

# 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, March 3, 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 - February 10, 2025
    2. Regular Meeting - February 11, 2025
    3. Board Workshop Meeting - February 17, 2025
  - B) Personnel
    1. New Hires
    2. Resignations
    3. Personnel Vacancies
  - C) Good Things
    1. Staff Recognition - Child Nutrition and Communications
    2. Student Recognition - CCHS Cheerleaders, SC Lee JH Band, Boys Basketball, Swim Team, and Wrestling Athletes
  - D) Items Exceeding \$25,000
    1. Renewal of Naviance (PowerSchool) Software for Copperas Cove ISD Secondary Schools (TIPS RF 210101 May'26 - \$31,449.94 - Budgeted Funds - Perkins)

2. Renewal of Fortinet (CDW Quote #PHGB380 -TIPS Contract 230105 - \$31,935.00 from Budgeted Funds)
- E) Finance
  1. Consider and Discuss Financial Statements and Payment of Bills
- F) Consider and Discuss the Copperas Cove ISD 2025 -2026 School Calendar
- G) Consider and Discuss Approving the Hiring Authority for the Superintendent Through August 31, 2025
- H) Consider Action to Approve Standard Form of Agreement Between Owner (Copperas Cove ISD) and Architect (GLS) Document B101-2017
- I) Consider and Discuss to Approve the Revised Board Operating Procedures
- J) Consider and Discuss to Approve the Texas Strategic Staffing for Sustainable, Paid Teacher Residency Programs (Discretionary) Grant
- K) Consider and Approve to Add, Revise or Delete (LOCAL) Policies as Recommended by TASB Policy Service According to the Instruction Sheet for TASB Localized Policy Manual Update 124
- L) Consider and Discuss a Recruitment Stipend for CCISD Employees.
- M) Consider and Discuss to Approve a Wage and Benefit Study Proposal
4. Information Items
  - A) Campus Reports
  - B) SPED Report
  - C) Athletics Report
  - D) Operations Report
  - E) Safety and Security Report
  - F) Technology Report
  - G) Board of Trustees Calendar
5. Adjourn

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on: Friday, February 28, 2025 at 12:00 p.m.

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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

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

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

Members Absent: *Mike Wilburn*

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

1. Call to Order

*The meeting was called to order at 12:04 p.m.*

2. Public Forum

*No Comments*

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 Roffing 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 meeting was adjourned at 1:42 p.m.***

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Joan Manning, President

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Mike Wilburn, Secretary

# Minutes of Regular Meeting

## The Board of Trustees Copperas Cove Independent School District

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A Regular meeting of the Board of Trustees of Copperas Cove Independent School District was held Tuesday, February 11, 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, Heather Copeland, Jeff Gorres, Sherry Hoffpauir, and Tim Traeger*

Members Absent: *Mike Wilburn*

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

Others Present: *Killeen Daily Herald – Eric Walsh  
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: Mr. Jeff Gorres*

3. Invocation

*Presenter: Mrs. Joan Manning*

4. Mission Statement:

The mission of Copperas Cove ISD is to provide exceptional opportunities for each student through exemplary instruction which inspires academic success, personal excellence, and responsible citizenship

*Presenter: John Gallen*

5. Public Forum

Brian Hawkins

Sharon Tabor

6. **Public Hearing on the Texas Academic Performance Report (TAPR)**

The education performance of the district and campuses in relation to the district, state, and comparable groups of schools

*Presenter: Deputy Superintendent Mrs. Amanda Crawley*

7. Good Things

A. Student Recognitions

*3 Campuses were recognized for the top three UIL Academic Competition*

*1<sup>st</sup> Place – Martin Walker Elementary*

*2<sup>nd</sup> Place – Williams/Ledger Elementary*

*3<sup>rd</sup> Place – Clements/Parsons Elementary*

B. Staff Recognitions

*House Creek Elementary earned the award for the third year in a row, Christina Jacobs and former House Creek counselor and current Director of Behavioral Support Services Amy Simpson receiving the honors.*

*Martin Walker Elementary School, led by counselor Hillary Newton, earned the honor for the second consecutive year.*

*Copperas Cove Jr. High is led by counselors Julie Armstrong and Yoshenobia Harris  
Copperas Cove High School counseling coordinator Melissa Dewald and counselors  
BrendaLiz Gomez, Maria Velarde, Jessica Salazar and Amy Trimm*

8. Consent Agenda

A. Consent Agenda

1. Board of Trustees Meeting Minutes

a. Workshop Meeting - January 13, 2025

b. Special Meeting - January 13, 2025

c. Special Meeting - January 14, 2025

d. Regular Meeting - January 14, 2025

2. Personnel

a. New Hires

b. Resignations

3. Items Exceeding \$25,000

a. Microsoft Software Renewal (SHI Quote 242460632 - \$159,675.03 - Budgeted Funds)

b. District SPAM Filter - Barracuda Software Renewal (TFE Quote 117718 \$43,280.64 - Budgeted Funds)

c. 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)

d. Repair of the Elevator at SC Lee Junior High School (TK Elevator Corporation, Sourcewell - 74,390.79 - Fund Balance)

e. Repair of the ROTC Roof at Copperas Cove High School (Honey's Roffing LLC, TIPS #24060402 - \$33,685.00 - Fund Balance)

f. Purchase of Technical Services from Engage2Learn (\$25,000 - Blended Learning Grant Funds)

4. Budget Amendment(s)

5. Out of State Trip (s)

a. NAFIS Spring Conference - Washington, D.C. - March 8-12, 2025

6. Consider and Approve Financial Statements and Payment of Bills

7. Consider and Approve the Appointment of Investment Officer for CCISD

8. Consider and Approve New Courses for the 2025-2026 School Year

9. Consider and Approve the Texas State Technical College MOU for the 2025-2026 School Year

10. Consider and Approve the Lamar State College Orange MOU for the 2025 - 2026 School Year

11. Consider and Approve the Interlocal Government Agreement Regarding the Implementation and Administration of a Youth Diversion Program with the City of Copperas Cove

12. Consider and Approve the Inclement Weather Resolution

13. Consider and Approve the Employment of a Chief Technology Officer (CTO)

*A motion was made by John Gallen to approve the consent agenda as presented.*

*Tim Traeger seconded the motion.*

*All members present voted by saying 'Aye'.*

9. 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

10. Closed Meeting:

A. If, during the course of the meeting, the Board determines that a closed session is required, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Tex. Government Code, including but not limited to:

**551.071** Private consultation with the Board's attorney

Private consultation with the District's attorney pursuant to Texas Government Code Section 551.071 to seek the advice of the District's attorney about: (A) pending or contemplated litigation; and/or (2) on a matter which the duty of the attorney to the government body clearly conflicts with the Texas Open Meetings Act

**551.072** Discussing purchase, exchange, lease, or value of real property

**551.073** Discussing negotiated contracts for prospective gifts or donations

**551.074** Discussing personnel or to hear complaints against personnel

**551.075** To confer with employees of the school district to receive information or to ask questions

**551.076** Considering the deployment, specific occasions for or implementation of security personnel or devices

**551.083** Considering the standards, guidelines, terms, or conditions the Board will follow or will instruct its representatives to follow, in consultation with representatives of employee groups

**551.084** Excluding witness from a hearing

11. Reconvene Open Meeting to Vote on Matters Considered in Closed Meeting

12. Adjournment

*The meeting was adjourned at 9:43 p.m.*

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Joan Manning, President

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Mike Wilburn, Secretary

# Minutes of Board Workshop

## The Board of Trustees Copperas Cove Independent School District

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A Board Workshop of the Board of Trustees of Copperas Cove Independent School District was held Monday, February 17, 2025, beginning at 11:00 AM 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: *Dr. Brent Hawkins*

Others Present: *Dr. Danny Lovett*

1. Call to Order  
*The meeting was called to order at 11:00 a.m.*
2. Open Forum  
*No Comments*
3. Team Building - Training Provided by Dr. Danny Lovett
4. Adjourn  
*The meeting was adjourned at 3:14 p.m.*

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Joan Manning, President

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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**

| NAME           | EMP/TRANS DATE  | POSITION                  | CAMPUS                      | YEARS EXP IN PROPOSED POSITION | YEARS EXP IN EDUCATION OR FIELD | COLLEGE TO ISSUE DEGREE                         | CERTIFICATION   | LAST DISTRICT TAUGHT |
|----------------|-----------------|---------------------------|-----------------------------|--------------------------------|---------------------------------|---|---|----------------------|
| Frazeo, Ariel  | *3/10/2025      | RISE Classroom Instructor | Copperas Cove Junior High   | 0                              | 0                               | College of Oneonta State University of New York | Certification not required  | n/a                  |
| Haire, Thomas  | 3/3/2025        | Director of Maintenance   | Maintenance                 | 0                              | 7                               | n/a   | Certification not required  | n/a                  |
| Hermann, Megan | *3/3/2025       | Teacher, Elementary       | Fairview Jewell Elementary  | 2                              | 4                               | American Military University                    | *Core Subjects with STR (EC-6)  | Copperas Cove ISD    |
| Olsen, Daizja  | 2/18/2025       | RISE Instructional Intern | Fairview Jewell Elementary  | 0                              | 3                               | Dallas Christian College                        | Certification not required  | n/a                  |
| Smart, Kacey   | 2/24/2025       | Teacher, Elementary       | Hettie Halstead Elementary  | 2                              | 3                               | University of Arizona Global Campus             | Core Subjects with STR (EC-6)   | Copperas Cove ISD    |
| Smith, Stacy   | 1/22/2025       | Teacher, Elementary       | Clements Parsons Elementary | 2                              | 2                               | Texas A&M University - Central Texas            | English Language Arts & Reading with STR (4-8), ESL Supplemental (4-8), Special Education (EC-12) | Copperas Cove ISD    |
| Turner, Robert | 3/3/2025        | Director of CTE           | Copperas Cove High School   | 0                              | 10                              | Tarleton State University                       | Physical Education (EC-12), Science (4-8), Generalist (4-8), Principal (EC-12)                    | Copperas Cove ISD    |
| White, Adrian  | 2/21/2025       | Teacher, Elementary       | House Creek Elementary      | 4                              | 4                               | University of Central Missouri                  | Core Subjects with STR (EC-6)   | Copperas Cove ISD    |
|                |                 |                           |                             |                                |                                 |   |   |                      |
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|                | *tentative date |                           |                             |                                |                                 |   | *Certification Pending/ **Emergency Permit/ ***DOI Local Certification                            |                      |
|                |                 |                           |                             |                                |                                 |   |   |                      |
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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



## 2024-2025 Resignations Instructional Support

| NAME                 | TERM DATE | POSITION                               | CAMPUS                      | REASON              |
|----------------------|-----------|--|-----------------------------|---------------------|
| Bogard, Krysti-Lyn   | 2/14/2025 | Assistant Principal Intern             | Copperas Cove Junior High   | health              |
| Brown, Richard       | 2/28/2025 | Director of Facilities and Maintenance | Maintenance                 | other opportunities |
| Quichocho, Christine | 2/21/2025 | School Nurse (RN)                      | Clements Parsons Elementary | health              |
| Sitton, Duane        | 5/23/2025 | Teacher, CTE                           | Copperas Cove High School   | personal            |
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## 2024-2025 Vacancies Instructional Support

| Position                         | # of Vacancies | Campus/Department                  | as of Date | Notes |
|----------------------------------|----------------|------------------------------------|------------|-------|
| Instructional Coach              | 1              | CCHS/Curriculum                    | 2/6/2025   | n/a   |
| RN                               | 1              | Clements Parsons Elementary        | 2/11/2025  | 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   |
| Associate Principal              | 1              | Copperas Cove High School          | 2/28/2025  | 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   |
| Assistant Principal              | 1              | Copperas Cove Junior High School   | 2/18/2025  | n/a   |
| Aide, Instructional              | 1              | Copperas Cove Junior High School   | 2/6/2025   | n/a   |
| Assistant Principal              | 1              | Hettie Halstead Elementary         | 2/11/2025  | n/a   |
| Librarian                        | 1              | Hettie Halstead Elementary         | 2/6/2025   | n/a   |
| Aide, Library                    | 1              | Hettie Halstead Elementary         | 2/21/2025  | n/a   |
| Aide, Pre-k                      | 1              | Mae Stevens Early Learning Academy | 2/24/2025  | 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, 1st grade               | 1              | William's Ledger Elementary        | 2/24/2025  | n/a   |
| Aide Total Vacancies -           | 6              |                                    |            |       |
| Teacher Total Vacancies -        | 4              |                                    |            |       |
| Professional Support Vacancies - | 3              |                                    |            |       |
| Admin Total Vacancies -          | 3              |                                    |            |       |





# Board of Trustees

Date of Meeting

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District Goal

Summary  
(Purpose/  
Objective)

Fiscal Impact

Administrative  
Recommendation

Attachments

Contact Person

E-Mail Address



# Board of Trustees

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Objective)

Fiscal Impact

Administrative  
Recommendation

Attachments

Contact Person

E-Mail Address



# Board of Trustees

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Objective)

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Administrative  
Recommendation

Attachments

Contact Person

E-Mail Address

## Invoice

Date 01/01/2025  
 Invoice# **INV280762**  
 Terms Net 30  
 Due Date 01/31/2025  
 Customer ID 10017055

**Bill To**

Accounts Payable  
 Copperas Cove Independent School District  
 703 W Avenue D  
 Copperas Cove TX 76522  
 United States

**Ship To**

Accounts Payable  
 Copperas Cove Independent School District  
 703 W Avenue D  
 Copperas Cove TX 76522  
 United States

**VAT:**

| PO# | Quote# | Sales Rep   |
|-----|--------|-------------|
|     |        | Mark Moreno |

| Product Description  | Qty | Unit | Tax | Extended Price |
|--|-----|------|-----|----------------|
| <b>License and Subscription Fees</b>   |     |      |     |                |
| Naviance Solution Suite  | 1   | Each | 0%  | \$31,449.94    |
| Totals for License and Subscription Fees   |     |      |     | \$31,449.94    |
| Package Includes: AchieveWorks, Career Key, Consulting Hours, Naviance Alumni Tracker, Naviance College and Career Readiness Curriculum, Naviance Course Planner 2.0, Naviance Insights Premium, Naviance eDocs, Naviance for High School, Naviance for Middle School, Services District Course Planner - 2 to 3 Buildings |     |      |     |                |
| <b>Professional Services and Setup Fees</b>  |     |      |     |                |
| Totals for Professional Services and Setup Fees  |     |      |     | \$0.00         |
| <b>Training Services</b>   |     |      |     |                |
| Totals for Training Services   |     |      |     | \$0.00         |

**Pay Now**

By paying this invoice or continuing to access the services, you agree to renew the services on the same terms and conditions (plus any then-current annual uplift) that govern your access to the services during the immediately preceding subscription period.

| Subtotal    | Tax Total | Total (USD)        |
|-------------|-----------|--------------------|
| \$31,449.94 | \$0.00    | \$31,449.94        |
|             |           | Amt. Due (USD)     |
|             |           | <b>\$31,449.94</b> |

Thank you for your business

|   |  |  |  |
|---|--|--|--|
| <b>Remit by Check (US Mail Only):</b><br>POWERSCHOOL GROUP LLC<br>PO BOX 888408<br>LOS ANGELES, CA 90088-8408 | <b>Remit by Check (Courier):</b><br>LOCKBOX SERVICES POWERSCHOOL GROUP LLC - Box<br>888408 3440 FLAIR DRIVE, 4th FLOOR EL MONTE, CA<br>91731 | <b>Remit by Wire or ACH:</b><br>Wells Fargo Bank, NA<br>Account Name: PowerSchool Group LLC<br>ABA Routing No: 121000248<br>Account No: 4633847017 SWIFT: WFBIUS65<br>(Include invoice number in transmission) | <b>Customer Service:</b><br>ar@powerschool.com<br>888-265-7641 (Toll-Free)<br>916-357-9934 (Fax) |
|---|--|--|--|

Licensee shall be subject to a monthly charge of 1.5% on all amounts not paid when due (18% annually) , or, if a lower maximum rate is established by law, then such lower maximum rate.



