92.93%



COPPERAS COVE ISD

MONTHLY REPORT

JANUARY 2025

LEADERSHIP



Richard Brown
Director



Thomas Haire
Assistant Director

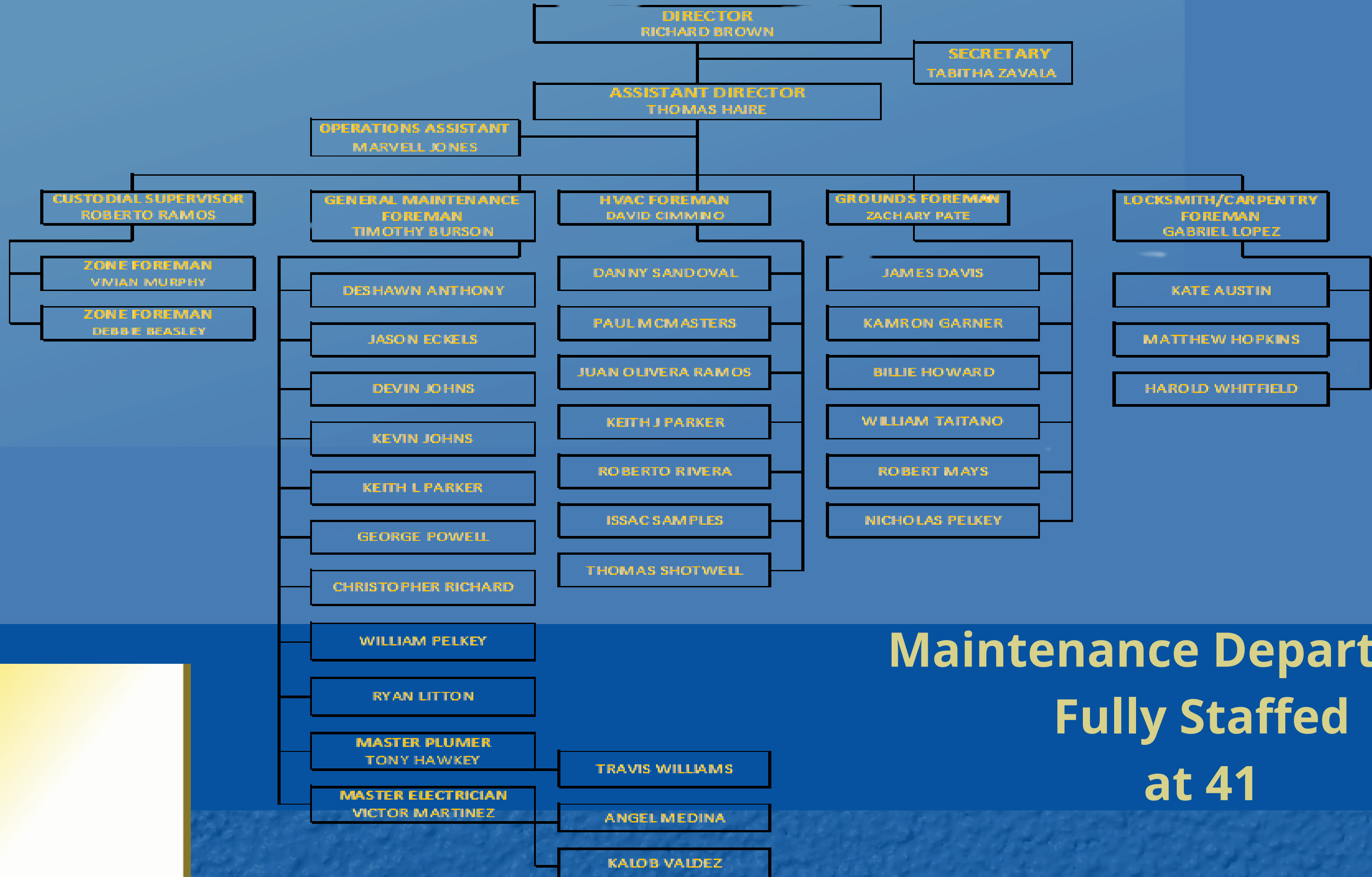


Robert Ramos
Custodial & Crossing Guard Supervisor



Tabitha Zavala
Secretary

Copperas Cove ISD Facilities & Maintenance Chart



**Maintenance Department
Fully Staffed
at 41**

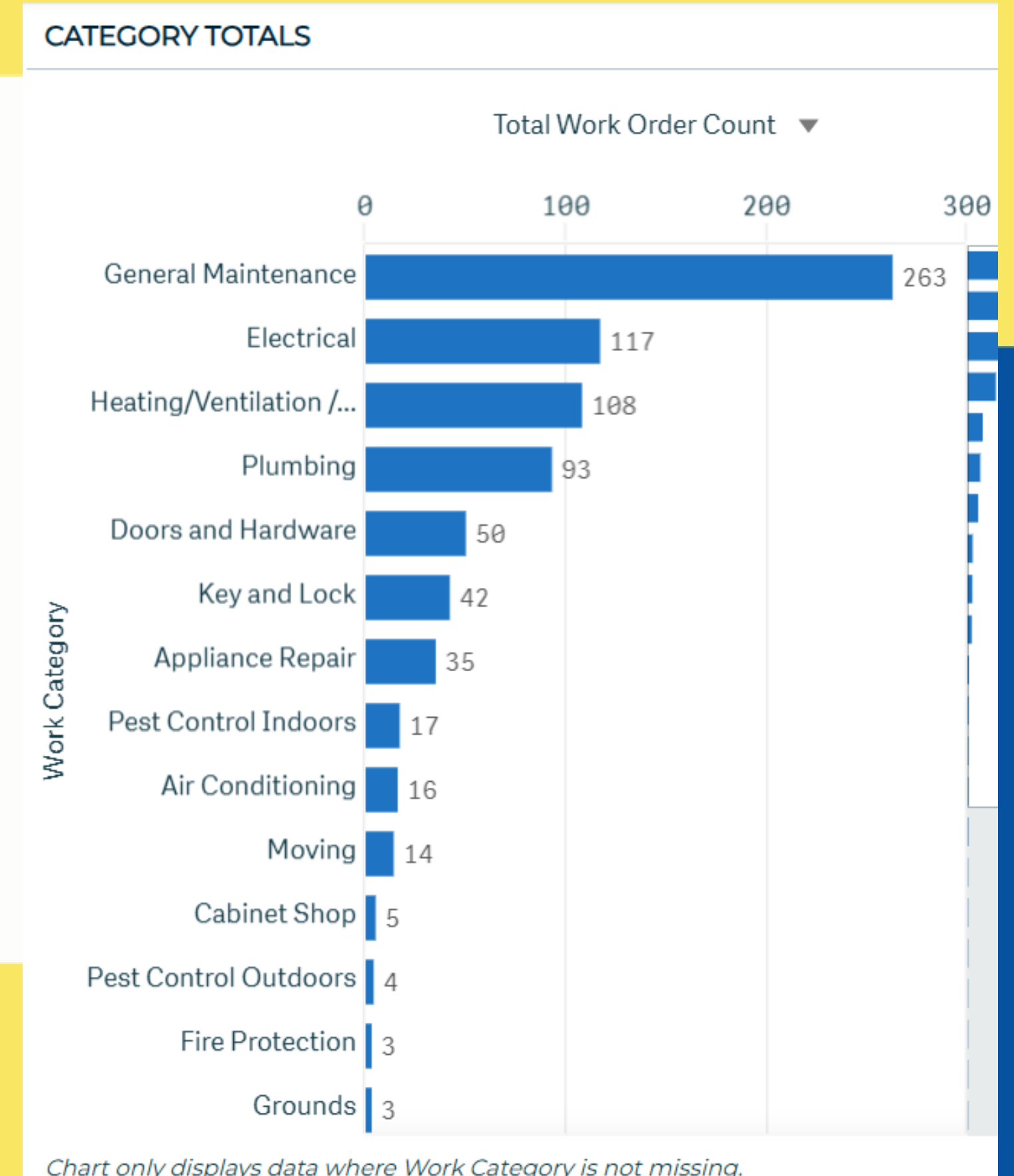
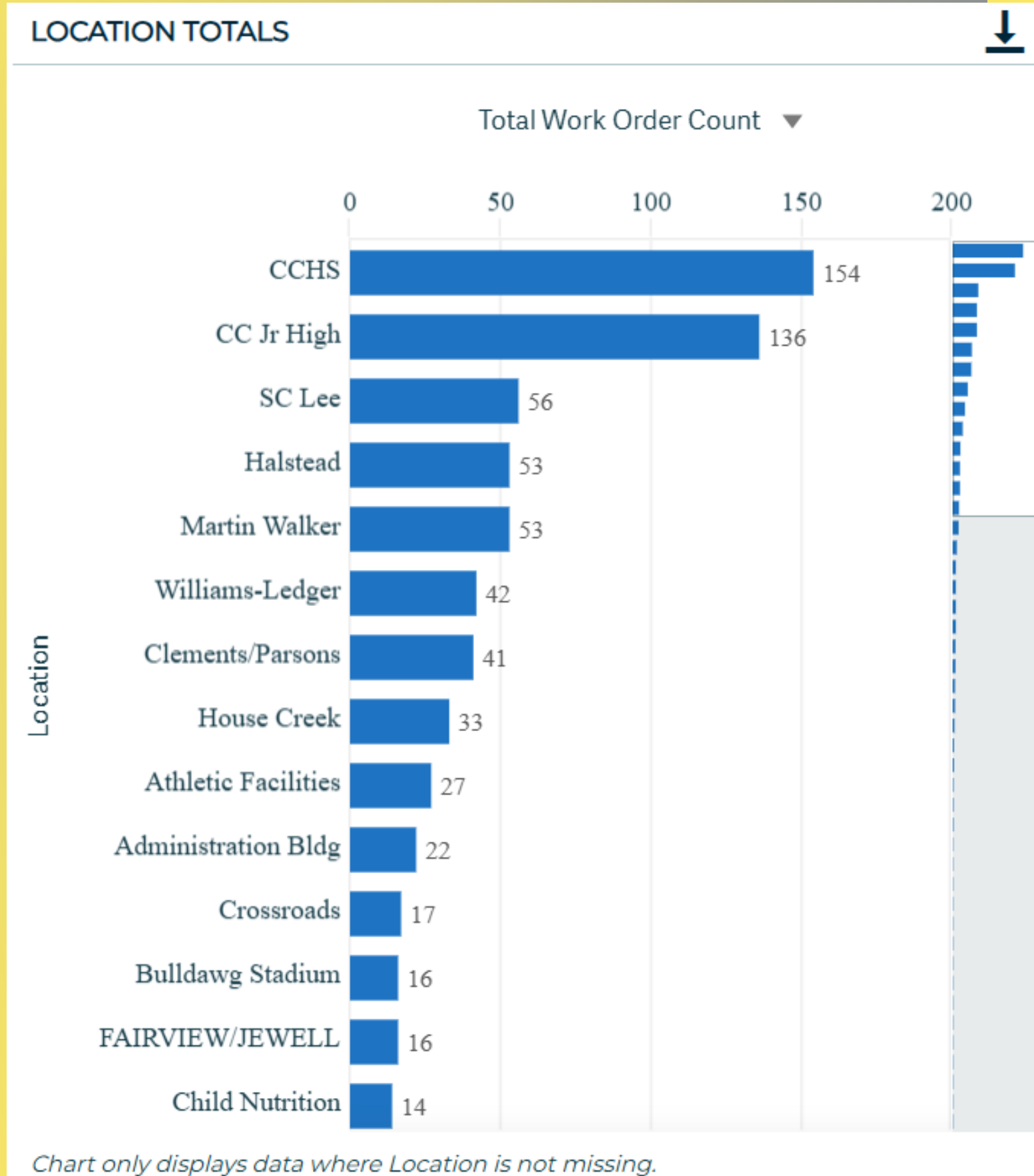
CUSTODIAL OVERVIEW