# Board of Trustees

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District Goal

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(Purpose/  
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Administrative  
Recommendation

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

**MARON SAMUEL,**

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 |
|---------|------------|------------------|------------|-------------|
| PHGB380 | 2/6/2025   | FORTINET RENEWAL | 0609663    | \$31,935.00 |

## QUOTE DETAILS

| ITEM  | QTY | CDW#    | UNIT PRICE  | EXT. PRICE  |
|---|-----|---------|-------------|-------------|
| <b><a href="#">FORTINET CUSTOM COTERM</a></b><br>Mfg. Part#: FORTICO-TERM<br>FG6H0ETB21907954<br>2025-06-26<br>UTM Protection (24x7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam Services)AV, FortiGuard IPS Service, FortiGuard URL, DNS & Video Filtering Service, AS, FortiGuard Indicators of Compromise (IOC) Service, SOCaaS, Cloud-based central logging and analytics, 24x7 Email, 24x7 Comprehensive Support, Advance HW, FortiAnalyzer Security Automation with Unrestricted Playbook Usage, Firmware & General Updates<br>Electronic distribution - NO MEDIA<br>Contract: TIPS 230105 Tech Solutions, Products, and Services (230105) | 1   | 5017409 | \$14,175.00 | \$14,175.00 |
| <b><a href="#">FORTINET CUSTOM COTERM</a></b><br>Mfg. Part#: FORTICO-TERM<br>FG6H0ETB21907952<br>2025-06-26<br>UTM Protection (24x7 FortiCare plus Application Control, IPS, AV, Web Filtering and Antispam Services)AV, FortiGuard IPS Service, FortiGuard URL, DNS & Video Filtering Service, AS, FortiGuard Indicators of Compromise (IOC) Service, SOCaaS, Cloud-based central logging and analytics, 24x7 Email, 24x7 Comprehensive Support, Advance HW, FortiAnalyzer Security Automation with Unrestricted Playbook Usage, Firmware & General Updates<br>Electronic distribution - NO MEDIA<br>Contract: TIPS 230105 Tech Solutions, Products, and Services (230105) | 1   | 5017409 | \$14,175.00 | \$14,175.00 |

**QUOTE DETAILS (CONT.)**

**FORTINET CUSTOM COTERM**

1 5017409 \$3,585.00 \$3,585.00

Mfg. Part#: FORTICO-TERM  
FAZVCLTM23000802  
2025-06-26  
FortiGuard Indicators of Compromise (IOC)  
Service, SOCaaS, Cloud-based central logging and analytics, 24x7 Email, 24x7 Comprehensive Support, FortiAnalyzer Security Automation with Unrestricted Playbook Usage  
Electronic distribution - NO MEDIA  
Contract: TIPS 230105 Tech Solutions, Products, and Services (230105)

**SUBTOTAL** \$31,935.00  
**SHIPPING** \$0.00  
**SALES TAX** \$0.00  
**GRAND TOTAL** **\$31,935.00**

**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  
DANIELA PITTS  
702 SUNNY AVE BLDG 100  
COPPERAS COVE, TX 76522-2439  
**Shipping Method:** ELECTRONIC DISTRIBUTION

**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](mailto: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.cdwg.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager.



| Check Number | Payee                                    | Check Amount | Check Date |
|--------------|--|--------------|------------|
| 160917       | SARGENTS TROPHY COMPANY                  | -\$28.00     | 2/3/2025   |
| 160781       | SHELBY LEE MARTIN                        | -\$135.00    | 2/3/2025   |
| 160081       | CHRISTOPHER DOUGLAS SCOTT                | -\$300.00    | 2/3/2025   |
| EFT          | WESTERN 000                              | \$2,838.00   | 2/7/2025   |
| EFT          | VIRKIM INC                               | \$255.50     | 2/7/2025   |
| EFT          | VERTICAL SCHOOL PARTNERS, L.P.           | \$1,875.00   | 2/7/2025   |
| EFT          | JUSTIN MATTHEW TUCKER                    | \$129.64     | 2/7/2025   |
| EFT          | JOLENE IDELE TRAVIS                      | \$306.65     | 2/7/2025   |
| EFT          | MATTHEW RAYMOND THOMPSON                 | \$91.00      | 2/7/2025   |
| EFT          | TOUSSAUNT LEON THOMAS                    | \$19.04      | 2/7/2025   |
| EFT          | RYAN TYLER STEWART                       | \$306.65     | 2/7/2025   |
| EFT          | SPECTRUM PRINTING                        | \$65.00      | 2/7/2025   |
| EFT          | SMART TEMPS A DIGI INTERNATIONAL COMPANY | \$6,677.67   | 2/7/2025   |
| EFT          | SKYWARD INC                              | \$858.00     | 2/7/2025   |
| EFT          | SCHOOL SPECIALTY INC                     | \$2,600.80   | 2/7/2025   |
| EFT          | JARED D RUDD                             | \$176.40     | 2/7/2025   |
| EFT          | RIVERSIDE ASSESSMENTS, LLC               | \$8,435.90   | 2/7/2025   |
| EFT          | PERRY OFFICE PLUS                        | \$4,316.35   | 2/7/2025   |
| EFT          | PERRY OFFICE PLUS                        | \$0.00       | 2/7/2025   |
| EFT          | NANCY CAROL NORRIS                       | \$306.65     | 2/7/2025   |
| EFT          | NEXTIVA, INC                             | \$246.30     | 2/7/2025   |
| EFT          | KENDRA SAGE NELSON                       | \$111.00     | 2/7/2025   |
| EFT          | ROBYN MICHELLE MITCHELL                  | \$59.57      | 2/7/2025   |
| EFT          | MATHWARM000                              | \$6,600.00   | 2/7/2025   |
| EFT          | SHELBY LEE MARTIN                        | \$450.00     | 2/7/2025   |
| EFT          | KENNETH NEIL MARINA                      | \$306.65     | 2/7/2025   |
| EFT          | KATHRYN JEAN KELLEY                      | \$111.00     | 2/7/2025   |
| EFT          | FRANK JOSUE JACOBO                       | \$111.00     | 2/7/2025   |
| EFT          | J. W. PEPPER & SON, INC                  | \$28.99      | 2/7/2025   |
| EFT          | ZAYAH MCKENZIE HOUGH                     | \$111.00     | 2/7/2025   |
| EFT          | KANIYA ANITRA GIRARD                     | \$84.00      | 2/7/2025   |
| EFT          | RANDALL KEITH GILLESPIE                  | \$57.61      | 2/7/2025   |
| EFT          | CHARLES LOUIS FLEMING                    | \$111.00     | 2/7/2025   |
| EFT          | SHON HARRISON DIXON                      | \$108.00     | 2/7/2025   |
| EFT          | DINGIVIN000                              | \$375.00     | 2/7/2025   |
| EFT          | DELL MARKETING L P                       | \$217,750.00 | 2/7/2025   |
| EFT          | THERESA MARIE COONS                      | \$151.90     | 2/7/2025   |
| EFT          | MARK ADAM COONS                          | \$106.26     | 2/7/2025   |
| EFT          | COCA-COLA SOUTHWEST BEVERAGES LLC        | \$1,501.15   | 2/7/2025   |
| EFT          | PHILIP WAYNE CHRISTNER                   | \$59.50      | 2/7/2025   |
| EFT          | SHARON E CARTER                          | \$305.60     | 2/7/2025   |
| EFT          | CAMERA ARTISTRY                          | \$705.00     | 2/7/2025   |
| EFT          | KIMBERLY DAWN BLALOCK                    | \$87.08      | 2/7/2025   |
| EFT          | RENEE MARIE BEATON                       | \$85.50      | 2/7/2025   |
| 161245       | TRENTON LEE WILLINGHAM                   | \$250.00     | 2/7/2025   |
| 161244       | KHANASTO WEST                            | \$35.00      | 2/7/2025   |

|        |                                       |             |          |
|--------|---------------------------------------|-------------|----------|
| 161243 | WC OF TEXAS                           | \$75.27     | 2/7/2025 |
| 161242 | DAVID OLIVER VASQUEZ-SOLIS            | \$54.00     | 2/7/2025 |
| 161241 | RONALD VANN                           | \$145.00    | 2/7/2025 |
| 161240 | UNLIMITED TOWING OF TEXAS LLC         | \$8,960.00  | 2/7/2025 |
| 161239 | UIL MUSIC REGION 8                    | \$1,130.00  | 2/7/2025 |
| 161238 | TRANSFINDER CORPORATION               | \$6,900.00  | 2/7/2025 |
| 161237 | TITAN SUPPORT SYSTEMS                 | \$2,779.00  | 2/7/2025 |
| 161236 | TEXAS PRIDE TRAILERS, LLC             | \$8,929.25  | 2/7/2025 |
| 161235 | TEXAS ASSOCIATION OF GOLF COACHES     | \$700.00    | 2/7/2025 |
| 161234 | TASBO                                 | \$1,410.00  | 2/7/2025 |
| 161233 | TASBO                                 | \$0.00      | 2/7/2025 |
| 161232 | TASB RMF PROPERTY/LIABILITY           | \$20.00     | 2/7/2025 |
| 161231 | DEMERIUS TALLY                        | \$295.00    | 2/7/2025 |
| 161230 | HERBERT ALLEN SWANK JR                | \$475.00    | 2/7/2025 |
| 161229 | CHRISTOPHER MICHAEL SPENCER           | \$237.50    | 2/7/2025 |
| 161228 | SOUTHSIDE BANK                        | \$44,117.44 | 2/7/2025 |
| 161227 | TIMOTHY STEPHEN SMITH                 | \$567.00    | 2/7/2025 |
| 161226 | CARL J SMITH                          | \$205.00    | 2/7/2025 |
| 161225 | SKILLS USA TEXAS                      | \$7,425.00  | 2/7/2025 |
| 161224 | SINGLETON, CLARK & COMPANY, PC        | \$12,000.00 | 2/7/2025 |
| 161223 | ALYSON RENAE SINCLAIR                 | \$197.89    | 2/7/2025 |
| 161222 | ALYSON RENAE SINCLAIR                 | \$336.00    | 2/7/2025 |
| 161221 | ALYSON RENAE SINCLAIR                 | \$1,080.00  | 2/7/2025 |
| 161220 | MILLER SHAFFER                        | \$200.00    | 2/7/2025 |
| 161219 | CHRISTOPHER DOUGLAS SCOTT             | \$570.00    | 2/7/2025 |
| 161218 | SCHOOL NURSE SUPPLY INC               | \$244.15    | 2/7/2025 |
| 161217 | SCHOLASTIC INC                        | \$1,649.12  | 2/7/2025 |
| 161216 | SARGENTS TROPHY COMPANY               | \$28.00     | 2/7/2025 |
| 161215 | EVERTON SANDY                         | \$170.00    | 2/7/2025 |
| 161214 | ZACHARY SANDLIN                       | \$145.00    | 2/7/2025 |
| 161213 | SAN MIGUEL ARCANGEL LLC               | \$63.84     | 2/7/2025 |
| 161212 | RECORDS CONSULTANTS INC               | \$1,750.00  | 2/7/2025 |
| 161211 | REALLY GOOD STUFF, LLC                | \$1,059.36  | 2/7/2025 |
| 161210 | RANGER COLLEGE                        | \$420.00    | 2/7/2025 |
| 161209 | RAE SECURITY                          | \$16,959.26 | 2/7/2025 |
| 161208 | QUILL CORPORATION                     | \$945.39    | 2/7/2025 |
| 161207 | PRESTO-X-RENTOKIL NORTH AMERICA, INC. | \$7,918.84  | 2/7/2025 |
| 161206 | PRECISION BUSINESS MACHINES, INC.     | \$1,078.53  | 2/7/2025 |
| 161205 | PORTIONPAC CHEMICAL CORPORATION       | \$2,078.12  | 2/7/2025 |
| 161204 | PIKES PEAK OF AUSTIN                  | \$183.07    | 2/7/2025 |
| 161203 | ISAIAH PETTIFORD                      | \$325.00    | 2/7/2025 |
| 161202 | PEARSON EDUCATION INC                 | \$134.90    | 2/7/2025 |
| 161201 | TAAFUA PATI                           | \$620.00    | 2/7/2025 |
| 161200 | ISAAC JHOVANY OCHOA-CARDENAS          | \$320.00    | 2/7/2025 |
| 161199 | O'REILLY AUTO PARTS*                  | \$1,597.38  | 2/7/2025 |
| 161198 | O'REILLY AUTO PARTS*                  | \$0.00      | 2/7/2025 |
| 161197 | O'REILLY AUTO PARTS*                  | \$0.00      | 2/7/2025 |

|        |   |             |          |
|--------|---|-------------|----------|
| 161196 | O'REILLY AUTO PARTS*                      | \$0.00      | 2/7/2025 |
| 161195 | O'REILLY AUTO PARTS*                      | \$0.00      | 2/7/2025 |
| 161194 | O'REILLY AUTO PARTS*                      | \$0.00      | 2/7/2025 |
| 161193 | JONATHAN NIX                              | \$200.00    | 2/7/2025 |
| 161192 | NATIONAL WHOLESALE SUPPLY, INC            | \$6,281.32  | 2/7/2025 |
| 161191 | NATIONAL WHOLESALE SUPPLY, INC            | \$0.00      | 2/7/2025 |
| 161190 | NATIONAL WHOLESALE SUPPLY, INC            | \$0.00      | 2/7/2025 |
| 161189 | NATIONAL WHOLESALE SUPPLY, INC            | \$0.00      | 2/7/2025 |
| 161188 | NATIONAL WHOLESALE SUPPLY, INC            | \$0.00      | 2/7/2025 |
| 161187 | NATIONAL WHOLESALE SUPPLY, INC            | \$0.00      | 2/7/2025 |
| 161186 | NATIONAL WHOLESALE SUPPLY, INC            | \$0.00      | 2/7/2025 |
| 161185 | MUSIC & ARTS CENTER                       | \$125.10    | 2/7/2025 |
| 161184 | JUSTIN MOSS                               | \$207.50    | 2/7/2025 |
| 161183 | FRITZ G MILLER                            | \$180.00    | 2/7/2025 |
| 161182 | KATRYN MARIE MELFI                        | \$435.40    | 2/7/2025 |
| 161181 | RYAN MCARTHUR                             | \$300.00    | 2/7/2025 |
| 161180 | KEITH MAXWELL                             | \$355.00    | 2/7/2025 |
| 161179 | SHELBY LEE MARTIN                         | \$432.00    | 2/7/2025 |
| 161178 | REBECCA MARSH                             | \$200.00    | 2/7/2025 |
| 161177 | JOHN H MARSHALL                           | \$180.00    | 2/7/2025 |
| 161176 | MANSFIELD OIL COMPANY OF GAINESVILLE INC. | \$17,533.51 | 2/7/2025 |
| 161175 | RICHARD LEE LOPEZ                         | \$35.00     | 2/7/2025 |
| 161174 | JASON G LONG                              | \$342.00    | 2/7/2025 |
| 161173 | JOSEPH LIZAMA                             | \$515.00    | 2/7/2025 |
| 161172 | LINDE GAS & EQUIPMENT INC.                | \$736.44    | 2/7/2025 |
| 161171 | DEVONTE LANE                              | \$130.00    | 2/7/2025 |
| 161170 | KEMPNER WATER SUPPLY                      | \$95.14     | 2/7/2025 |
| 161169 | K-LOG, INC                                | \$271.49    | 2/7/2025 |
| 161168 | WILLIAM JONES                             | \$180.00    | 2/7/2025 |
| 161167 | DEREK THOMAS JONES                        | \$471.00    | 2/7/2025 |
| 161166 | BRYAN SCOTT JOHNSON                       | \$490.00    | 2/7/2025 |
| 161165 | INDIANA WESLEYAN UNIVERSITY               | \$15,754.30 | 2/7/2025 |
| 161164 | I3-MPN, LLC                               | \$1,500.00  | 2/7/2025 |
| 161163 | BRETT HUNTER                              | \$150.00    | 2/7/2025 |
| 161162 | HEB GROCERY COMPANY                       | \$3,319.39  | 2/7/2025 |
| 161161 | HEB GROCERY COMPANY                       | \$0.00      | 2/7/2025 |
| 161160 | HEB GROCERY COMPANY                       | \$0.00      | 2/7/2025 |
| 161159 | HEB GROCERY COMPANY                       | \$0.00      | 2/7/2025 |
| 161158 | HEB GROCERY COMPANY                       | \$0.00      | 2/7/2025 |
| 161157 | HEB GROCERY COMPANY                       | \$0.00      | 2/7/2025 |
| 161156 | HEB GROCERY COMPANY                       | \$0.00      | 2/7/2025 |
| 161155 | HCTRA                                     | \$63.86     | 2/7/2025 |
| 161154 | HCTRA                                     | \$0.00      | 2/7/2025 |
| 161153 | WILLIAM CLAYTON HARRINGTON JR             | \$130.00    | 2/7/2025 |
| 161152 | MICHAEL A HANNON                          | \$180.00    | 2/7/2025 |
| 161151 | GRIESENBECK ARCHITECTUAL PRODUCTS INC     | \$28,272.34 | 2/7/2025 |
| 161150 | BRIAN GOONAN                              | \$35.00     | 2/7/2025 |

|        |                                     |             |          |
|--------|-------------------------------------|-------------|----------|
| 161149 | URIEL GOMEZ VARGAS                  | \$130.00    | 2/7/2025 |
| 161148 | NORIEL GOMEZ VARGAS                 | \$150.00    | 2/7/2025 |
| 161147 | KEITH L GODLEY JR                   | \$175.00    | 2/7/2025 |
| 161146 | WESLEY O'KEITH GILMORE              | \$180.00    | 2/7/2025 |
| 161145 | JIMMY MARRIN GASAWAY                | \$212.50    | 2/7/2025 |
| 161144 | RICKEY GARDNER                      | \$180.00    | 2/7/2025 |
| 161143 | YLIRIS FINNEY                       | \$378.00    | 2/7/2025 |
| 161142 | ADAM BRUCE EVERSON                  | \$190.00    | 2/7/2025 |
| 161141 | DOMINO'S PIZZA- COPPERAS COVE       | \$352.70    | 2/7/2025 |
| 161140 | ROGER DELANDRO                      | \$180.00    | 2/7/2025 |
| 161139 | KERIA DEGRATE                       | \$180.00    | 2/7/2025 |
| 161138 | DECKER EQUIPMENT/SCHOOL FIX         | \$124.05    | 2/7/2025 |
| 161137 | CHARLES DAVIS                       | \$260.00    | 2/7/2025 |
| 161136 | RICHARD CULLEY                      | \$180.00    | 2/7/2025 |
| 161135 | CTRMA PROCESSING                    | \$3.84      | 2/7/2025 |
| 161134 | JOSEPH E CROSBY                     | \$351.00    | 2/7/2025 |
| 161133 | NORVONA LE'KELLE CROOK              | \$230.00    | 2/7/2025 |
| 161132 | ERON COSTLEY                        | \$177.50    | 2/7/2025 |
| 161131 | COPPERAS COVE LEADER PRESS          | \$480.00    | 2/7/2025 |
| 161130 | COPPERAS COVE EXCHANGE CLUB         | \$360.00    | 2/7/2025 |
| 161129 | DALMIDA COOPER                      | \$100.00    | 2/7/2025 |
| 161128 | MAURICE COLE                        | \$130.00    | 2/7/2025 |
| 161127 | GLENN E CLEMONS                     | \$180.00    | 2/7/2025 |
| 161126 | CITY OF COPPERAS COVE UTILITY ADMIN | \$10,622.47 | 2/7/2025 |
| 161125 | CITY OF COPPERAS COVE UTILITY ADMIN | \$0.00      | 2/7/2025 |
| 161124 | CENTRAL TEXAS FUNDRAISING LLC       | \$1,032.40  | 2/7/2025 |
| 161123 | CDW GOVERNMENT INC                  | \$734.78    | 2/7/2025 |
| 161122 | JAMES CARVER                        | \$405.00    | 2/7/2025 |
| 161121 | PHILIP CARNEY                       | \$3,750.00  | 2/7/2025 |
| 161120 | OSCAR ALEXIS CAJIGAS                | \$130.00    | 2/7/2025 |
| 161119 | BRIGHTSPEED (DBA)                   | \$489.60    | 2/7/2025 |
| 161118 | VON BRICKHOUSE                      | \$180.00    | 2/7/2025 |
| 161117 | ROBERT CLARENCE BRAZILE             | \$130.00    | 2/7/2025 |
| 161116 | KARA MICHELLE BOARDMAN              | \$648.00    | 2/7/2025 |
| 161115 | JAMES H BARKER                      | \$99.00     | 2/7/2025 |
| 161114 | BAND SHOPPE                         | \$359.20    | 2/7/2025 |
| 161113 | AT&T MOBILITY                       | \$4,559.95  | 2/7/2025 |
| 161112 | AMAZON.COM LLC                      | \$14,592.93 | 2/7/2025 |
| 161111 | AMAZON.COM LLC                      | \$0.00      | 2/7/2025 |
| 161110 | AMAZON.COM LLC                      | \$0.00      | 2/7/2025 |
| 161109 | AMAZON.COM LLC                      | \$0.00      | 2/7/2025 |
| 161108 | AMAZON.COM LLC                      | \$0.00      | 2/7/2025 |
| 161107 | AMAZON.COM LLC                      | \$0.00      | 2/7/2025 |
| 161106 | AMAZON.COM LLC                      | \$0.00      | 2/7/2025 |
| 161105 | AMAZON.COM LLC                      | \$0.00      | 2/7/2025 |
| 161104 | AMAZON.COM LLC                      | \$0.00      | 2/7/2025 |
| 161103 | AMAZON.COM LLC                      | \$0.00      | 2/7/2025 |