- **10 Vacancies out of 92**
- **All new employees have been fully trained on custodial duties**
- **Safety meeting was held in Dec. with all custodians. In Jan., all head custodians attended a safety meeting.**
- **All special sports event and other events are covered as needed.**
- **Continue to assist with replacing ceiling tiles and lights**


Crossing Guards

- Fully Staffed at 27

Total Number of Work Orders



Work Order Summary

WORK ORDERS 					
Status Category	Status Category and Stat...	Site, Status Category and ...	Origin	Origin and Site	Date Created
<input type="text" value="Status Category Q"/> <input type="text" value="Status Q"/>		<input type="text" value="Values"/>			
		PM	Non-PM	Hours	Cost
Assigned		82	139	110	\$8,067.58
In Progress		82	121	69	\$1,499.23
On Hold		0	5	10	\$0.00
Parts on Order		0	13	31	\$6,568.35
Completed		30	553	1,803	\$29,625.09
Completed		30	553	1,803	\$29,625.09
Denied		0	9	0	\$0.00
Declined		0	9	0	\$0.00
Request		0	2	0	\$0.00
New Request		0	2	0	\$0.00

CARPENTRY / LOCK SMITH

- **Fully staffed at 4**
- **Installed one set of new doors at Fairview Jewell**
- **Installed one set of new doors at HS**
- **Every door on campus in PM'd on district every month**
- **Currently building cabinets for transportation**

ELECTRICAL

- **Fully staffed at 3**
- **Worked with Electrical Eng. on upgrade electrical for HS**
- **Installed additional power for new fire alarm at CPE**

GENERAL MAINTENANCE

- Fully staffed at 10
- Concrete poured at Fairview Jewell
- Cut concrete at HS for electrical gate
- Installed 18 poles for hammocks at Halstead and 21 bird feeders
- CN painted office and installed floor tiles
- Painted gym at Halstead Dover White
- Repainted girls' athletics weight room
- Moved storage building
- Cleared brush at ag barn
- Spring break wall will be installed at HC
- Installed security blocks at CCJRH
- Plumbing: Rented mini excavator to repair two major leaks due to pipes breaking

GROUNDS

- Fully staffed at 7
- Started winter beautification, trimming trees, red tips and shrubs.
- Grounds also walked campuses to inspect ceiling tiles and lights and assisted Gen. Maint. with daily projects

HVAC

- **Fully staffed at 8**
- **Replaced 20 heat exchangers on district**
- **Attended to on call issues as needed**

PLUMBING

- **Fully staffed at 3**
- **Rented mini excavator to repair two outdoor water lines**
- **Replaced plumbing in art room**
- **Installed water heater at Williams Ledger**

Major Projects

- **Security film install sched. for March 3rd, district wide**
- **Getting quotes for bleacher removal HS Gym 1**
- **Fairview Jewell lighting upgrade**
- **HS roof inspection scheduled**
- **DTF curtain PO issued**
- **Continue install security fencing at HS**
- **Met with contractor for electrical upgrade for HS**
- **Met with contractor for secondary water installation for HS**



**OUR TEAM IS
PROUD TO
SERVE
CCISD!**



Copperas Cove ISD Child Nutrition Department and Warehouse Department

We continue to hold our Monthly “Around the World on your Lunch Tray” for all the schools spotlighting our Cultural Diversity Menu items chosen by our CCISD Students. Each month we have visiting a different part of the World. January, we spotlighted Mexico Cuisine and for the month of February we are spotlighting Indian Cuisine

**Around the World on your Tray
Spotlight Tray for January
Mexican Cuisine
Housecreek Elementary**



December 2024 USDA awarded our Child Nutrition Department the Healthy Meals Initiative Recognition Award for our Cultural Diversity on our Menu which is our Second HMI Award. The first was Awarded in July 2024 for the Nutrition Education Award for the Nutrition Education for Around the State on our Plate. CCISD is one of only 11 Schools across Texas to receive this award. This recognition award includes in invitation to attend The Healthy Meals Summit in Las Vegas and includes a stipend to attend event for Director and Coordinator.



Copperas Cove ISD...A Foundation of Excellence – A Future of Success



Copperas Cove ISD Child Nutrition Department and Warehouse Department

January Texas Department of Agriculture notified CCISD Child Nutrition Department that our menu, nutrition education and interaction with the students during the Farm Fresh Challenge we were awarded the Cream of the Crop Award with presentation during Megacon hosted by TDA in May 2025.



Farm Fresh Challenge Expert • Serve six different local foods during the Challenge Must be 3 different meal components At least 2 local foods served each week • Host at least one educational activity each week (Two activities should be “above and beyond” the minimum effort) See next slide for examples of what qualifies • Share at least two social media posts during the Challenge Use the hashtags #FarmFreshTexas or #FarmFreshChallenge Posts should be on Facebook, Instagram, or X to reach the largest audience



TEXAS Farm Fresh Yellow Squash,
TEXAS Farm Fresh Cucumbers and
TEXAS Hydroponics Grown Lettuce!

We proudly serve LOCAL TEXAS to our students at Copperas Cove ISD! Purchasing locally means our students receive the freshest and best produce!



CCISD Child Nutrition Department was selected to be a part of the USDA National School Foods Study which collects data for January-March 2025. Being a part of the NSLP participation is required if chosen. We are one of a little over 1000 districts across the United States.

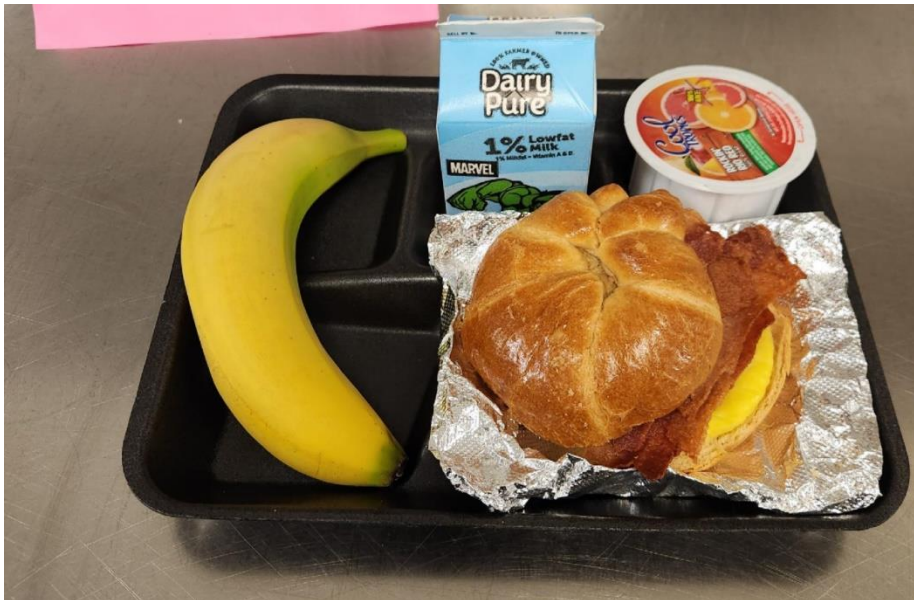


Copperas Cove ISD...A Foundation of Excellence – A Future of Success



Copperas Cove ISD Child Nutrition Department and Warehouse Department

Currently working on commodity processing for the 2025-2026 SY based on the many foods shows we hosted with our students indicating the exact food items they liked. All orders are due into system by February 14, 2025 to TDA.



**New item for January:
Bacon & Egg on Whole
Grain Croissant! YUM!**



Local TEXAS spotlight items: Texas Dairy Milk and Local Texas Hydroponics lettuce with Texas Cucumbers!

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Copperas Cove ISD

Child Nutrition Department and Warehouse Department

Upcoming CN Events:

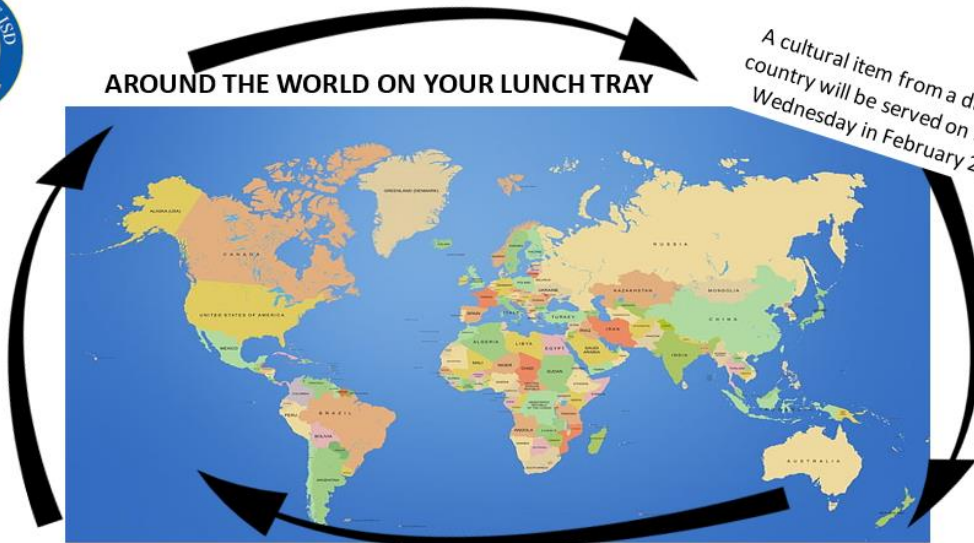
- a. 100th day of School Feb 4, 2025 (100th day Celebration Day Cake at lunch)
- b. Feb. 12th Valentines Day Parties (Lunch menu Pizza or Chili Dawgs)
- c. Feb. 19th Around the World on Lunch Tray - India Spotlight menu Item: with Chicken Tikka Masala and Rice, Seasoned Roasted Chickpeas Flatbread (Pre-K will have toned down version) See Attached Flyer