|        |                                       |            |           |
|--------|---------------------------------------|------------|-----------|
| 161102 | AMAZON.COM LLC                        | \$0.00     | 2/7/2025  |
| 161101 | AMAZON.COM LLC                        | \$0.00     | 2/7/2025  |
| 161100 | AMAZON.COM LLC                        | \$0.00     | 2/7/2025  |
| 161099 | AMAZON.COM LLC                        | \$0.00     | 2/7/2025  |
| 161098 | AMAZON.COM LLC                        | \$0.00     | 2/7/2025  |
| 161097 | AIRCO MECHANICAL, LTD                 | \$3,360.50 | 2/7/2025  |
| 161096 | ACCUCUT LLC                           | \$150.00   | 2/7/2025  |
| EFT    | TAMMY JO ROEN                         | \$22.11    | 2/10/2025 |
| EFT    | OWENSSUS001                           | \$240.00   | 2/10/2025 |
| EFT    | CHRISTINA MARIE JACOBS                | \$353.50   | 2/10/2025 |
| EFT    | RICKY S GATES                         | \$139.00   | 2/10/2025 |
| EFT    | JAMES H BARKER                        | \$139.00   | 2/10/2025 |
| EFT    | AMERICAN EXPRESS PURCHASING           | \$1,729.56 | 2/10/2025 |
| EFT    | AMERICAN EXPRESS PURCHASING           | \$0.00     | 2/10/2025 |
| 161254 | PRESTO-X-RENTOKIL NORTH AMERICA, INC. | \$9,806.79 | 2/10/2025 |
| 161253 | PRESTO-X-RENTOKIL NORTH AMERICA, INC. | \$0.00     | 2/10/2025 |
| 161252 | PRESTO-X-RENTOKIL NORTH AMERICA, INC. | \$0.00     | 2/10/2025 |
| 161251 | PRESTO-X-RENTOKIL NORTH AMERICA, INC. | \$0.00     | 2/10/2025 |
| 161250 | PRESTO-X-RENTOKIL NORTH AMERICA, INC. | \$0.00     | 2/10/2025 |
| 161249 | PRESTO-X-RENTOKIL NORTH AMERICA, INC. | \$0.00     | 2/10/2025 |
| 161248 | DEALERS ELECTRICAL SUPPLY COMPANY     | \$320.87   | 2/10/2025 |
| 161247 | JOSEPH E CROSBY                       | \$72.00    | 2/10/2025 |
| 161246 | AIRCO MECHANICAL, LTD                 | \$402.50   | 2/10/2025 |
| 160221 | UT HIGH 000                           | -\$50.00   | 2/12/2025 |
| EFT    | COLE JOSHUA WIDDER                    | \$98.00    | 2/14/2025 |
| EFT    | MATTHEW RAYMOND THOMPSON              | \$98.00    | 2/14/2025 |
| EFT    | DENISA LEA TEMPLES                    | \$81.00    | 2/14/2025 |
| EFT    | BENJAMIN WAYNE SEIFERT                | \$369.10   | 2/14/2025 |
| EFT    | SCHOOL SPECIALTY INC                  | \$1,073.12 | 2/14/2025 |
| EFT    | PARTS TOWN, LLC.                      | \$8,165.43 | 2/14/2025 |
| EFT    | JANET ANN MADISON                     | \$30.66    | 2/14/2025 |
| EFT    | CYNTHIA DIANE LAVALLEE                | \$363.60   | 2/14/2025 |
| EFT    | HOLLY DAWN LANDEZ                     | \$81.18    | 2/14/2025 |
| EFT    | J. W. PEPPER & SON, INC               | \$42.00    | 2/14/2025 |
| EFT    | GENEVA JONES & ASSOCIATES, PLLC       | \$2,925.00 | 2/14/2025 |
| EFT    | MICHELLE ROBIN ERICKSON               | \$37.24    | 2/14/2025 |
| EFT    | EQUIPMENT DEPOT LTD                   | \$3,414.10 | 2/14/2025 |
| EFT    | DOUG'S MOBILE HYDRAULIC HOSES, LLC    | \$200.61   | 2/14/2025 |
| EFT    | DELL MARKETING L P                    | \$1,113.49 | 2/14/2025 |
| EFT    | CAMERA ARTISTRY                       | \$560.00   | 2/14/2025 |
| EFT    | MELISSA MICHELLE BRYAN                | \$60.00    | 2/14/2025 |
| EFT    | JESSICA BREDWELL                      | \$25.00    | 2/14/2025 |
| 161384 | JAMI ZICKEL                           | \$22.70    | 2/14/2025 |
| 161383 | KYLE ZACHARIAS                        | \$180.00   | 2/14/2025 |
| 161382 | TRENTON LEE WILLINGHAM                | \$312.50   | 2/14/2025 |
| 161381 | ERIC WEST                             | \$160.00   | 2/14/2025 |
| 161380 | BRYAN DAYNE WALLER                    | \$279.00   | 2/14/2025 |



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| 161379 | BRYAN DAYNE WALLER                           | \$279.00    | 2/14/2025 |
| 161378 | BRYAN DAYNE WALLER                           | \$279.00    | 2/14/2025 |
| 161377 | WACO ISD ATHLETICS                           | \$1,200.00  | 2/14/2025 |
| 161376 | VISTA RIDGE CROSS COUNTRY BOOSTER            | \$365.00    | 2/14/2025 |
| 161375 | VARSITY SPIRIT FASHIONS                      | \$86.45     | 2/14/2025 |
| 161374 | VALERO MARKETING & SUPPLY                    | \$131.80    | 2/14/2025 |
| 161373 | UT HIGH SCHOOL                               | \$150.00    | 2/14/2025 |
| 161372 | UT HIGH SCHOOL                               | \$0.00      | 2/14/2025 |
| 161371 | UT HIGH SCHOOL                               | \$0.00      | 2/14/2025 |
| 161370 | UNLIMITED TOWING OF TEXAS LLC                | \$2,660.00  | 2/14/2025 |
| 161369 | TXU ENERGY                                   | \$71,386.48 | 2/14/2025 |
| 161368 | STACEY TUCCI                                 | \$400.00    | 2/14/2025 |
| 161367 | TIMBERVIEW HIGH SCHOOL ATHLETIC BOOSTER CLUB | \$600.00    | 2/14/2025 |
| 161366 | TEXAS DECA                                   | \$1,205.00  | 2/14/2025 |
| 161365 | TENNIS OUTLET INC                            | \$1,626.75  | 2/14/2025 |
| 161364 | TEMPLE ISD                                   | \$650.00    | 2/14/2025 |
| 161363 | TASB RMF WORKER'S COMP                       | \$9,037.29  | 2/14/2025 |
| 161362 | TASB RMF PROPERTY/LIABILITY                  | \$13,472.50 | 2/14/2025 |
| 161361 | TARPLEY MUSIC CO, INC                        | \$50.00     | 2/14/2025 |
| 161360 | LEOTIS LEWIS SWILLEY                         | \$475.00    | 2/14/2025 |
| 161359 | HERBERT ALLEN SWANK JR                       | \$300.00    | 2/14/2025 |
| 161358 | STAPLES CONTRACT AND COMMERCIAL, LLC         | \$55.21     | 2/14/2025 |
| 161357 | CHRISTOPHER MICHAEL SPENCER                  | \$300.00    | 2/14/2025 |
| 161356 | SOUTHERN TIRE MART                           | \$14,841.85 | 2/14/2025 |
| 161355 | SMITH SUPPLY CO LLC                          | \$128.69    | 2/14/2025 |
| 161354 | SCHOOLMINT INC                               | \$104.90    | 2/14/2025 |
| 161353 | SCHOOL NURSE SUPPLY INC                      | \$68.59     | 2/14/2025 |
| 161352 | SCHOOL HEALTH CORPORATION                    | \$32.20     | 2/14/2025 |
| 161351 | KAREN DENNEY                                 | \$800.00    | 2/14/2025 |
| 161350 | MARIE LEE SANSOM                             | \$207.00    | 2/14/2025 |
| 161349 | MARIE LEE SANSOM                             | \$207.00    | 2/14/2025 |
| 161348 | MARIE LEE SANSOM                             | \$207.00    | 2/14/2025 |
| 161347 | MARIE LEE SANSOM                             | \$207.00    | 2/14/2025 |
| 161346 | SALADO HIGH SCHOOL                           | \$325.00    | 2/14/2025 |
| 161345 | RUSH BUS CENTER                              | \$4,811.05  | 2/14/2025 |
| 161344 | RUSH BUS CENTER                              | \$0.00      | 2/14/2025 |
| 161343 | RUSH BUS CENTER                              | \$0.00      | 2/14/2025 |
| 161342 | RUDIS WRESTLING                              | \$306.00    | 2/14/2025 |
| 161341 | RYAN PATRICK ROBBINS                         | \$199.00    | 2/14/2025 |
| 161340 | READ NATURALLY INC                           | \$2,850.00  | 2/14/2025 |
| 161339 | CATHLEEN ROSE RAMOS                          | \$99.00     | 2/14/2025 |
| 161338 | QUILL CORPORATION                            | \$2,965.05  | 2/14/2025 |
| 161337 | QUILL CORPORATION                            | \$0.00      | 2/14/2025 |
| 161336 | QUILL CORPORATION                            | \$0.00      | 2/14/2025 |
| 161335 | MATHEW ZACH POTTER                           | \$35.00     | 2/14/2025 |
| 161334 | CHRISHA POTTER                               | \$35.00     | 2/14/2025 |
| 161333 | PINNACLE MEDICAL MGMT CORPORATION            | \$954.00    | 2/14/2025 |

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|--------|--|--------------|-----------|
| 161332 | JEFFREY SCOTT PHILLIPS                 | \$250.00     | 2/14/2025 |
| 161331 | PERMA-BOUND BOOKS                      | \$3,388.22   | 2/14/2025 |
| 161330 | PEARSON EDUCATION INC                  | \$653.93     | 2/14/2025 |
| 161329 | PEARSON EDUCATION INC                  | \$0.00       | 2/14/2025 |
| 161328 | JERRY ALAN OWENS JR                    | \$540.00     | 2/14/2025 |
| 161327 | OAK FARMS                              | \$38,683.34  | 2/14/2025 |
| 161326 | O'REILLY AUTO PARTS*                   | \$1,338.33   | 2/14/2025 |
| 161325 | O'REILLY AUTO PARTS*                   | \$0.00       | 2/14/2025 |
| 161324 | MUSIC IN MOTION INC                    | \$245.63     | 2/14/2025 |
| 161323 | MUSIC & ARTS CENTER                    | \$154.00     | 2/14/2025 |
| 161322 | JUSTIN MOSS                            | \$145.00     | 2/14/2025 |
| 161321 | ADRIAN JURELL MILLER                   | \$405.00     | 2/14/2025 |
| 161320 | ADRIAN JURELL MILLER                   | \$720.00     | 2/14/2025 |
| 161319 | ADRIAN JURELL MILLER                   | \$72.00      | 2/14/2025 |
| 161318 | MIDWAY ISD ATHLETICS                   | \$650.00     | 2/14/2025 |
| 161317 | MID-AMERICAN RESEARCH CHEMICAL         | \$3,038.50   | 2/14/2025 |
| 161316 | LINDE GAS & EQUIPMENT INC.             | \$1,316.00   | 2/14/2025 |
| 161315 | LEANDER ISD ATHLETICS                  | \$500.00     | 2/14/2025 |
| 161314 | LEAD4WARD LLC                          | \$4,440.00   | 2/14/2025 |
| 161313 | VINCENT J LAVALLEE III                 | \$180.00     | 2/14/2025 |
| 161312 | VINCENT J LAVALLEE III                 | \$180.00     | 2/14/2025 |
| 161311 | VINCENT J LAVALLEE III                 | \$180.00     | 2/14/2025 |
| 161310 | VINCENT J LAVALLEE III                 | \$180.00     | 2/14/2025 |
| 161309 | VINCENT J LAVALLEE III                 | \$1,080.00   | 2/14/2025 |
| 161308 | LAKE BELTON HIGH SCHOOL ATHELTICS      | \$240.00     | 2/14/2025 |
| 161307 | LAGO VISTA INDEPENDENT SCHOOL DISTRICT | \$300.00     | 2/14/2025 |
| 161306 | LABATT FOOD SERVICE                    | \$155,216.84 | 2/14/2025 |
| 161305 | KIRBO'S OFFICE SYSTEMS                 | \$20,031.84  | 2/14/2025 |
| 161304 | KILLEEN READY MIX                      | \$555.00     | 2/14/2025 |
| 161303 | KILLEEN ISD ATHLETICS                  | \$300.00     | 2/14/2025 |
| 161302 | TYLER CHARLES KELLEY                   | \$540.00     | 2/14/2025 |
| 161301 | HOWARD TECHNOLOGY SOLUTIONS            | \$62.00      | 2/14/2025 |
| 161300 | MICHAEL E HILL                         | \$180.00     | 2/14/2025 |
| 161299 | HENDRICKSON HS HAWKS FOUNDATION        | \$705.00     | 2/14/2025 |
| 161298 | SARAH HASSARD                          | \$1,380.00   | 2/14/2025 |
| 161297 | HARDIES FRESH FOODS                    | \$11,616.85  | 2/14/2025 |
| 161296 | HANK'S TIRES                           | \$67.50      | 2/14/2025 |
| 161295 | GULF COAST PAPER COMPANY INC           | \$582.75     | 2/14/2025 |
| 161294 | GTS TECHNOLOGY SOLUTIONS, INC          | \$104.48     | 2/14/2025 |
| 161293 | GRAINGER                               | \$336.35     | 2/14/2025 |
| 161292 | JIMMY MARRIN GASAWAY                   | \$237.50     | 2/14/2025 |
| 161291 | GARRETT BOOK COMPANY                   | \$2,286.47   | 2/14/2025 |
| 161290 | GANDY INK                              | \$1,082.05   | 2/14/2025 |
| 161289 | FLOWERS BAKING CO OF SAN ANTONIO       | \$3,542.40   | 2/14/2025 |
| 161288 | EDUCATION SERVICE CTR REG 12           | \$1,520.00   | 2/14/2025 |
| 161287 | EASY WAY SAFETY SERVICES, INC.         | \$2,353.00   | 2/14/2025 |
| 161286 | DODSON HOUSE MOVING, LLC               | \$411,472.46 | 2/14/2025 |

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|--------|--------------------------------------|-------------|-----------|
| 161285 | DISYS SOLUTIONS, INC                 | \$3,637.16  | 2/14/2025 |
| 161284 | OWEN CUNDIFF                         | \$237.50    | 2/14/2025 |
| 161283 | CITY OF COPPERAS COVE UTILITY ADMIN  | \$2,714.42  | 2/14/2025 |
| 161282 | CHARTER COMMUNICATIONS HOLDINGS, LLC | \$4,032.68  | 2/14/2025 |
| 161281 | CENTEX RECOGNITION                   | \$175.00    | 2/14/2025 |
| 161280 | CDW GOVERNMENT INC                   | \$1,410.53  | 2/14/2025 |
| 161279 | JOSEPH CARTER                        | \$115.00    | 2/14/2025 |
| 161278 | COOPER WARREN CARLTON                | \$189.00    | 2/14/2025 |
| 161277 | C AND C SPORTING GOODS               | \$480.00    | 2/14/2025 |
| 161276 | BSN SPORTS LLC                       | \$14,589.31 | 2/14/2025 |
| 161275 | TRACEY L BROWN                       | \$235.00    | 2/14/2025 |
| 161274 | JOQUINN BROOKS                       | \$35.00     | 2/14/2025 |
| 161273 | TRAVIS ETHAN BOYCE JR                | \$468.00    | 2/14/2025 |
| 161272 | FRANCISCO JAVIER BERNAL              | \$387.00    | 2/14/2025 |
| 161271 | BELTON ISD ATHLETICS                 | \$500.00    | 2/14/2025 |
| 161270 | B & H PHOTO VIDEO                    | \$1,695.72  | 2/14/2025 |
| 161269 | ATMOS ENERGY                         | \$28,036.08 | 2/14/2025 |
| 161268 | ATMOS ENERGY                         | \$0.00      | 2/14/2025 |
| 161267 | ATMOS ENERGY                         | \$0.00      | 2/14/2025 |
| 161266 | ASHLEIGH ELIZABETH ANDREWS           | \$711.00    | 2/14/2025 |
| 161265 | AMAZON.COM LLC                       | \$9,918.39  | 2/14/2025 |
| 161264 | AMAZON.COM LLC                       | \$0.00      | 2/14/2025 |
| 161263 | AMAZON.COM LLC                       | \$0.00      | 2/14/2025 |
| 161262 | AMAZON.COM LLC                       | \$0.00      | 2/14/2025 |
| 161261 | AMAZON.COM LLC                       | \$0.00      | 2/14/2025 |
| 161260 | AMAZON.COM LLC                       | \$0.00      | 2/14/2025 |
| 161259 | AMAZON.COM LLC                       | \$0.00      | 2/14/2025 |
| 161258 | AMAZON.COM LLC                       | \$0.00      | 2/14/2025 |
| 161257 | AMAZON.COM LLC                       | \$0.00      | 2/14/2025 |
| 161256 | AMAZON.COM LLC                       | \$0.00      | 2/14/2025 |
| 161255 | ABILENE COOPER COUGAR BASEBALL       | \$250.00    | 2/14/2025 |
| EFT    | CITIBANK, N.A.                       | \$55,491.12 | 2/20/2025 |
| 159652 | VESTIS S000                          | -\$1,320.40 | 2/20/2025 |
| 161539 | NORMAN MITCHELL                      | \$325.00    | 2/21/2025 |
| EFT    | U.S. EMPLOYEE BENEFITS               | \$323.30    | 2/24/2025 |
| EFT    | TYSON PREPARED FOODS, INC.           | \$9,984.60  | 2/24/2025 |
| EFT    | TEX AIR 000                          | \$2,142.24  | 2/24/2025 |
| EFT    | SPECTRUM PRINTING                    | \$1,501.00  | 2/24/2025 |
| EFT    | SPARKLETTS AND SIERRA SPRINGS        | \$417.19    | 2/24/2025 |
| EFT    | ROCHESTER ARMORED CAR CO, INC        | \$742.20    | 2/24/2025 |
| EFT    | RIVERSIDE ASSESSMENTS, LLC           | \$360.00    | 2/24/2025 |
| EFT    | IRMA IRIS RIVERA                     | \$3.59      | 2/24/2025 |
| EFT    | HALEY PHILLIPS                       | \$95.20     | 2/24/2025 |
| EFT    | JANICE NIELSON                       | \$3.22      | 2/24/2025 |
| EFT    | NEXTIVA, INC                         | \$144.44    | 2/24/2025 |
| EFT    | MELISSA MORENO                       | \$39.83     | 2/24/2025 |
| EFT    | LENNOX I000                          | \$16,708.66 | 2/24/2025 |

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| EFT    | J. W. PEPPER & SON, INC                  | \$2,194.99  | 2/24/2025 |
| EFT    | J. W. PEPPER & SON, INC                  | \$0.00      | 2/24/2025 |
| EFT    | RIKI MACHELE HILL                        | \$95.20     | 2/24/2025 |
| EFT    | AUGUSTUS LEE HARRIS                      | \$34.46     | 2/24/2025 |
| EFT    | LINDA A ELLIOTT                          | \$299.00    | 2/24/2025 |
| EFT    | DELL MARKETING L P                       | \$24,826.25 | 2/24/2025 |
| EFT    | TAMMY LEE CARSWELL                       | \$77.70     | 2/24/2025 |
| EFT    | AEROWAVE TECHNOLOGIES                    | \$1,273.28  | 2/24/2025 |
| EFT    | ADVANCE AUTO PARTS                       | \$532.57    | 2/24/2025 |
| EFT    | ADVANCE AUTO PARTS                       | \$0.00      | 2/24/2025 |
| 161540 | THE ESTATE OF ROBERT MARTINEZ            | \$8,756.82  | 2/24/2025 |
| 161538 | EARL ELISHA WILSON                       | \$396.00    | 2/24/2025 |
| 161537 | EARL ELISHA WILSON                       | \$387.00    | 2/24/2025 |
| 161536 | HEATHER NICOLE WILLIAMS                  | \$800.00    | 2/24/2025 |
| 161535 | WHITLEY STEEL BUILDING SUPPLY, LLC       | \$534.09    | 2/24/2025 |
| 161534 | WACO GLASS AND MIRROR, INC               | \$21,500.00 | 2/24/2025 |
| 161533 | VESTIS SERVICES, LLC                     | \$2,435.93  | 2/24/2025 |
| 161532 | VESTIS SERVICES, LLC                     | \$0.00      | 2/24/2025 |
| 161531 | VESTIS SERVICES, LLC                     | \$0.00      | 2/24/2025 |
| 161530 | VESTIS SERVICES, LLC                     | \$0.00      | 2/24/2025 |
| 161529 | VENTRIS LEARING LLC                      | \$752.50    | 2/24/2025 |
| 161528 | UNIFIRST CORPORATION                     | \$3,978.36  | 2/24/2025 |
| 161527 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161526 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161525 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161524 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161523 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161522 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161521 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161520 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161519 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161518 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161517 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161516 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161515 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161514 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161513 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161512 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161511 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161510 | UNIFIRST CORPORATION                     | \$0.00      | 2/24/2025 |
| 161509 | KIMBERLY TUCKER                          | \$150.00    | 2/24/2025 |
| 161508 | TRIDENT BEVERAGE, INC                    | \$243.00    | 2/24/2025 |
| 161507 | TEXAS DEPARTMENT OF PUBLIC SAFETY        | \$118.00    | 2/24/2025 |
| 161506 | TASB RMF PROPERTY/LIABILITY              | \$4,229.76  | 2/24/2025 |
| 161505 | TARPLEY MUSIC CO, INC                    | \$314.00    | 2/24/2025 |
| 161504 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$1,420.93  | 2/24/2025 |
| 161503 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00      | 2/24/2025 |

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| 161502 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00     | 2/24/2025 |
| 161501 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00     | 2/24/2025 |
| 161500 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00     | 2/24/2025 |
| 161499 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00     | 2/24/2025 |
| 161498 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00     | 2/24/2025 |
| 161497 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00     | 2/24/2025 |
| 161496 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00     | 2/24/2025 |
| 161495 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00     | 2/24/2025 |
| 161494 | SUTHERLAND BUILDING MATERIAL CENTERS, LP | \$0.00     | 2/24/2025 |
| 161493 | STEVE WEISS MUSIC, INC.                  | \$481.95   | 2/24/2025 |
| 161492 | STAPLES CONTRACT AND COMMERCIAL, LLC     | \$916.20   | 2/24/2025 |
| 161491 | STAPLES CONTRACT AND COMMERCIAL, LLC     | \$0.00     | 2/24/2025 |
| 161490 | SMITH & SMITH PROPANE SERVICE            | \$45.82    | 2/24/2025 |
| 161489 | SHI GOVERNMENT SOLUTIONS INC             | \$5,036.65 | 2/24/2025 |
| 161488 | SCHOOL NURSE SUPPLY INC                  | \$57.50    | 2/24/2025 |
| 161487 | SCHOLASTIC BOOK FAIRS                    | \$884.54   | 2/24/2025 |
| 161486 | JOSE ABUNDIO SANCHEZ                     | \$150.00   | 2/24/2025 |
| 161485 | REGION 8 VOCAL DIVISION                  | \$435.00   | 2/24/2025 |
| 161484 | QUILL CORPORATION                        | \$132.91   | 2/24/2025 |
| 161483 | PRESTO-X-RENTOKIL NORTH AMERICA, INC.    | \$3,589.87 | 2/24/2025 |
| 161482 | PRESTO-X-RENTOKIL NORTH AMERICA, INC.    | \$0.00     | 2/24/2025 |
| 161481 | PIKES PEAK OF AUSTIN                     | \$383.41   | 2/24/2025 |
| 161480 | PENDER'S MUSIC COMPANY                   | \$1,006.85 | 2/24/2025 |
| 161479 | OPTIMUM ORIGENS, INC                     | \$1,125.00 | 2/24/2025 |
| 161478 | O'REILLY AUTO PARTS*                     | \$1,072.36 | 2/24/2025 |
| 161477 | O'REILLY AUTO PARTS*                     | \$0.00     | 2/24/2025 |
| 161476 | O'REILLY AUTO PARTS*                     | \$0.00     | 2/24/2025 |
| 161475 | NATIONAL WHOLESALE SUPPLY, INC           | \$5,076.47 | 2/24/2025 |
| 161474 | NATIONAL WHOLESALE SUPPLY, INC           | \$0.00     | 2/24/2025 |
| 161473 | NATIONAL WHOLESALE SUPPLY, INC           | \$0.00     | 2/24/2025 |
| 161472 | NATIONAL WHOLESALE SUPPLY, INC           | \$0.00     | 2/24/2025 |
| 161471 | NATIONAL WHOLESALE SUPPLY, INC           | \$0.00     | 2/24/2025 |
| 161470 | NATIONAL WHOLESALE SUPPLY, INC           | \$0.00     | 2/24/2025 |
| 161469 | DIANE MIDDLETON                          | \$45.00    | 2/24/2025 |
| 161468 | REBECCA MARSH                            | \$600.00   | 2/24/2025 |
| 161467 | LOWE'S COMPANIES, INC                    | \$1,199.41 | 2/24/2025 |
| 161466 | LOWE'S COMPANIES, INC                    | \$0.00     | 2/24/2025 |
| 161465 | RUTH ELLYN LAUTENSCHLAGER                | \$126.00   | 2/24/2025 |
| 161464 | KILLEEN WELDING SUPPLY                   | \$477.13   | 2/24/2025 |
| 161463 | KEITH ACE HARDWARE                       | \$2,072.86 | 2/24/2025 |
| 161443 | INTEGRITY URGENT CARE                    | \$295.00   | 2/24/2025 |
| 161442 | IMAGINATION PLAYGROUND LLC               | \$7,508.50 | 2/24/2025 |
| 161441 | HENRY SCHEIN INC                         | \$60.34    | 2/24/2025 |
| 161440 | AARON HARDMAN                            | \$800.00   | 2/24/2025 |
| 161439 | HANK'S TIRES                             | \$55.00    | 2/24/2025 |
| 161438 | HALLMARK LANES                           | \$2,742.00 | 2/24/2025 |
| 161437 | HAJOCA CORPORATION                       | \$297.20   | 2/24/2025 |

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|--------|---------------------------------------|-------------|-----------|
| 161436 | GRAINGER                              | \$750.68    | 2/24/2025 |
| 161435 | GOLD STAR FOODS INC                   | \$164.50    | 2/24/2025 |
| 161434 | FERGUSON FACILITIES SUPPLY            | \$2,280.04  | 2/24/2025 |
| 161433 | ED311/TEXAS SCHOOL ADMINISTRATORS     | \$99.00     | 2/24/2025 |
| 161432 | DEMCO INC                             | \$501.89    | 2/24/2025 |
| 161431 | DEL VALLE ISD                         | \$1,300.00  | 2/24/2025 |
| 161430 | DEALERS ELECTRICAL SUPPLY COMPANY     | \$6,125.38  | 2/24/2025 |
| 161429 | DEALERS ELECTRICAL SUPPLY COMPANY     | \$0.00      | 2/24/2025 |
| 161428 | CXTEC INC                             | \$8,034.16  | 2/24/2025 |
| 161427 | CTRMA PROCESSING                      | \$11.12     | 2/24/2025 |
| 161426 | CORYELL CENTRAL APPRAISAL DISTRICT    | \$87,874.84 | 2/24/2025 |
| 161425 | CORKYS AUTOMOTIVE                     | \$259.52    | 2/24/2025 |
| 161424 | COPPERAS COVE LEADER PRESS            | \$220.00    | 2/24/2025 |
| 161423 | CITY OF COPPERAS COVE UTILITY ADMIN   | \$14,328.26 | 2/24/2025 |
| 161422 | CITY OF COPPERAS COVE UTILITY ADMIN   | \$0.00      | 2/24/2025 |
| 161421 | CITY OF COPPERAS COVE UTILITY ADMIN   | \$0.00      | 2/24/2025 |
| 161420 | CITY OF COPPERAS COVE UTILITY ADMIN   | \$0.00      | 2/24/2025 |
| 161419 | CITY OF COPPERAS COVE *DUMP           | \$105.25    | 2/24/2025 |
| 161418 | CF SUPPLY INC                         | \$164.20    | 2/24/2025 |
| 161417 | CENTEX RECOGNITION                    | \$662.45    | 2/24/2025 |
| 161416 | CEN-TEX FIRE & SECURITY, LLC          | \$5,899.36  | 2/24/2025 |
| 161415 | CEN-TEX FIRE & SECURITY, LLC          | \$0.00      | 2/24/2025 |
| 161414 | CEN-TEX FIRE & SECURITY, LLC          | \$0.00      | 2/24/2025 |
| 161413 | C-SEP ASSESSMENT AND TRAINING ACADEMY | \$770.00    | 2/24/2025 |
| 161412 | C AND C SPORTING GOODS                | \$110.00    | 2/24/2025 |
| 161411 | BSN SPORTS LLC                        | \$18,421.87 | 2/24/2025 |
| 161410 | BSN SPORTS LLC                        | \$0.00      | 2/24/2025 |
| 161409 | BRIGHTSPEED (DBA)                     | \$6,212.24  | 2/24/2025 |
| 161408 | BRIGHTSPEED (DBA)                     | \$0.00      | 2/24/2025 |
| 161407 | BRIGHTSPEED (DBA)                     | \$0.00      | 2/24/2025 |
| 161406 | KEYLYNN FAYE BOYCE                    | \$342.00    | 2/24/2025 |
| 161405 | BEST PLUMBING SPECIALTIES, INC.       | \$1,271.75  | 2/24/2025 |
| 161404 | KAREN BATSON                          | \$150.00    | 2/24/2025 |
| 161403 | BAKER DISTRIBUTING COMPANY LLC        | \$1,803.87  | 2/24/2025 |
| 161402 | AVENUE GLASS COMPANY INC              | \$145.00    | 2/24/2025 |
| 161401 | AUTOZONE                              | \$288.88    | 2/24/2025 |
| 161400 | AUTISTIC TREATMENT CENTER, INC.       | \$38,888.06 | 2/24/2025 |
| 161399 | ATMOS ENERGY                          | \$10,722.76 | 2/24/2025 |
| 161398 | ATMOS ENERGY                          | \$0.00      | 2/24/2025 |
| 161397 | AT&T MOBILITY                         | \$95.28     | 2/24/2025 |
| 161396 | AMAZON.COM LLC                        | \$10,417.47 | 2/24/2025 |
| 161395 | AMAZON.COM LLC                        | \$0.00      | 2/24/2025 |
| 161394 | AMAZON.COM LLC                        | \$0.00      | 2/24/2025 |
| 161393 | AMAZON.COM LLC                        | \$0.00      | 2/24/2025 |
| 161392 | AMAZON.COM LLC                        | \$0.00      | 2/24/2025 |
| 161391 | AMAZON.COM LLC                        | \$0.00      | 2/24/2025 |
| 161390 | AMAZON.COM LLC                        | \$0.00      | 2/24/2025 |

|        |                       |              |           |
|--------|-----------------------|--------------|-----------|
| 161389 | AMAZON.COM LLC        | \$0.00       | 2/24/2025 |
| 161388 | AMAZON.COM LLC        | \$0.00       | 2/24/2025 |
| 161387 | AMAZON.COM LLC        | \$0.00       | 2/24/2025 |
| 161386 | ALERT SERVICES INC    | \$746.80     | 2/24/2025 |
| 161385 | AIRCO MECHANICAL, LTD | \$127,445.00 | 2/24/2025 |
| 161542 | CTRMA PROCESSING      | \$21.24      | 2/28/2025 |
| 161541 | SHARON E CARTER       | \$129.75     | 2/28/2025 |



# 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





2025-2026

DRAFT 2.18.25

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

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

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

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

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

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

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

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

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

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

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

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

| COLOR CODES |                                |
|-------------|--------------------------------|
|             | Registration                   |
|             | State Testing Dates            |
|             | New Teacher Orientation        |
|             | Pre-service                    |
|             | First Day of School            |
|             | Holidays                       |
|             | Staff PDD/Student Holiday      |
|             | Early Out                      |
|             | Video Flex Day/Student Holiday |
|             | Staff Work Day                 |
|             | Bad Weather Make-up Day        |

| GRADING PERIODS |     | EMPLOYEE WORK CALENDARS |       |     |
|-----------------|-----|-------------------------|-------|-----|
| Start           | End | Days                    | Start | End |
|                 |     |                         |       |     |
|                 |     |                         |       |     |
|                 |     |                         |       |     |
|                 |     |                         |       |     |
|                 |     |                         |       |     |
|                 |     |                         |       |     |
|                 |     |                         |       |     |

^ = Progress Grade Pull  
 P = Progress Report  
 R = Report Card



# 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

 **AIA<sup>®</sup> Document B101<sup>®</sup> – 2017****Standard Form of Agreement Between Owner and Architect**

**AGREEMENT** made as of the    day of    in the year  
*(In words, indicate day, month and year.)*

**BETWEEN** the Architect's client identified as the Owner:  
*(Name, legal status, address and other information)*

Copperas Cove ISD  
408 S. Main Street  
Copperas Cove, Texas 76522  
254-547-1227

and the Architect:  
*(Name, legal status, address and other information)*

GLS  
1609 S. Chestnut, Suite 202  
Lufkin, Texas 75901  
936-637-4900

for the following Project:  
*(Name, location and detailed description)*

Copperas Cove ISD – 2025 Bond Projects

The Owner and Architect agree as follows.

**ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**TABLE OF ARTICLES**

1 INITIAL INFORMATION  
2 ARCHITECT'S RESPONSIBILITIES  
3 SCOPE OF ARCHITECT'S BASIC SERVICES  
4 SUPPLEMENTAL AND ADDITIONAL SERVICES  
5 OWNER'S RESPONSIBILITIES  
6 COST OF THE WORK  
7 COPYRIGHTS AND LICENSES  
8 CLAIMS AND DISPUTES  
9 TERMINATION OR SUSPENSION  
10 MISCELLANEOUS PROVISIONS  
11 COMPENSATION  
12 SPECIAL TERMS AND CONDITIONS  
13 SCOPE OF THE AGREEMENT

**ARTICLE 1 INITIAL INFORMATION**

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

2025 Bond Projects to be determined.

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

TBD

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

TBD

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

.1 Design phase milestone dates, if any:

TBD

.2 Construction commencement date:

TBD

.3 Substantial Completion date or dates:

TBD

.4 Other milestone dates:

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:  
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

Construction Manager at Risk (CMAR)

*(Paragraphs deleted)*

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™-2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204-2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204-2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address, and other contact information.)*

Dr. Brent Hawkins, Superintendent  
Copperas Cove ISD  
408 S. Main Street  
Copperas Cove, Texas 76522  
254-547-1227

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
*(List name, address, and other contact information.)*

N/A

§ 1.1.9 The Owner shall retain the following consultants and contractors:  
*(List name, legal status, address, and other contact information.)*

.1 Geotechnical Engineer:

TBD

.2 Civil Engineer:

GLS – Under Basic Services

- .3 Other, if any:  
(List any other consultants and contractors retained by the Owner.)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:  
(List name, address, and other contact information.)

Courtney Kelly, AIA  
1609 S. Chestnut, Suite 202  
Lufkin, Texas 75901

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

- .1 Structural Engineer:  
GLS – Architects/Engineers

- .2 Mechanical Engineer:  
GLS – Architects/Engineers

- .3 Electrical Engineer:  
GLS – Architects/Engineers

- .4 EMA Engineering & Consultants

§ 1.1.11.2 Consultants retained under Supplemental Services:

None

§ 1.1.12 Other Initial Information on which the Agreement is based:

N/A

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying

Init.

party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than one million dollars (\$ 1,000,000.00 ) for each occurrence and one million dollars (\$ 1,000,000.00 ) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than one million dollars (\$ 1,000,000.00 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than one million dollars (\$ 1,000,000.00 ) each accident, one million dollars (\$ 1,000,000.00 ) each employee, and one million dollars (\$ 1,000,000.00 ) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than two million dollars (\$ 2,000,000.00 ) per claim and four million dollars (\$ 4,000,000.00 ) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

### **ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

#### **§ 3.2 Schematic Design Phase Services**

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.



§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

**§ 3.5 Procurement Phase Services**

**§ 3.5.1 General**

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

**§ 3.5.2 Competitive Bidding**

**§ 3.5.2.1** Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

**§ 3.5.2.2** The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

**§ 3.5.2.3** If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

**§ 3.5.3 Negotiated Proposals**

**§ 3.5.3.1** Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

**§ 3.5.3.2** The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

**§ 3.5.3.3** If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

**§ 3.6 Construction Phase Services**

**§ 3.6.1 General**

**§ 3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™-2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201-2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

**§ 3.6.1.3** Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

### **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201-2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### **§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

### **§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the

approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

### § 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

### § 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

1. conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
2. issue Certificates of Substantial Completion;
3. forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
4. issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

| <b>Supplemental Services</b>   | <b>Responsibility</b><br><i>(Architect, Owner, or not provided)</i> |
|--|---|
| § 4.1.1.1 Programming  | Architect   |
| § 4.1.1.2 Multiple preliminary designs   | Architect   |
| § 4.1.1.3 Measured drawings  | Architect   |
| § 4.1.1.4 Existing facilities surveys  | Owner/Architect   |
| § 4.1.1.5 Site evaluation and planning   | Architect   |
| § 4.1.1.6 Building Information Model management responsibilities               | N/A   |
| § 4.1.1.7 Development of Building Information Models for post construction use | N/A   |
| § 4.1.1.8 Civil engineering  | Architect   |
| § 4.1.1.9 Landscape design   | Architect   |
| § 4.1.1.10 Architectural interior design                                       | Architect   |
| § 4.1.1.11 Value analysis  | N/A   |
| § 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3        | CMAR/Architect  |
| § 4.1.1.13 On-site project representation                                      | N/A   |
| § 4.1.1.14 Conformed documents for construction                                | N/A   |
| § 4.1.1.15 As-designed record drawings   | Architect   |
| § 4.1.1.16 As-constructed record drawings                                      | Architect through Contractor  |
| § 4.1.1.17 Post-occupancy evaluation   | N/A   |
| § 4.1.1.18 Facility support services   | N/A   |
| § 4.1.1.19 Tenant-related services   | N/A   |
| § 4.1.1.20 Architect's coordination of the Owner's consultants                 | Architect   |
| § 4.1.1.21 Telecommunications/data design                                      | Architect   |

Init.

| <b>Supplemental Services</b>                                      | <b>Responsibility</b><br><i>(Architect, Owner, or not provided)</i> |
|---|---|
| § 4.1.1.22 Security evaluation and planning                       | Architect with Owner  |
| § 4.1.1.23 Commissioning  | N/A   |
| § 4.1.1.24 Sustainable Project Services pursuant to Section 4.1.3 | N/A   |
| § 4.1.1.25 Fast-track design services                             | N/A   |
| § 4.1.1.26 Multiple bid packages                                  | N/A   |
| § 4.1.1.27 Historic preservation                                  | N/A   |
| § 4.1.1.28 Furniture, furnishings, and equipment design           | Owner   |
| § 4.1.1.29 Other services provided by specialty Consultants       | N/A   |
| § 4.1.1.30 Other Supplemental Services                            | N/A   |
|   |   |

#### § 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

N/A

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

N/A

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

#### § 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;

- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Three ( 3 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Eighty ( 80 ) visits to the site by the Architect during construction
- .3 Two ( 2 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 Two ( 2 ) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within forty-eight ( 48 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

#### ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs.

The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.



§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

**§ 8.2 Mediation**

**§ 8.2.1** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

**§ 8.2.2** The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

**§ 8.2.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**§ 8.2.4** If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:  
(Check the appropriate box.)

- [ X ] Arbitration pursuant to Section 8.3 of this Agreement
- [ ] Litigation in a court of competent jurisdiction
- [ ] Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

**§ 8.3 Arbitration**

**§ 8.3.1** If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

**§ 8.3.1.1** A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

**§ 8.3.2** The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

**§ 8.3.3** The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

**§ 8.3.4 Consolidation or Joinder**

**§ 8.3.4.1** Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

**§ 8.3.4.2** Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

**§ 8.3.4.3** The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

**§ 8.4** The provisions of this Article 8 shall survive the termination of this Agreement.

**ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.2** If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.3** If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

**§ 9.4** Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**§ 9.5** The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

**§ 9.6** If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

**§ 9.7** In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

.1 Termination Fee:

Int.

**.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:**

5% of Architect's budgeted total fee.

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively

for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

**ARTICLE 11 COMPENSATION**

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
*(Insert amount)*

\$15,000.00 fee for Bond Planning Services. If bond passes, amount will be included in Basic Services for the projects.

- .2 Percentage Basis  
*(Insert percentage value)*

six and half ( 6.5 ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6. Any portion of the project less than \$5 million issued as a separate package shall be 7% fee.

- .3 Other  
*(Describe the method of compensation)*

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

Services provided on an Hourly Basis according to Architect's Rate Schedule attached.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation.)*

Services provided on an Hourly Basis according to Architect's Rate Schedule attached.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent ( 10 %), or as follows:  
*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

|                          |         |           |    |    |
|--------------------------|---------|-----------|----|----|
| Schematic Design Phase   | fifteen | percent ( | 15 | %) |
| Design Development Phase | twenty  | percent ( | 20 | %) |
| Construction Documents   | forty   | percent ( | 40 | %) |

|                          |             |           |     |    |
|--------------------------|-------------|-----------|-----|----|
| Phase                    |             |           |     |    |
| Procurement Phase        | five        | percent ( | 5   | %) |
| Construction Phase       | twenty      | percent ( | 20  | %) |
| <hr/>                    |             |           |     |    |
| Total Basic Compensation | one hundred | percent ( | 100 | %) |

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Refer to Rate Schedule.

|                             |                      |
|-----------------------------|----------------------|
| <b>Employee or Category</b> | <b>Rate (\$0.00)</b> |
|-----------------------------|----------------------|

**§ 11.8 Compensation for Reimbursable Expenses**

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent ( 10 %) of the expenses incurred.

§ 11.9 **Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*



**§ 11.10 Payments to the Architect**

**§ 11.10.1 Initial Payments**

**§ 11.10.1.1** An initial payment of zero (\$ 0.00 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner’s account in the final invoice.

**§ 11.10.1.2** If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$ ) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect’s payments to the Certifying Authority shall be credited to the Owner’s account at the time the expense is incurred.

**§ 11.10.2 Progress Payments**

**§ 11.10.2.1** Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect’s invoice. Amounts unpaid forty ( ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

%

**§ 11.10.2.2** The Owner shall not withhold amounts from the Architect’s compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

**§ 11.10.2.3** Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

The Texas Board of Architectural Examiners has jurisdiction over complaints regarding the professional practices of persons registered as Architects in Texas. The Texas Board of Architectural Examiners can be reached at P.O. Box 12337, Austin, Texas 78711-2337 or 333 Guadalupe, Suite 2-350, Austin, Texas 78701-3942, by telephone at (512) 305-9000, by fax at (512) 305-8900 or on the web at [www.tbae.state.tx.us](http://www.tbae.state.tx.us).

**ARTICLE 13 SCOPE OF THE AGREEMENT**

**§ 13.1** This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

**§ 13.2** This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect

*(Paragraphs deleted)*

- .2 Other documents:

*(List other documents, if any, forming part of the Agreement.)*

GLS Rate Schedule is attached (Exhibit A).

This Agreement entered into as of the day and year first written above.

\_\_\_\_\_  
OWNER *(Signature)*

\_\_\_\_\_  
ARCHITECT *(Signature)*



Dr. Brent Hawkins Superintendent  
*(Printed name and title)*

Courtney R. Kelly AIA  
*(Printed name, title, and license number, if required)*

Init.

**RATE SCHEDULE**  
**Copperas Cove ISD**  
**February, 2025**

| <b>Title</b>                        | <b>Rate</b> |
|-------------------------------------|-------------|
| PRINCIPAL                           | 200.00      |
| ENGINEER VII                        | 195.00      |
| ENGINEER VI                         | 185.00      |
| ENGINEER V                          | 170.00      |
| ENGINEER IV                         | 150.00      |
| ENGINEER III                        | 125.00      |
| ENGINEER II                         | 120.00      |
| ENGINEER I                          | 100.00      |
| DESIGNER VI (Senior Level)          | 165.00      |
| DESIGNER V (Mid Level)              | 120.00      |
| DESIGNER IV (Mid Level)             | 100.00      |
| DRAFTER III (Mid Level)             | 90.00       |
| DRAFTER II                          | 80.00       |
| DRAFTER I (Entry Level)             | 60.00       |
| SR. ARCHITECT                       | 185.00      |
| ARCHITECT III                       | 165.00      |
| LANDSCAPE ARCHITECT                 | 145.00      |
| ARCHITECTURAL STAFF IV              | 155.00      |
| ARCHITECTURAL STAFF III             | 145.00      |
| ARCHITECTURAL STAFF II              | 115.00      |
| ARCHITECTURAL STAFF I               | 95.00       |
| CONSTRUCTION INSPECTOR              | 145.00      |
| SR. BUSINESS ADMINISTRATIVE MANAGER | 140.00      |
| BUSINESS ADMINISTRATIVE MANAGER     | 130.00      |
| ADMINISTRATIVE ASSISTANT III        | 85.00       |
| ADMINISTRATIVE ASSISTANT II         | 75.00       |

**Reimbursable Expenses**

|   |               |
|---|---------------|
| Mileage                                   | Std. IRS Rate |
| Postage/Shipping                          | Cost + 10%    |
| Paper Plot (B & W)                        | \$1.10/sf     |
| Paper Plot (Color)                        | \$3.00/sf     |
| Photo Copy/Laser Print (8.5"x11") (B & W) | \$0.18/Sheet  |
| Photo Copy/Laser Print (8.5"x11") (Color) | \$0.72/Sheet  |
| Photo Copy/Laser Print (8.5"x14") (B&W)   | \$0.35/Sheet  |
| Photo Copy/Laser Print (8.5"x14") (Color) | \$1.30/Sheet  |
| Photo Copy/Laser Print (11"x17") (B&W)    | \$0.75/Sheet  |
| Photo Copy/Laser Print (11"x17") (Color)  | \$3.00/Sheet  |
| Subconsultants                            | Cost + 10%    |



# 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 INDEPENDENT SCHOOL DISTRICT

## Board Operating Procedures (Reviewed 2/17/2025)



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# CCISD Board Operating Procedures

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The Superintendent and Board function as a “Team of Eight.” The Board defines the district’s policies and goals that shall reflect the district’s advocacy for all students. The policies set by the Board will ensure the district’s mission and goals are achieved. A responsibility of the Board is to hire a Superintendent, who then implements the policies and goals adopted by the Board. The Board shall evaluate the Superintendent’s job performance based upon these policies and goals on an annual basis.

A district is only as strong as the Superintendent/Board relationship. The Superintendent is the CEO of the organization and the Board is a governing body. The Board must give the Superintendent leeway to accomplish the directives provided by the Board without getting involved in the day-to-day operations of the district and campuses.

An effective Board Member communicates with the Superintendent as it is the Superintendent’s job to address concerns. Board Members and the Superintendent should honor their commitment to the district and to each other. The Board’s role is governance and the Superintendent’s role is day-to-day operations of the district. Failure to honor these roles often results in unclear expectations between district patrons, staff, the Superintendent, and the Board.

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## Board Protocol

### New Board Member Orientation

- As a supplement to the information provided in relation to his/her candidacy, a district orientation for a new Board Member will be scheduled to begin within two weeks of the date a new Board Member takes the Oath of Office.
- At a minimum, the Superintendent and Board President will participate in the orientation. Additional administrative staff also may be included to provide specific information about the district.
- The orientation should include, but will not be limited to the following:
  - Board Operating Procedures and Board Policies.
  - Superintendent’s overview of district administrative organization.
  - Training to access district electronic communications.
  - District budget overview.
  - District goals overview.
  - Board annual calendar and briefing of upcoming events.
  - Expense reimbursement procedures.
  - Framework for School Board Development from SBOE
  - Board Members Ethics BFF (Local)
  - Ethics Conflict of Interest Disclosure BBFA (Legal)
  - Ethics Prohibited Practices BBFB (Legal)



- At the discretion of the Board President or the request of the new member, new Board Members may be assigned an existing Board Member who will serve as a mentor.
- New Board Members should feel free to ask questions of the Superintendent, Board President, and other Board Members.

Related Policies: BBD(LEGAL), BBD(EXHIBIT), BBF(LOCAL), BBFA(LEGAL), BBFB(LEGAL)

## New Board Member Training

- A new Board Member is required to receive the following training:
  - Local district orientation (at least 3 hours) within 60 days of his/her election or appointment.
  - Three-hour training session on the orientation to the Texas Education Code within the first year of board service.
  - TASB ISD training offered at Summer Leadership Institute
  - Team-building session (at least 3 hours) must include a “review of the roles, rights, and responsibilities of the local board as outlined in the Framework for Governance Leadership and an assessment of continuing education needs of the Board-Superintendent team.” ([www.tasb.org](http://www.tasb.org))

Related Policies: BBD(LEGAL), BBD(EXHIBIT)

## Ongoing Board Training

- After their first year of Board service, all Board Members must receive eight hours of continuing education. This includes the annual three (3) hour team building session and at least five (5) additional hours of training. It does not include the update to the Education Code which takes place following each legislative session.
- All Board Members and the Superintendent must participate annually in a three-hour “Team of Eight” team building session. A Board Member’s role in the Team of Eight means the following:
  - 7 of 7 Board Members plus the Superintendent
  - A trustee for the entire ISD
  - A leader for the entire ISD
  - An elected public official
  - Responsible for governance
  - Equal to all the other Board Members
  - Responsible for personal preparation for all meetings
  - Expected to attend district-wide functions, as available
  - Expected to be familiar with current laws





- Expected to attend further training
- Expected to support Board decisions
- Expected to support the chain of command in dealing with problems
- Will not be a divisive or negative influence
- Will not divulge inside information
- Is not expected to be a legal expert on all aspects of public education
- Expected to assist in educating the public on district issues where appropriate
- Expected to attend Board meetings
- The Board shall attend a legislative update as required by law.
- Trustees are encouraged to attend seminars and training at various locations offered by Region 12 Education Service Center and the Texas Association of School Boards (TASB). The Secretary to the Superintendent can provide information on various training dates.
- At the October meeting, the Board President is required by law to report whether or not each individual Board Member has or has not met his/her training requirements.