*July Summer Feeding Event Wrap Up Around the World-Community Event



AROUND THE WORLD ON YOUR LUNCH TRAY

A cultural item from a different country will be served on the 3rd Wednesday in February 2025



CELEBRATING THE FLAVOR PROFILES FROM A DIFFERENT PART OF THE WORLD EACH MONTH

February 2025 we are traveling to **INDIA!**

The menu items we are spotlighting are: **Tikka Masala**, **Yellow Indian Rice** and **Naan Bread** and **Chickpeas!**

Be sure to watch the map in each cafeteria as we travel around the world on our lunch tray this school year!



Culinary Fusion: **Chicken Tikka Masala** represents a blend of **Indian** and **British** culinary traditions. It originated from Indian cuisine but was adapted by British chefs to suit local tastes, making it a symbol of multiculturalism in the UK

Chitranna, also known as **Lemon rice**, is a rice-based dish widely prepared in **South India**. It is prepared by mixing cooked rice with a special seasoning called **Qavara** or **Gouli**. Characteristic for the seasoning are **mustard seeds**, **fried lentils**, **peanuts**, **curry leaves**, **chilies**, **lemon juice** and other optional items such as scrapes of unripe **mango**. Added **turmeric** powder gives **Chitranna** its yellow color. **Garlic** and **onions** are also used in the seasoning by some, although traditionally they do not form part of the recipe. The dish is especially popular in the south Indian state of **Karnataka**, where it has become a part of the daily diet.

Ref: <https://en.wikipedia.org/wiki/Chitranna>

Naan (**/nɑːn/**) is a **leavened**, oven-baked or **tawa**-fried **flatbread**, that can also be baked in a **tandoor**. It is characterized by a light and fluffy texture and golden-brown spots from the baking process
ref: <https://en.wikipedia.org/wiki/Naan>

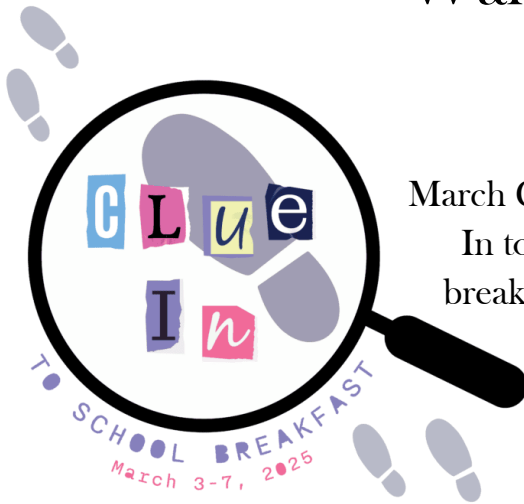
This institution is an equal opportunity provider. (SY 24/25 MB)

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Copperas Cove ISD Child Nutrition Department and Warehouse Department

March 3-7, 2025



March Celebrate National School Breakfast Week Theme: Clue
In to School Breakfast! Come crack the case with CCISD
breakfast daily! Activities, Handout and videos we will make
available to teachers to celebrate!

Additional Information about CCISD Child Nutrition Department:

1. Monitor over 817 students with allergies district wide.
2. CCISD Child Nutrition Department Monthly Average Expenses:
 - a. Milk \$41,738
 - b. Fresh Produce \$23,642
 - c. Food Items \$90,000
3. CCISD Child Nutrition Department grants received by TDA:
 - a. SCA Grant (For Minimally Processed Items Only)

2021-2022	\$173,246.25
2022-2023	\$241,886.65
2023-2024	\$203,779.26
2024-2025	\$167,194.23
 - b. LFS Grant (Local TEXAS produce ONLY)

2023-2024	\$65,482.37
2024-2025	\$33,517.63

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Copperas Cove ISD Child Nutrition Department and Warehouse Department

The CCISD Warehouse Department past month:

1. January 2025 monthly Custodial Deliveries to schools: 90
2. January 2025 monthly number of Office Supplies deliveries: 135
3. January 2025 Textbooks/consumables deliveries to schools: 10-20
4. January number of transcripts ordered/picked up by former CCISD Students: 75



CCISD Warehouse Staff:

Yolanda Pitts
Mary Sanchez
Matt Boyce
James Welling
Ryan Miner



Copperas Cove ISD...A Foundation of Excellence – A Future of Success



**Copperas Cove Independent
School District**

Transportation Report

Jan. 2025

Staff



DIRECTOR



ASST. DIRECTOR



SECRETARY



DISPATCHER



LEAD / SPECIAL NEEDS



LEAD / DISCIPLINARY



LEAD / TRAINIER



94 Transportation Team Members

- **1 Transportation Director**
- **1 Transportation Assistant Director**
- **1 Secretary**
- **1 Dispatcher**
- **3 Lead Drivers Trainer/ Special Needs Coordinator/ Disciplinary**
- **5 Mechanics 1 Shop foreman/4 mechanics**
- **34 Bus drivers 4 are unassigned drivers, 4 routes are paused**
 - **10 Pre-K routes transporting 167students**
 - **10 Special Needs/ ESL drivers / 27 Bus Aides**
 - **1 Fueler**

Special Education Information

- Special education students served – 251
 - Hearing/visually impaired – 3
 - Harker Heights & Belton (Austin)
- McKinney-Vento Students:
 - Inside CCISD - 40
 - Outside CCISD - 7 out of district
 - Killeen & Gatesville
- ESL Students -- 64

Dashboard

Date 01/31/2025

Sync: Successful ✓ 02/03/25 @ 01:13 AM

Student Activity

- 2,664 Students Transported
- 7,776 Student Count
- 577 Manual Loads
- 1 Loaded Anonymously
- 4 Suspended From Riding

Exceptions/Inspection Defects

- 11 Inbound Exceptions
- 87 Outbound Exceptions
- 4 Inspection Defects



Action Required

- 178 Students Without Cards
- 3,045 Students Without Routes
- 1,934 Registered Parents
- 1,640 Registered Parents (Parent App)
- 0 Buses Not Configured
- 0 Buses Without Inspection Profile

FUEL REPORT

AUGUST 2024-JANUARY 2025

- AUGUST 2024 \$28,926.39
- SEPTEMBER 2024 \$40,062.83
- OCTOBER 2024 \$47,136.76
- NOVEMBER 2024 \$30,195.76
- DECEMBER 2024 \$30,702.24
- JANUARY 2024 \$40,257.07
- **TOTAL FUEL \$217,280.30**

Transportation Maintenance

Playing catch up
on maintenance.
90% of work orders
are completed



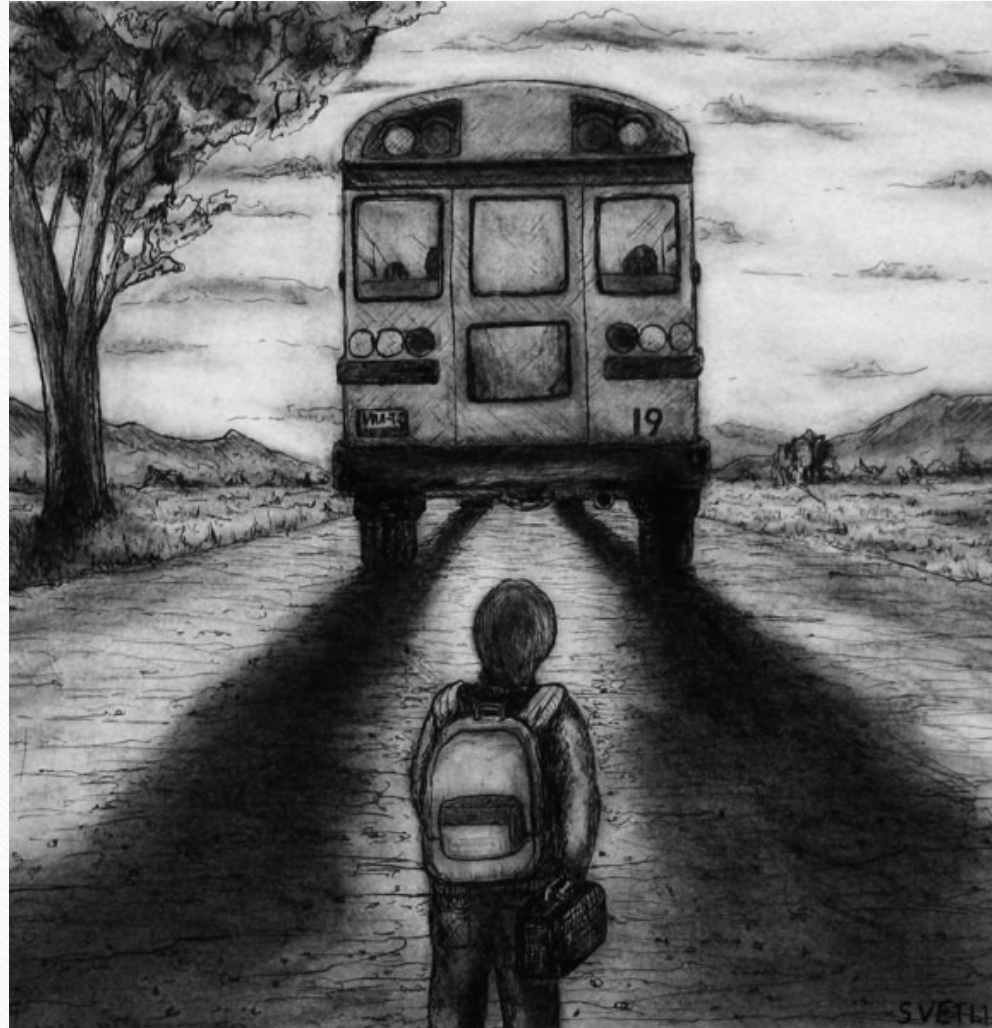
Students suspended from riding as of December 2024