Related Policies: BBD(LEGAL)

## Reimbursable Board Travel, Expenses, and Training Opportunities

- All Board Member training travel, paid for by CCISD, must have a direct benefit on the Board Member's ability to perform as an effective Board Member. Generally, the district will not pay for personal membership in special group organizations, with the exception of OASIS, NAFIS, and TAFIS.
- For a conference or training opportunity to be eligible for reimbursement, it must meet the following criteria:
  - Meet the criteria for Board continuing education hours, as defined by statute.
  - Be limited to the day(s) of travel that serve the Board purpose (i.e., expenses related to additional days added for personal use will not be reimbursed by the district).
- A Board Member may be reimbursed for reasonable, allowable expenses incurred in carrying out Board business and for allowable expenses incurred while attending meetings or conferences as an official representative of the Board.
- Payment for authorized and documented travel expenses will be made in accordance with legal and local requirements.
- If a Board Member travels for training or as a Board representative, arrangements for air travel, lodging, and rental cars can be made by the Secretary to the Superintendent. The Board Member is responsible for notifying the Secretary to the Superintendent of his/her preferences for time of travel, seating, lodging accommodations and choice of rental car vehicle type, where appropriate. Please notify the Secretary to the Superintendent if you plan to book any aspect of your own travel.
- Following the completion of travel, a Board Member must submit a "Travel Expense Form," with itemized receipts for allowable expenses attached, within thirty (30) days to the



Superintendent's office for reimbursement. Please email the Secretary to the Superintendent for a copy of the travel form. Alcohol is not an allowable expense.

- Trustees shall make prudent spending decisions while traveling.
- All Board Members attending a conference or training session are encouraged to attend two-thirds or more of available continuing education opportunities. All “early bird” Workshops paid extra by the district must be attended except in a case of emergency.
- All personal costs (outside of travel, parking, lodging, and meals as allotted by law and District policy) will be borne by individual Board Members. Family member travel will not be a reimbursable expense.
- Board Members will be reimbursed for all allowable expenses unless prior arrangements for payment are made with the Superintendent’s office.
- Questions regarding travel will be addressed through the Board President.

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| Related Policies: BBG(LEGAL), BBG(LOCAL) |
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## Activities Related to Elections

### Election Activities

- Board Members will follow all applicable laws in all campaign activities.
- Neither the Board, as a body corporate, nor any Board Member individually, will use district funds or other resources to electioneer for or against any candidate, measure or political party. Texas Education Code 11.169.

### Endorsements

- Seeking Endorsements - No Board Member seeking re-election to the Board will solicit district employees for endorsement during employee work hours or at any time while on district property.

### Providing Endorsements

- The Board, as a body corporate, will not endorse any candidate running for any public office.
- Recognizing that the Board operates as a non-partisan elected body that works with other elected officials in its duties, individual Board Members should exercise heightened caution when providing a personal endorsement to any candidate, including all social media.
- If an individual Board Member chooses to provide an endorsement to a candidate for elected office, no reference to the Trustee’s role as a Copperas Cove ISD Board Member will be used.



## Board Elections

- Board Members serve three-year terms that expire on a rotating basis. A Board election is held every year in November, or as otherwise required by law, to fill seats that are contested, or are or will become vacant. If all seats are uncontested, the election may be canceled. At the conclusion of an election, Board Members work together as a body corporate to govern the district in a cooperative manner.
- Individually, Board Members may participate in the electoral process according to each Board Member's individual conscience. However, Board Member support of candidates in a Board election can have an adverse impact on the ability to function cohesively and constructively as a corporate body.
- Board Members are encouraged to consider such impact, as well as the influence their elected position may elicit in the political process, and therefore, should give careful consideration prior to endorsing any candidate running for the Board.

## Compliance with Board Operating Procedures

### Board Members' Concerns about another Board Member's Performance

- If a Board Member has a serious, specific, concern about the performance of another member which appears to be in violation of Board Operating Procedures or Policies, the recommended process for addressing such concerns shall be the following:
- The concerned member shall have a private conversation with the member in order to address the differences or resolve the issue(s).
- If the concern(s) remain, the concerned member will meet privately with the Board President and outline the specific issue(s). The Board President and the complainant will meet with the member and attempt to resolve the issue(s). If the concern is with the performance of the Board President, the Vice President will be notified and will meet with the complainant.
- If the issue is still not resolved, the complainant will hold a conference with the Board President (or Vice President with concerns regarding the President) and the Superintendent to develop a plan of action to resolve the concerns.
- When a member with concern(s) about another member's performance has gone through the outlined steps above and the issue(s) remain unresolved, the concerned member will, through the Board President, request that an item be placed on a regularly scheduled agenda as an executive/closed session item, posted as "Consideration of the Duties of a Public Officer." See Board Operating Procedure, Meetings, "[Preparation of the Agenda](#)," regarding the steps to follow when placing an item on the agenda.
- Should the Board determine that reprimand or censorship is warranted, such action may only be taken in a duly posted public meeting.
- No action may be taken that would conflict with the Texas Open Meetings Act. Nothing in this operating procedure shall be construed to limit a Board Member's constitutional



rights.

Related Policies: BBC(LEGAL), BBF(LOCAL)

## Censure of a Board Member

- If a Board Member acts in a manner that is unbecoming of a member and disruptive to the business of the district, the Board can pass a resolution to censure that Board Member. This would consist of a calmly worded statement identifying the following:
  - The inappropriate behavior of the named Board Member.
  - The desired behavior.
  - A statement of agreement by a majority of the Board Members that the behavior is inappropriate.
- Resolutions are non-binding, but they have the effect of publicly disciplining a colleague since removal from office is rare.
- The Board may choose to withhold financial resources from the offending Board Member. Examples might be disallowance of reimbursement for attendance at conventions, seminars, or other district travel plans.
- Under extreme conditions, the Board may agree to ask the offending Board Member to resign. However, a Board Member may only be removed from office for incompetency, official misconduct, intoxication, or conviction of a felony.

Related Policies: BBC(LEGAL)

## Board Development

### Annual Board Review and Establishment of Board Goals

Effective boards are marked by certain characteristics. They have embraced a vision and a set of clearly defined priorities for the district that structure both the Board’s decision making and the work of the district staff. They develop and follow clearly defined procedures and schedules for doing their work. They foster, through their own practices, the free flow of information within the community.

- Each year, no later than June 30, the Board may meet in a Workshop Session setting to evaluate its performance from the previous year and to set Board goals for the coming school year.
- The process will be facilitated by the Board President or designee, unless a majority of the Board Members feel the process would be better served by using an independent facilitator.
- The Board will document and adopt its visions and goals for the upcoming school year no later than September 1.



Related Policies: BAA(LEGAL), BBD(EXHIBIT), BQ(LEGAL) BQ(LOCAL)

## Reauthorization of Board Operating Procedures

- These operating procedures will be reviewed no later than the first board meeting after the installation of new board members and shall reflect a continuous improvement model.

## Preparation of Annual Board Calendar

- No later than August 1 of each year, the Board President, in cooperation and consultation with the Superintendent, will develop a draft of the Board's annual calendar of Board Meetings and Workshop Sessions. The annual calendar will serve as a template for agenda and activity planning purposes.
- The Superintendent will ensure that all necessary information to meet the calendar's timelines will be delivered to the Board Members in compliance with Board Operating Procedures, Meetings, and "Preparation of the Agenda."

Related Policies: BDAF(LEGAL), BE(LOCAL), BJCD(LEGAL), BQ(LEGAL), BR(LEGAL), CFA(LEGAL), CFC(LEGAL), DNB(LEGAL), EB(LEGAL)

## Communications

### Board Member Communications between Meetings

- The Superintendent will keep all Board Members updated on important district issues. Any correspondence a Board Member may have received at the district office will be delivered to the Board Member at the earliest opportunity.
- The Superintendent will communicate requested information to all Board Members in a reasonable time without interfering with the regular conduct of district business.
- The Superintendent will distribute to all Board Members any information requested for the Board by the Board President or a Board Member, at the Superintendent's discretion.
- Board Members may communicate with other individual Board Members or the Superintendent or staff for the purposes of asking clarifying questions, providing clarifying information or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.
- Board Members may not communicate with other individual Board Members for purposes of soliciting votes in support of or opposition to items of business that may come before the Board.



Related Policies: BBE(LEGAL), BBE(LOCAL), BBI(LEGAL), BBI(LOCAL), BE(LEGAL), BE(LOCAL), BJA(LOCAL), GB(LEGAL)

## Board Member Requests for Information Other Than Agenda Items

- Board Members will communicate their individual requests for detailed or sensitive non-agenda information to the Superintendent while copying the request to the Board President, as deemed appropriate.
- If the requested information can be provided from readily available data with no diversion of staff's time, then it will be provided within a reasonable amount of time after the request.
- If the request requires a special report that will divert staff time from established priorities, the Superintendent will notify the requestor and the Board President. The Board President will determine if the request should be considered by the full Board or will direct the Board Member to procedures regarding placing an item on the agenda.
- The Board President may elect to place the request for information on a future meeting agenda to determine if a majority of the Board agrees the requested information is important for its future decision-making.
- Information requested by one Board Member will be provided to all Board Members at the same time, at the Superintendent's discretion.
- If a Board Member has a question requiring the Board attorney's updates or response, he/she should refer the question to the Superintendent or the Board President, who will relay the answer to the Board.

Related Policies: BBE(LEGAL), BBE(LOCAL), BDD(LEGAL), BJA(LOCAL)

## Board Member Contacts with Campuses and District Staff\*

- Board Members are encouraged to visit any campus.
- Board Members must honor the campus rules and follow district guidelines regarding visitors. The identification badge must be visible while on campus. Board members shall be treated as any other community member is treated when visiting a campus.
- Board Members may communicate with any staff member without interrupting scheduled learning periods or interfering with the learning process.
- Board Members will not assume a supervisory role with staff or students.
- Board Members will not assume a participatory role with staff or students unless specifically requested by campus staff.
- Do not attempt to solve problems or make promises.
- Remember you are a public servant. Your actions and behavior should reflect this critical role.
- Make positive observations about the campus and express any concerns privately to the Superintendent.



- Board Members are encouraged to know staff members but are never to give staff members a directive.
- Board members shall refrain from serving as an officer in any PTO, Booster Club, etc. and any school based committee that is not mandated by law.

\*This operating procedure does not pertain to visits as a parent, as a spectator at school events, or other events open to the general public.

Related Policies: BBE(LEGAL), BBE(LOCAL)

## Board Member Responses to Community or Employee Complaints\*\*

- Listen respectfully and remain impartial. Notify the Superintendent of the complaint.
- The chain of command is the appropriate channel to take to get problems solved, and the person at the lowest level and closest to the problem should strive to solve an issue.
- Ask if the complainant has followed the district's procedures and/or chain of command. Determine if the escalation process is formal or informal by referring to FNG(LOCAL) for student/parent issues, GF(LOCAL) for community issues, and DGBA(LOCAL) for employee issues.
- If the complainant does not know the procedures or chain of command, provide the information about the informal and formal grievance processes by referring to policies mentioned above. Even after initiating the formal complaint process, a complainant is encouraged to seek an informal resolution of his/her concerns. A complainant whose concerns are resolved may withdraw a formal complaint at any time.
- The Superintendent will inform Board Members of the resolution, or progress, of any referred issue.
- If a matter becomes a formal grievance and the Board Member knows or learns anything about the grievance or appeal case, except what is admitted through the formal documents, that might render him/her unable to hear the grievance or appeal impartially, and then he/she must inform the Superintendent immediately and will be expected to recuse himself/herself from the hearing.

\*\*This policy will not be construed to apply to complaints alleging criminal activity.

Related Policies: BBE(LEGAL), BBE(LOCAL), BED(LEGAL), BED(LOCAL), DAA(LEGAL) DG(LEGAL), DGBA(LEGAL), DGBA(LOCAL), DIA(LEGAL), DIA(LOCAL), DNA(LEGAL), DNA(LOCAL), FB(LEGAL), FB(LOCAL), FFH(LEGAL), FFH(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)





## Board Member Communication with the Media

- The Board President or designee will be the spokesperson for the Board to the media on issues that relate to a) Board operations, b) Board actions or c) Board positions which have been approved by the Board.
- Press releases issued on behalf of the Board will be approved by the Board prior to release, unless an emergency or public necessity exists.
- The Superintendent or a designated staff member will be the official spokesperson for the district on issues of media attention that relate to district operations.
- A Board Member who receives a call from the media requesting information, comments, or an interview regarding district business is encouraged to direct the caller to the Superintendent.
- The Superintendent will notify the Board, periodically, of any media requests. If the matter is urgent, the Superintendent will notify each Board Member via phone or e-mail, whichever is more practical.
- The Superintendent or designee will keep Board Members apprised of issues the media may be considering.
- Statements will not be made to the media regarding personnel or other matters protected by law.
- A Board Member retains the right to speak at meetings, hearings, public functions, or to the media, but all remarks should be clarified that it is their personal opinion. However, members should understand that any comment will likely be interpreted by viewers/readers as an official statement of the Board. In speaking as an individual, the Board Member should do the following:
  - Clarify that he/she is speaking as an individual and not for the Board.
  - Remind the media representative(s) that official statements of the Board are made only by the Board President (or his/her designee).
  - Remind the media representative(s) of the position or action of the Board related to the issue in question.
  - Notify the Superintendent and Board President about the media request.
- Once a majority decision has been reached, individual Board Members will publicly support that vote.

Related Policies: BBF(LOCAL)

## Board Member Communication with the Community

- Board Members will communicate with the community through public forums, regular Board meetings, committee meetings, electronic media, and regular publications, as appropriate to the role.
- To be most effective, Board Members should be present and active in the local community. As such, Board Members are encouraged to participate in community





activities as liaisons between the public and the school district. When speaking to members of the community, Board Members are expected to do the following:

- Listen politely and respectfully.
- Accurately relay information about the district.
- Refer questions about specific district activities/issues to the appropriate staff person or spokesperson when they do not know the answers.
- Clarify Board Member's limitations, obligations, and responsibilities as a member of the Board.
- Respect Board decisions.
- Relay official action by the Board, if applicable.
- Regarding policy, boundaries, finances, or other responsibilities of the Board - Citizens wishing to express themselves should be directed by Board Members to use one or more of these alternatives: contact appropriate staff members, e-mail, telephone or write Board Members, speak at public forums or participate in the public forum portion of a Board Meeting.
- Regarding students, teachers, principals or other campus administrators - Citizens wishing to express themselves should be directed by Board Member to follow the grievance procedures by referring to policy FNG (LOCAL) for student/parent issues, and DGBA (LOCAL) for employee issues. According to DGBA (LEGAL), the Board is not required to conduct an open meeting to hear a complaint or charge against an employee. However, the Board may not conduct a closed meeting if the employee who is the subject of the hearing requests a public hearing.
- Concerns regarding school matters not addressed in FNG (LOCAL) or DGBA (LOCAL) above should be directed by Board Member to follow the grievance procedures by referring to policy GF (LOCAL) for community issues.
- A Board Member retains the right to communicate in any manner to anyone as an individual, but must understand that any comment will likely be interpreted by the listener as being an official statement of the Board. In communicating as an individual, the Board Member should do the following:
  - Clarify that he or she is speaking as an individual and not for the Board.
  - Remind community representatives of any position or action that the Board has officially taken related to the issue in question.

Related Policies: BBF(LOCAL), BED(LOCAL)

## Patrons Addressing the Board

- Members of the public may address the Board during any board meetings during the public forum portion of the meeting. Board Members will listen to the comments but will not conduct an interchange with the speaker.
- The Board, through the presiding officer or Superintendent, can offer factual information, cite Board policy, or direct the administration to investigate items and report back to the Board but



shall not engage in a two-way dialogue with patrons.

- The Board is assembled to gather input only. No action may be taken.

Protocol for public forum:

- The Board will limit response time to five minutes per speaker.
- The Board will determine total time allowed for patron input.
- The Board will not accept negative comments on individual students, individual personnel, or members of the Board.
- Formal acknowledgements and written responses to patrons will be provided by the appropriate staff. Leadership will make every effort to respond within ten (10) working days of the meeting date at which the communications was presented to the School Board. The Board will be copied on all such communications.

Related Policies: BED(LOCAL)

## **Phone/Voice Mail, Written Correspondence, including, but not limited to, E-mail, Text Messages or Social Media Protocol**

- Board Members are encouraged to respond to phone calls and written correspondence, including, but not limited to, e-mail, text messages or social media from constituents, but should bear in mind that any such responses may be subject to Public Information Act requests and may be applicable to the Texas Open Meetings Act.
- A Board Member retains the right to respond to an individual but must understand that such communication may be interpreted as being an official statement of the Board. The member should do the following:
  - Clarify that he/she is responding as an individual and not for the Board.
  - Remind the individual any position/action the Board has officially taken on the subject.
- Board Members are encouraged to share communications they receive with the rest of the Board if the following applies, and they feel it would be appropriate:
  - The information is not of a personal or confidential nature.
  - It is not obvious that the individual has contacted the rest of the Board Members.
  - The Board does not engage in any conversation or action which would violate the Texas Open Meetings Act.
- Board Members will not respond to anonymous communications, unless the communication pertains to criminal, health or safety issues. Any such communication, pertaining to criminal, health or safety issues, will be forwarded to the Superintendent for action. Board Members will be informed, if appropriate.
- If a Board Member receives any communication which he/she perceives to be of a threatening nature, the Board Member will immediately call and forward the communication to the Superintendent for action. Superintendent will contact all Board Members, if deemed necessary.
- Non-threatening, anonymous communications should be shared with the Superintendent.



- Board Members who participate in social media, such as, but not limited to, Facebook and Twitter, should be careful to avoid online conversations that could be construed as speaking for the Board or constituting an online board meeting.

Related Policies: BBF(LOCAL), GBA(LEGAL)

## Board Member Communication with Governmental or Legislative Agencies

- The Superintendent or a designated staff member will testify at any public hearing or other governmental proceeding on behalf of the district, unless the Board otherwise directs.
- The Board President or designee will be the spokesperson for the Board, unless the Board directs otherwise, and such testimony will be limited to positions officially adopted by the Board or general practices of the district.
- If a Board Member chooses to speak or testify in front of another governmental or legislative agency on an issue that is not intended to be a reflection of any Board position, the Board Member must clarify that such testimony reflects his/her own opinions and not that of the Board.
- If a Board Member is invited to speak or wishes to speak on behalf of the Board, he or she must inform Board Members as soon as possible.
- If a Board Member is going to testify/speak, he or she should provide the Superintendent and Board President with a copy, in advance if possible. The Board President will notify the rest of the board of the upcoming testimony.
- Nothing in this Operating Procedure may be construed in such a way that would violate the Texas Open Meetings Act or a Board Member's constitutional rights.

Related Policies: BE(LEGAL)

## Speaking Engagements

- Board Members are encouraged to draw upon opportunities to speak to the public outside of Board Meetings when requested by citizens of the district. Speaking engagements will help promote a better understanding of topics relating to the district and allow the public to become more acquainted with the members of the Board.
- Every Board Member may accept opportunities to visit with their constituents. If unable to accept, consider suggesting that another Board Member attend.
- A Board Member will inform the Superintendent and Board President if he/she has been directly requested to give a public presentation.



Related Policies: DBD(LOCAL)

## Meetings

### Types of Meetings

There are a variety of meetings for Board Members. Attendance at some meetings is more critical than others, but all are important to attend. While most meetings occur on a regular basis, dates can change or meetings can be omitted altogether due to other conflicts on the calendar.

- **Board Meetings** - These open meetings are usually held in accordance with the published calendar, at the CCISD Board Room located at 408 S. Main Street, Copperas Cove, Texas 76522. These meetings are held to conduct the formal business of the district in public. Action may be taken during this meeting.
  - Board Meetings will generally be held at 6:30 p.m. on the second Tuesday of each month (exceptions do apply). All meetings are open to the public and are subject to provisions of Texas law.
- **Workshop Meetings** - These open meetings are held for Board Members and staff to discuss items and receive information. These meetings are held at 12:00 p.m. on the second Monday of each month. No action is taken at a Workshop Meeting.
  - Board Workshop Meetings are held at the CCISD Board Room located at 408 S. Main Street, Copperas Cove, TX 76522.
- **Special Meetings** - A special meeting is a business meeting held on a date other than the regularly scheduled meeting. Action may be taken.
- **Emergency Meetings** - An emergency meeting is a business meeting scheduled with at least a two-hour notice to the public. An emergency meeting is usually called to address a situation which must be handled immediately. Action may be taken.

Related Policies: BE(LEGAL), BE(LOCAL), BEC(LEGAL), BED(LEGAL), BED(LOCAL) DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)

### Preparation of the Agenda

- Agendas are drafted by the Superintendent in consultation with the Board President.
- At least two Board Members may request that a subject be included on the agenda for a meeting. The deadline for submitting items for inclusion on the agenda is noon of the eleventh



calendar day before regular meetings and noon on the fifth calendar day before special meetings.

- Requests for agenda topics will be forwarded to the Board President and Superintendent in writing. The Board President will ensure that any topics the Board or individual Board Members request be addressed either on the agenda or scheduled for discussion at an appropriate time in the near future. The Board President will not have authority to remove from the agenda a subject requested by a Board Member without that member's specific authorization.
- No item can be placed on a Board Meeting agenda by the Superintendent less than 72 hours in advance of the meeting unless an emergency or urgent public necessity exists.
- Preliminary draft agenda packets will be electronically posted to BoardBook and e-mailed seven (7) days in advance of Board Meetings. BoardBook is an online service for the board agenda and agenda documentation (packet).
- The Superintendent will ensure that adequate back-up materials are provided for each Board Meeting agenda item. Items not available when the agenda is electronically posted and e-mailed will be updated on BoardBook and e-mailed immediately upon completion.
- The Superintendent will ensure all necessary or requested information is supplied to the Board Members to allow for informed decisions.
- The dates, times, and locations of all Board Meetings and Board Workshops will be published on the Board approved meeting calendar.
- Consent Agenda - The consent agenda shall include items of a routine and/or recurring nature grouped together under one action item. For each item listed as part of a consent agenda, the Board shall be furnished with background material. During a board meeting any board member may remove an item from the consent agenda for special consideration. However, prior to the meeting the Board member will make every effort to inform the Superintendent of his or her intent so that the appropriate staff member can be prepared. Examples of such items include:
  - Routine financial information or updates
  - Minutes of regular and special Board meetings
  - Routine bid recommendations

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| Related Policies: BE(LEGAL), BE(LOCAL) |
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## Board Member Preparation for Meetings

- Board Members will read and study the packet prior to each meeting. Board members are encouraged to set up a one on one with the Superintendent.
- Board Members will direct their individual requests for additional materials or information relating to agenda items to the Superintendent, via e-mail, by the week before the board meeting.
- If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided within a reasonable amount of time after the request.



- The Superintendent or designee will ensure that any additional materials or information that is provided to one Board Member is provided to all Board Members. This operating procedure will not limit a Board Member's ability to ask questions during the Board Meeting.
- In order to honor the time of the administrative staff, Board Members will make every attempt to submit questions about Board Meeting agenda items as soon as possible before a meeting.
- If the requested information is not readily available or requires a significant investment of time that will divert staff from established priorities, the Superintendent will notify the requestor and the Board President as soon as possible.
- The Board President will place the request for information on a future agenda if at least two Board Members agree the requested information is important for future decision-making.
- During a Board Meeting, any Board Member may remove an item from the consent agenda for separate consideration. Prior to the meeting, the Board Member will make every effort to inform the appropriate staff member of his/her intent to remove the item from the consent agenda so the staff member may prepare additional information as needed, which may include documents or other material. The Board Member will also notify the Superintendent or the Board President of his /her need to further discuss the consent agenda item prior to action by the Board.

Related Policies: BE(LEGAL), BE(LOCAL)

## Board Participation during Meetings/Public Forums

- All Board Members are expected to conduct themselves professionally and ethically during all meetings and public forums.
- Board etiquette restricts Board Members from using devices during meetings/public forums.
- During posted meetings, all members will conduct themselves according to Roberts Rules of Order, Newly Revised.
- If, during a meeting or public forum, any member conducts him/herself in a manner that is intolerable or prevents the accomplishment of goals, the Board President may adjourn or recess the meeting.
- Differences of opinion, if respectfully submitted, are not to be construed as unacceptable behavior but rather as alternate views on a subject.
- Meetings held by teleconference may only occur if an emergency or public necessity exists, as defined by the Texas Open Meetings Act, and it is difficult or impossible to convene a quorum of the Board at one location. Such meetings must meet all requirements of the Texas Open Meetings Act.

Related Policies: BE (LEGAL), BED(LEGAL), BED(LOCAL), BBF(LOCAL)



## Board Participation in Discussion, Debate and Voting

- Robert's Rules of Order, Newly Revised is the parliamentary procedure adopted in policy by this Board. Meetings, motions, and debate will follow these guidelines unless suspended by a two-thirds vote of members present.
- All Board Members are expected to conduct themselves with professionalism, respect, and integrity.
- The Board President, or chair, of a meeting will recognize any member who wishes to speak on a subject. Members will not be allowed to speak a second time until every member who wishes to participate has spoken once.
- Debate and discussion must continue until such time as each Board Member feels that he/she has had adequate time to ask clarifying questions or make other comments, unless the previous question has been moved and adopted.
- Questions or comments must always be germane to the current agenda item.
- No Board Member will coerce another member to vote in a particular manner, and no member may attempt to solicit votes in any manner inconsistent with the Texas Open Meetings Act.
- No Board Member will criticize any other member with regard to his/her questions, discussion, or vote.
- Although it is the duty of every Board Member who has an opinion on a question to express it by his/her vote, he/she can abstain since he/she cannot be compelled to vote.
- Only Board Members who are counted as present may participate in discussion, debate or voting.
- The Board President will vote on all action items.
- In case of a tie vote, the item fails.
- Dissenting and abstaining votes shall be recorded in the minutes of the Board Meeting.
- Once a majority decision has been reached, individual Board Members will publicly support that vote.
- Nothing in this operating procedure will be construed to limit a Board Member's ability to ask questions during the board meeting.

Related Policies: BE(LEGAL), BE(LOCAL), BBF(LOCAL)

## Board Responses to Inquiries about Executive/Closed Session

- Given the legal and sensitive nature of executive/closed sessions, the members of the Board understand that the law requires that all such sessions are strictly confidential.
- When it is apparent to the Board that it would be in the best interest of the students, staff, community or Board to make a statement regarding anything that occurs in or results from an executive/closed session, the Board President will compose an official public statement that meets with the approval of a majority of the Board. Any such statement will comply with the limitations of the law.





- If individual Board Members are pressed for information regarding executive/closed sessions, that Board Member will state clearly that he/she can give no information other than what is posted on the agenda. If pressed further, the Board Member will refer the inquiry to the Board President and Superintendent.

Related Policies: BEC(LEGAL), BBF(LOCAL)

## Participation by People Other Than Board Members in Executive/Closed Sessions

- No person other than the Board and the Superintendent is entitled to attend or participate in executive/closed sessions.
- If the Board President, designee or the Superintendent believes that consultation with a person or group would be beneficial to the discussion, that person or group may be invited to participate for a specific purpose. Such consultants must leave the room upon the conclusion of their participation or when the Board no longer believes such participation is productive.
- The Superintendent may be prohibited from participating in executive/closed sessions where the Board may be considering any aspect of his/her employment or job performance.
- Participation by people other than the Board Members will not conflict with the Texas Open Meetings Act or any other applicable provisions of the law.
- In the event any persons other than the Board and Superintendent participate in executive/closed sessions, the Superintendent and Board will ensure that the participant(s) are aware of the limitations placed on disclosure of the content of the discussion occurring in executive/closed session.

Related Policies: BE(LEGAL), BE(LOCAL), BEC(LEGAL)

## Executive/Closed Session Attendance and Confidentiality

- Topics that can be discussed in executive/closed session include the following:
  - Personnel: Resignations; employment; evaluation; appointment; assignments; terminations; non-renewal; additions; and extension and/or renewal of contracts of individual teachers, individual administrators, individual support staff; and Superintendent's evaluation and/or contract
  - Private consultation with the attorney regarding contemplated litigation; or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551.
  - Discussion of purchase, exchange, lease, sale or value of real property.
  - Deliberation regarding economic development negotiations.





- School children; school district employee; disciplinary matter or complaint.
- All matters discussed in executive/closed session are considered confidential. Board Members will not disclose executive/closed session conversations. Closed session may be filmed at the discretion of the Board President.
- The Board President will take minutes of executive/closed session meetings. After the Board President has signed, the minutes will be sealed in an envelope and given to the Secretary to the Superintendent.

Related Policies: BEC(LEGAL), DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL) GF(LEGAL), GF(LOCAL)

## Board Hearings of Grievances

### Prepare for Hearing

- The Board normally operates in a legislative capacity for executive/closed sessions. However, it operates in a judicial capacity during a grievance hearing. Members must be fully informed on Board policies relating to the process for grievances in advance of a hearing.
- Once a grievance reaches a Level 3 hearing with the Board, a hearing date is set. The grievant receives instructions about how the grievance process works.
- The grievant may elect to hold the hearing in executive/closed or open session, but the Board will make the final determination. All documentation that was presented by both parties at each of the previous hearing levels is collected and submitted to each Board Member and to the grievant for complete review in advance of the hearing.
- All grievance-related materials received by a Board Member must be held in the strictest confidence. A Board Member will neither share information from that documentation nor what is heard during the actual grievance proceeding(s).
- Board Members may only consider information that is presented during the grievance process; members will not privately seek out information regarding a grievance. No party may present or submit new documentation during the Level 3 hearing.
- If a Board Member knows or learns anything about a grievance case, except what is admitted through the documents, that might render him or her unable to hear the grievance or appeal impartially, then he/she must inform the Superintendent and Board President immediately. In addition, if the Board Member has been involved in communication with the grievant previous to the grievance hearing, then the Board Member should recuse himself/herself from the hearing.

### Conduct hearing

- The Board Secretary will serve as the timekeeper for the grievance hearing, record the official minutes and create an audio recording of the proceeding.
- The grievant and the school district may each elect to have its own legal counsel.



- The Board President presides over the hearing and provides direction to all parties throughout the hearing.
- As a standard, the grievant and the school district will each have a total of 15 minutes to present its case. The time limit may be adjusted at the discretion of the Board when deemed appropriate. Each party is given an opportunity to make an opening statement followed by the opportunity to rebut the other party's opening statement. Each party is responsible for allocating the usage of this time as they wish. The Board Secretary can provide minute usage updates during testimony, if requested.
- Once each party has presented its case, the Board may ask questions of each party based upon the information presented. The time allocated to this activity is not limited.
- At the conclusion of all Board Member questions, the Board President concludes the hearing. The grievant and the school district representatives are excused.

## Deliberation

- If the grievance hearing was held in open session, then the Board will adjourn to executive/closed session under an exception to the Open Meetings Act, as stated in the posted agenda. The Board and its legal counsel, if present, will participate in the executive/closed session.
- Board Members may now consult with one another and legal counsel regarding a possible grievance decision recommendation. Only deliberations occur in these meetings. No decisions are made in executive/closed session.
- Grievance decisions become precedent-setting events. The Board should seek counsel from its legal representatives in order to understand the potential implications of any decision. Legal counsel can share information about previous decisions that may impact the current decision.
- Board Members will return all grievance materials to the Superintendent or his designee upon the conclusion of deliberations.

## Ruling/Decision

- The public reflection of a grievance hearing occurs at the next open meeting. An agenda item regarding the grievance appears on the agenda.
- Any Board Member who was not present for the entire grievance hearing must recuse him/herself from the actual vote in open session.
- If a Board Member wishes to uphold the administration's Level 2 decision, then he/she can make a motion to that effect. If the motion is seconded then the Board President will conduct a vote. If a Board Member wishes to reverse the administration's Level 2 decision, then he/she can make a motion to that effect. The Board President will conduct a vote if the motion receives a second. If the Board takes no action during the next open meeting, then the administration decision at Level 2 is automatically upheld. The Board also may choose to return the grievance to administration for solution and consideration.



- Only the Board President can make public statements arising from a grievance.
- Any Board Member who violates the Board policy on grievances may be subject to censure.

Related Policies: DCD(LEGAL), DCD(LOCAL), DG(LEGAL), DGBA(LEGAL), DGBA(LOCAL), FNG(LEGAL), FNG(LOCAL), GF(LEGAL), GF(LOCAL)

## Transitions on the Board

### Board Member Vacancies

- Vacancies on the Board may, and do, occur at times other than at the end of a term. Trustee vacancies may occur if a Trustee moves out of the school district, resigns for personal reasons, encounters sudden death or illness, or some other valid reason to resign.
- The departing Board Member should give written notice of impending resignation and deliver it to the Board President. Possible courses of action include:
  - special election
  - regularly scheduled election
  - appointment until a regularly scheduled election
  - leave seat vacant

Related Policies: BDAA(LEGAL), BDAA(LOCAL)

### Election of Officers

- Election of Board Officers is governed by Board Policies BDAA (LEGAL) and BDAA (LOCAL), and the election must be held at a properly noticed and posted meeting in compliance with the Texas Open Meetings Act, Texas Government Code Chapter 551.001 et seq. The Board Members will comply with the requirements of the Board's Policies, Operating Procedures and the Texas Open Meetings Act in the selection of officers.
- No Member shall hold office without two years minimum current Board experience.
- The December Board Meeting will be scheduled to allow for the canvassing and certification of votes following the November Trustee election. At that meeting, the members of the Board shall organize by electing Board Officers [BDAA (LEGAL)].
- The Officers shall be a President, Vice-President, and Secretary who all are members of the Board.
- The duties include, but are not limited to, the following:
  - The Board President is the "face of the Board." The President presides at all Board Meetings; appoints Board members to both committee participation and chairmanships



## CCISD Board Operating Procedures

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[BDB (LOCAL)]; calls special meetings; speaks on behalf of the Board at most district-wide events, when requested; is a signatory on district checks, legal documents approved by Board action, Board resolutions and student diplomas; and responds on behalf of the Board to media requests. The President has the right to discuss, make motions and resolutions, and vote on all matters coming before the Board.

- The Board Vice President presides at any Board Meetings when the Board President is unable to attend and speaks on behalf of the Board at events the Board President is unable to attend.
- The Board Secretary presides at any Board Meetings that the Board President and Vice-President are unable to attend and speaks on behalf of the Board at events the Board President and Vice President are unable to attend.
- In compliance with the Texas Open Meetings Act, the Board President will entertain nominations of members for officers. A nomination requires a second. The Board will vote for each office in turn, beginning with the Board President. If there is more than one nominee for a position, candidates will be voted on in the order of their nomination.
- The current Board President will preside over the election of the Board President. Following the election of the Board President, the newly placed Board President will officiate the election process for the remaining officer positions.
- Newly-elected officers will assume responsibility for their office immediately upon election to the Board Office.
- In the event of a vacancy in an Officer's position the Board may, by majority action of the Board at any duly called meeting, fill the vacancy.

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| Related Policies: BDAA(LEGAL), BDAA(LOCAL) |
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## Superintendent and Board

### The Superintendent's Performance Evaluation

A comprehensive evaluation includes a performance evaluation and a contract evaluation.

An important part of the evaluation process is making sure expectations are clear, reasonable, and understood by both the Board and Superintendent. Stating expectations and determining how you will measure them are essential to make the evaluation process work effectively. Here are some questions the board should consider: What do we expect the Superintendent to accomplish this coming year? Are our goals reflected in budget allocations? Do we have metrics that adequately measure the accomplishment of goals? What has the Superintendent accomplished? What improvements are needed for the Superintendent?