38 total

8 HS

15 JR High

15 Elementary



Activity Bus



SAFETY AND SECURITY



MARSHALS

- 17 Total Positions
- 14 Certified
- 1 Attending March TCOLE course
- 2 Attending May TCOLE course

MARSHALS

- Currently working to get Marshals Level III certified between hire date and time they can attend TCOLE training

MARSHALS UP COMING TRAINING

- Feb 13th Weapon retention and handcuffing techniques
- April 7th Active Shooter drills with CCSO SWAT

UPCOMING PROJECTS

- Mapping services with CRG
- Completing DVAs
- Begin 3-year Safety and Security Audit



Technology Report

Jan 2025

[Submit a Technology Work Order](#)



Technology Leadership



Maron P Samuel
Chief Technology Officer



Henry Blair
Network Engineer



Victor Dery
Technology Coordinatorr



Steve Armstrong
Asst Network Engineer

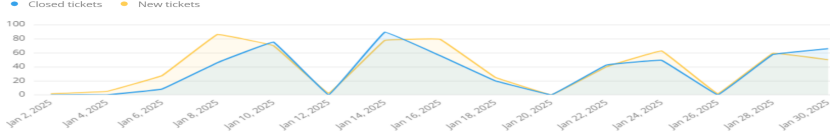


Current Projects

- Veracity – Contract Signed
- Projector/IEP Updates
- E-rate Category 2 – Contracts
- Google Testing Carts Conversion
- Risk Assessment Matrix Completed
- Microsoft Windows II Project
- CTE Labs Project
- Ticket System for January (534 tickets/SLA Resolution 87%, SLA Response 82%)

Explore ticket analytics filtered only by your permission level

Ticket Resolution Over Time (closed tickets vs. newly submitted)



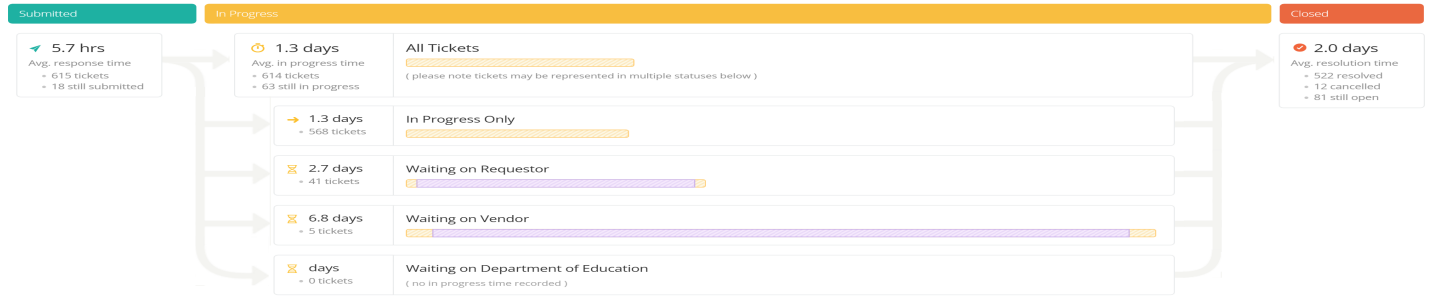
5.7 hours
Response time (avg)
for all ticket statuses

534
Tickets now closed
out of 615 submitted

2 days
Resolution time (avg)

81
Tickets still open
12 waiting on requestor

Ticket Pipeline Analysis (shows time spent in each status, along with ticket routing for all workflows)



Top Models (sorted by total tickets)



1.2 minutes
Avg. time logged per ticket

Tickets by Priority



Tickets Submitted For



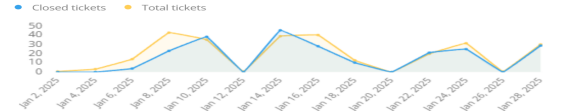
SLA Response Time



SLA Resolution Time



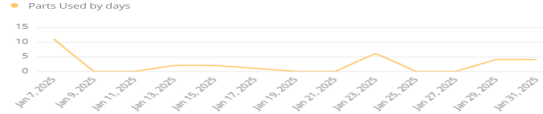
Total Tickets Over Time



% Parts Used



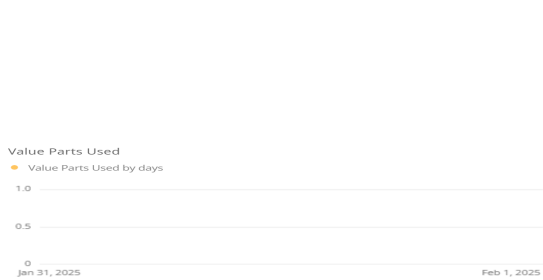
Quantity Parts Used



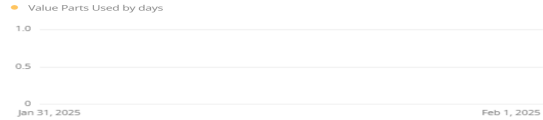
Top 10 Parts Used



% Value Parts Used



Value Parts Used



Top Issue Categories (sorted by total tickets)



Overall Satisfaction (click bars below for specific results details)



2024-2025 Vacancies Instructional Support

Position	# of Vacancies	Campus/Department	as of Date	Notes
Instructional Coach	1	CCHS/Curriculum	2/6/2025	n/a
Aide, Instructional Title 1	1	Clements Parsons Elementary	2/6/2025	n/a
Aide, SPED	1	Clements Parsons Elementary	2/6/2025	n/a
Aide, Credit Recovery	1	Copperas Cove High School	2/6/2025	n/a
Aide, SPED	1	Copperas Cove High School	2/6/2025	n/a
Coordinator of CTE	1	Copperas Cove High School	2/6/2025	n/a
Teacher, CTE Health Science	1	Copperas Cove High School	2/6/2025	n/a
Teacher, Special Education	1	Copperas Cove High School	2/6/2025	n/a
Aide, Instructional	1	Copperas Cove Junior High School	2/6/2025	n/a
Teacher, PE/Coach	1	Copperas Cove Junior High School	2/6/2025	n/a
Librarian	1	Hettie Halstead Elementary	2/6/2025	n/a
Aide, SPED	1	House Creek Elementary	2/6/2025	n/a
Aide, ESL	1	William's Ledger Elementary	2/6/2025	n/a
Teacher, Kindergarten	1	William's Ledger Elementary	2/6/2025	n/a
Teacher Total Vacancies - 4				
Librarian Total Vacancies - 1				
IC Total Vacancies - 1				
Aide Total Vacancies - 7				

February 2025

February 2025							March 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	27	28	29	30	31	Feb 1 Softball vs. Troy/Florence (Scrimmage) time TBD (Away) 4:03pm 5:03pm Band Color Guard Contest
2	3 5:00pm 5:15pm Baseball vs. Ellison (scrimmage) (Home)	4 5:00pm 5:15pm Boys Basketball vs. Killeen 5:00pm 5:15pm Girls Basketball vs. Killeen 6:30pm 6:45pm Softball	5 3:00pm 4:00pm Bulldawg Signing CCHS Gvm	6 3:00pm 4:00pm Powerlifting Meet (SC Lee IHS)	7 4:30pm 4:45pm Baseball vs. Rogers (scrimmage) 5:00pm 5:15pm Boys Basketball vs. 7:15pm 8:15pm Girls	8 12:00pm 12:15pm Softball vs. Robinson (Scrimmage) (Away)
9	10 12:00pm 3:30pm SB Workshop (Board Room)	11 Softball - Austin Anderson (time TBD) (Away) 5:30pm 7:00pm CCJHS 6:30pm 8:00pm School 7:00pm 7:15pm Boys	12	13 Softball - Liberty Hill Tournament (time TBD) (Away)	14	15
16	17	18 7:00pm 7:15pm Softball vs. Lorena (Home Game)	19	20 Softball - IWA Tournament (time TBD) (Away) 6:00pm 8:00pm CCHS Band Concert (Lea Ledger Auditorium 600 S 25th St)	21	22
23	24	25 7:00pm 7:15pm Softball vs. Troy (Home Game)	26	27 Softball - CenTex Turf Wars Tournament (time To Mar 1	28	Mar 1

March 2025

March 2025							April 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 23	24	25	26	27	28	Mar 1 Softball - CenTex Turf Wars
2	3 12:00pm 3:30pm SB Workshop (Board Room)	4 5:30pm 6:30pm SB Group Photo (CCISD Board) 6:45pm 7:00pm Softball 6:30pm 8:00pm School	5 3:00pm 4:30pm Copy: Quarterly Summit Meeting (Hosted by CCISD) (CCISD Board)	6	7 6:45pm 7:00pm Softball vs. Brvan (Away)	8 2025 NAFIS Spring Conferenc
9	10	2025 NAFIS Spring Conference (Washington, DC)			14 6:45pm 7:00pm Softball vs. Harker Heights (Home Game)	15
16	17 6:45am 7:00am Softball vs. Shoemaker (Away)	18	19	20	21 6:45pm 7:00pm Softball vs. Temple (Home Game)	22
23	24	25 11:30am 1:00pm Copy: State of the District - 6:45pm 7:00pm Softball vs. Midway (Away)	26	27	28 6:00pm 8:00pm Copy: District Wide Concert 6:45pm 7:00pm Softball vs. Killeen (Away)	29
30	31	Apr 1	2	3	4	5

April 2025

April 2025							May 2025						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5				1	2	3	
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 30	31	Apr 1 6:45pm 7:00pm Softball vs. Bryan (Home Game)	2	3	4	5 6:00pm 8:00pm Annual Boots & Buckles Gala (Copperas Cove Civic Center)
6	7 12:00pm 3:30pm SB Workshop (Board Room)	8 6:45pm 7:00pm Softball vs. Harker Heights (Away) 6:30pm 8:00pm School Board Meeting (CCISD)	9	10 UJL Region Concert & Sight Reading Contest (performance t	11 6:45pm 7:00pm Softball vs. Shoemaker (Home Game)	12
13	14	15 6:45pm 7:00pm Softball vs. Temple (Away)	16	17 6:45pm 7:00pm Softball vs. Midway (Home Game)	18	19
20	21	22	23	24	25	26
27	28 6:00pm 7:00pm SC Lee JHS Spring Concert & Awards Night (Lea Ledger Auditorium)	29	30	May 1	2	3