- The Board will conduct a comprehensive evaluation of the Superintendent's performance at least annually.
- The evaluation instrument will define the criteria for the measurement of the goals.
- The Board or a subcommittee designated by the Board President will annually review the Superintendent's evaluation instrument to ensure that it continues to be appropriate.
- The Board President will make sure that a fully executed copy of the Superintendent's current contract is available to all Board Members.
- Each Board Member will review the report submitted by the Superintendent and the contract submitted by the Board President.
- The Board President will schedule the Superintendent's performance evaluation to occur during a posted executive/closed session. Each Board Member will review the Superintendent's annual report and contract prior to this meeting.

Related Policies: BBD(EXHIBIT), BF(LOCAL), BJA(LEGAL), BJA(LOCAL), BJCD(LEGAL), BJCD(LOCAL), BJCD(EXHIBIT)

### Evaluate Results Against Goals

- In June, the Board will have a formative performance evaluation to discuss progress on the current year's goals.
- Interim performance evaluations may be conducted as the Board determines will be beneficial. The Board will provide the Superintendent with adequate notice of any evaluation and format.
- At the January Board meeting, the Superintendent will use the Board's evaluation instrument to prepare an annual report that summarizes his/her performance against the previous year's annual district goals and the Superintendent's personal goals. The Superintendent will submit the report to all Board Members.
- During executive/closed session, Board Members may ask questions of and discuss results with the Superintendent at this time, prior to completing their individual evaluations.



- The Board will call a Special Meeting prior to the February Board meeting to discuss their individual evaluation results and discuss the performance results as a team. The Board will, by consensus, agree on the final evaluation. This final evaluation document will be presented and discussed with the Superintendent, along with any recommendations for next year's personal goals and contractual modifications, in executive/closed session prior to the February Board meeting.
- Prior to the March Board meeting, the Board and Superintendent will discuss and finalize district and personal goals for the next school year.
- Any action resulting from the evaluation will be at the sole discretion of the Board and agreed to by a majority of the members, in a manner consistent with the Texas Open Meetings Act.
- The Board will ensure that the evaluation process and document(s) will follow all local, state and federal regulations or guidelines.

Related Policies: BBD(EXHIBIT), BF(LOCAL), BJA(LEGAL), BJA(LOCAL), BJCD(LEGAL), BJCD(LOCAL), BJCD(EXHIBIT)

## The Superintendent's Contract Evaluation

- Superintendent's contract evaluation is usually completed by the end of June to coincide with the regular budgeting process.
- The Board will determine if any contractual additions, changes, or deletions should occur.
- During the annual performance evaluation process, Board discussion regarding the Superintendent's compensation and benefits will occur. This timing is reflective of the annual budgeting process that occurs in the spring.
- The Board President will work with the Board's legal representation to make any modifications to the Superintendent's contract by February 1.
- The Board President will submit a copy to all Board Members for review prior to final approval.

Related Policies: BJCE(LEGAL), BJCF(LEGAL), BJCF(LOCAL), BJCF(EXHIBIT), BJCG(LEGAL)

## PERSONNEL

### Hiring of Personnel other than the Superintendent

- All school district employees report to the Superintendent. The Superintendent is the only employee of the Board.
- Board Members may not advise the Superintendent on specific hiring decisions unless such input is sought.
- Board Members should refrain from writing letters of recommendation for any person seeking employment in Copperas Cove ISD.



- The Board is not involved in the interviewing process of district employees.
- The Superintendent or the Superintendent's designee is responsible for making all hiring recommendations to the Board.
- The Board is required, by state law, only to approve or reject candidates brought forward by the Superintendent.
- Board Members may not lobby for specific hiring decisions.
- Board Members must abstain from any votes on personnel issues where a conflict of interest is clear, as defined in Board policy and/or statute.
- If a Board Member has written a recommendation letter for the recommended candidate, he/she must abstain from voting on the candidate's hiring.
- Nothing in this procedure will prevent or in any way limit the ability of Board Members to discuss concerns about specific existing employees or potential candidates with the Superintendent and the Board President.

Related Policies: DBE(LEGAL), DBE(EXHIBIT), DC(LOCAL), DC(LOCAL)

## Board Members' Concerns about the Performance of Employees other than Superintendent

- When a Board Member becomes concerned about the performance of district employees and/or student welfare, he/she must bring his/her concerns directly to the Superintendent and inform the Board President. Such concerns must be limited to the following:
  - Actions which are illegal
  - Egregious violations of Board policy.
  - Actions which are harmful to the district's or the Board's reputation.
- Board Members must remain cognizant that district personnel and student welfare are the responsibility of the Superintendent, not the Board.
- The Superintendent is obligated to listen to such concerns, review the matter, and notify the Board Member of the resolution of the matter to the extent allowable by policy and law.

Related Policies: DBD(LOCAL), DH(LEGAL), DH(LOCAL), DH(EXHIBIT), DHE(LEGAL), DHE(LOCAL), DIA(LOCAL), FFG(LEGAL), FFH(LEGAL), FFH(LOCAL)





# PLANNING

## Establishment of District Vision and Goals

- The district’s Strategic Design, approved by the Board and created through the cooperative efforts of the CCISD community, will form the basis of the district’s annual goals and initiatives.
- The Superintendent or his/her designee(s) will be responsible for the creation of annual district initiatives designed to fulfill the district’s Strategic Design. The Superintendent will identify which goals the annual initiatives will fulfill. These goals will be included in the Superintendent’s annual evaluation.
- The district’s Strategic Design will serve as the foundation for the district’s facilities plan and the technology plan.
- In February of each year, the Board will conduct a Workshop Session with the Superintendent to establish Superintendent goals for the next year.
- These goals will be voted on during the March Board Meeting.
- The Strategic Design will serve as a guide for the administration in preparing the district’s budget, as well as any other district, department, or campus improvement plans.
- All staff will be informed about Strategic Design as well as understand and implement the annual initiatives in their position.
- The Board may, at its discretion, review the goals at any time. At a minimum, the Board will direct the Superintendent to develop a process to review and, if needed, update the strategic plan every five years.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL), BQ(LOCAL)

## Approval of the District Performance Objectives Included in the District’s Improvement Plan

- The Board Meeting agenda for the September Board Meeting will include an action item for the Board to vote to approve/disapprove the proposed district initiatives as included in the District Improvement Plans (DIP). The DIP will include targets that promote the District’s vision established by the Board.
- School Improvement Plan (SIP) for an academically unacceptable (AU) campus is required by the state to be approved by the Board and submitted to TEA. SIP must address performance areas that originally contributed to the AU rating.

Related Policies: BAA(LEGAL), BBD(EXHIBIT), BE(LEGAL), BE(LOCAL), BQ(LEGAL) BQ(LOCAL), BQA(LEGAL), BQA(LOCAL), BQB(LEGAL), BQB(LOCAL)





## Board's Review of Instructional Programs and District Initiatives

- It is the desire of the Board to have ongoing dialogue about instructional programs.
- The Board and Superintendent will create a list of programs whose reviews will occur over a multi-year revolving calendar. The program review schedule will be included in the Board’s Annual Calendar\*.

Related Policies: BAA(LLEGAL), BBD(EXHIBIT), BE(LLEGAL), BE(LOCAL), BQ(LLEGAL) BQ(LOCAL), BQA(LLEGAL), BQA(LOCAL), BQB(LLEGAL), BQB(LOCAL)

## Development and Adoption of District Budget (full cycle)

- The Superintendent or designee will draft a detailed budget process calendar to be submitted to the Board in November of each year. The budget process calendar\* will include:
  - Any action items the Superintendent would like included prior to the budget adoption.
  - A Workshop Session, scheduled early in the budget process calendar with concurrence by the Board, to adopt the Board's budget priorities and parameters.
  - Approximate dates by which the Board will receive information such as staffing (for all areas) and enrollment projections, revenue and expenditure projections, and other data as required by the Board.
  - Timelines by which campuses, departments, and other budget project teams will work.
  - Timing and methodology for community input on the proposed budget.
  - Timing for final Board review of the proposed budget prior to adoption.
  - Timing for completion of legal requirements such as official notices and public hearings.
- All materials or data, including draft budgets, will be delivered to the Board at least four days prior to consideration of the materials.
- The Superintendent or designee will present a final draft budget, prepared in accordance with the approved budget calendar process, for adoption by the Board at the Board Meeting in August of each year.
- All actions taken in connection with the budget process and adoption will be done in accordance with the Texas Open Meetings Act.

Related Policies: BAA(LLEGAL), CE(LLEGAL), CE(LOCAL), CEA(LLEGAL)



## POLICY

### Protocol for the Review and Amendment of District Policies

- Board Members have access to digital policy manuals. Each Board Member is responsible for becoming familiar with these resources and accessing them accordingly.
- A review of policies will be a continuous event, coordinated by the Superintendent's designee and the TASB policy specialist.
- The Superintendent or designee will also be responsible for ongoing review of policies to ensure that existing policies are still relevant to current local circumstances. The Superintendent will ensure that all district staff has adequate knowledge of the Board policies.
- LOCAL policy amendments may be initiated by the Superintendent, Board Members, school personnel, or community citizens.
- If the Superintendent receives a request from a member of the public or any Board Member to revise an existing policy, the Superintendent will forward that request to the entire Board.
- Requests for policy changes are reviewed by the Leadership Team. The Superintendent's designee will draft the revision and submit the revision for legal review prior to placing it on the agenda for consideration by the Board.
- Adoption of such revised policies will occur as an Action item on the agenda.
- After adoption, the Superintendent or designee will be responsible for incorporating revisions into the Board's Policy Manual.
- LEGAL policy updates, which are provided by TASB in response to legislative or governmental actions, will be reviewed at duly posted Board Meetings. No action is required as these policies are immediately binding.

Related Policies: BE(LOCAL), BF(LEGAL), BF(LOCAL), BP(LOCAL)

### Development of District Policies

- New LOCAL policies may be developed by the Superintendent, Board Members, school personnel or community citizens. All new policies must be relevant and adhere to all local, state and federal laws and guidelines. Before policies are presented for adoption to the Board, the district's legal counsel reviews all content.
- Any newly proposed LOCAL policy will be submitted to the Superintendent.
- If the Superintendent receives a request from a member of the public or any Board Member proposing a new policy, the Superintendent will forward that request to the entire Board.
- Requests for policy changes are reviewed by the Leadership Team. The Superintendent's designee will draft the revision and submit for legal review prior to the first reading for consideration by the Board.
- Such new policy will be presented at a Board Meeting. Any proposed amendments will



be discussed/considered. Amendments may be considered at any time during the adoption process.

- Adoption of policies will occur as an Action Item on the agenda at a duly called monthly Board Meeting.
- For an amendment to be considered on a policy which is on the agenda of a Board Meeting, a majority of the Board must approve the reconsideration. If necessary, the policy may be pulled off the agenda and sent back to the Superintendent for inclusion in the next scheduled Board Meeting.

Related Policies: BE(LOCAL), BF(LEGAL), BF(LOCAL), BP(LOCAL)

## Copperas Cove Board of Trustees Code of Conduct

- I realize that to be the most effective advocate for children we, as a board, must function as a team. To this end, I pledge to adhere to the principles listed below. Should I, for whatever reason, fail to follow these guidelines, I ask my fellow board members to call it to my attention. When that happens, I pledge to accept the feedback in a constructive manner without anger or finger-pointing and to renew my efforts to follow this code of conduct.
  1. I will always hold the interests of students above those of individuals or special interest groups.
  2. I will deal with issues and not personalities.
  3. I will respect the views of other board members.
  4. I reserve the right to disagree, but I will not be disagreeable, nor will I harbor grudges against other board members from past issues or events.
  5. I will treat other board members and school employees in a professional manner.
  6. I will fully discuss and share information on board issues and will not blindside the administration or the Board.
  7. I will respect the confidentiality of executive sessions and any privileged information shared with me by a board member or the superintendent.
  8. I will seek to inform and include all board members in my discussion of issues.
  9. I will not seek to align a majority vote of board members on an issue outside the regular board meeting.



## CCISD Board Operating Procedures

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10. I will seek to continually improve my knowledge, skills, and abilities as a board member.
11. I will be consistent. What I say in private is what I will say in public. What I say is what I will do.
12. I will strive to attend all board meetings and will be prepared for all board meetings.

Related Policies: BE(LOCAL), BF(LEGAL), BF(LOCAL), BP(LOCAL)



# 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

## Program Overview.

The Texas Strategic Staffing for Sustainable, Paid Teacher Residency Programs Grant is a two-year initiative aimed at helping districts and charter schools develop and implement paid, year-long, high-quality teacher residency programs. The program is designed to create sustainable educator pipelines by partnering districts/charters with educator preparation programs (EPPs) to provide hands-on teaching experience for residents while supporting local instructional needs. The grant spans the 2025-2026 and 2026-2027 school years.

## Purpose:

The primary goal of the program is to design and implement sustainable teacher residencies that will provide teacher residents with wages while they engage in various instructional roles, such as substitute teaching, paraprofessional work, and tutoring. Districts and charters will collaborate with EPPs to leverage local funds to support residents' wages and ensure a long-term, effective teaching pipeline.

## Funding:

- **Total Grant Amount:** \$80,000 per district/charter.
- **Required Allocations:**
  - \$10,000 for contracted services with the EPP partner for field supervisor work during the 2026-2027 Implementation Year.
  - \$30,000-\$70,000 to co-fund the salary of a district employee leading the strategic staffing work (spread across the 2025-2027 period).
  - Up to \$40,000 to co-fund teacher resident stipends or host teacher stipends during the 2026-2027 school year. The stipends are subject to a cost-matching requirement of at least \$3,000 per resident or \$1,000 per host teacher.

## Program Phases:

1. **Design Year (2025-2026):**
  - A needs assessment to set residency goals.
  - Identifying funding sources and residency models.
  - Establishing parameters and training for implementation.
2. **Implementation Year (2026-2027):**
  - On-going support with technical assistance to monitor and adjust the residency model.
  - Maintaining time tracking logs
  - Collecting data on resident and host teacher progress.
  - Collaboration with EPPs to ensure the sustainability of the model.

## Key Program Components:

- **Strategic Staffing Technical Assistance:** In-kind support to help districts design and implement a staffing model for long-term sustainability.
- **Contracted Services with EPP:** At least \$10,000 must be allocated for EPP field supervisor work.
- **Student Residencies:** At least 4 guaranteed student teacher residency candidates from EPP
- **Project Management Support:** Co-funding for district staffing and materials.
- **Optional Stipends for Residents/Host Teachers:** Funds for stipends in the 2026-2027 school year, contingent on matching funds.

## Key Program Components:

The applicant agrees to provide data on the qualifications and experience of the existing or future staff members, as required per the program guidelines as follows: The district/charter role supported by grant funding should have enough authority or autonomy to communicate and engage with senior leadership regarding programmatic decisions made during strategic staffing design and implementation.

## Performance Measures:

- Maintain a time and effort activity log of engagement in strategic staffing model training and technical assistance support activities during the duration of the grant.
- In SY 2025-2026, provide regular (at least quarterly and as requested) report(s), documenting progress towards strategic staffing design milestones, including examples of key deliverables
- In SY 2026-2027, provide regular (at least quarterly and as requested) report(s), documenting implementation year monitoring and related implementation data.
- Conduct other program evaluation as requested by TEA, including submission of resident placement data and host teacher data during SY 2025-2026 (if applicable) and SY 2026-2027.

## Additional Considerations:

- The grant allows for flexibility in staffing and residency models but requires adherence to cost-sharing requirements and reporting obligations.
- Administrative costs are capped at 15% of the total grant amount.

This grant is an opportunity for districts and charters to build sustainable residency programs that will help recruit and retain high-quality teachers while providing essential support for both residents and host teachers. The program also fosters collaborative relationships between districts/charters and EPPs, ensuring the long-term success of the residency initiative.



# 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



# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Copperas Cove ISD

#### **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-

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### **Copperas Cove ISD**

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.

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### **Copperas Cove ISD**

#### **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).

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### **Copperas Cove ISD**

#### **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

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Copperas Cove ISD

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.

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Copperas Cove ISD

#### **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.

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Copperas Cove ISD

#### **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.

# Explanatory Notes

## TASB Localized Policy Manual Update 124

### Copperas Cove ISD

#### **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.





# 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

**Proposal: Wage and Salary Review for Copperas Cove ISD**

Conduct a Wage and Salary Review for the Copperas Cove Independent School District (CCISD) to include:

- Compilation of data charts comparing CCISD wages and salaries by employee category/position with a market group comprised of districts and campuses of comparable enrollment and other demographics using the latest data available through statewide data sources
- Interviews of selected district personnel supervisors to gather information regarding personnel under their supervision with a focus on job descriptions, critical need positions, employee turnover, and any perceived problems/inequities in the current pay schedule
- Analysis of the district Wage and Salary Schedule in terms of market competitiveness and internal equity
- Compilation of all data and analyses into a written report, including cost analyses of any recommended pay schedule modifications and a proposed implementation plan for 2025-26

|   |                           |
|---|---------------------------|
| <u>Fee Proposal:</u> Wage and Salary Review       | \$17,000.00               |
| Estimated Expenses:                               |                           |
| Mileage (3 trips @ 340 miles/trip x \$ 0.70/mile) | 714.00                    |
| Total Projected Cost                              | <b><u>\$17,714.00</u></b> |

Submitted by: Dale Dixon  
Management Consultant  
Candyce F. Dixon, CPA  
1106 Avenue O  
Huntsville, TX 77340  
936.293.0662  
dixoned43@yahoo.com

Accepted by: \_\_\_\_\_  
Copperas Cove ISD  
Date: \_\_\_\_\_



## 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 24<sup>th</sup>, 2025

| Grade        | Student Count | Attendance |
|--------------|---------------|------------|
| Kindergarten | 141           | 97.87%     |
| 1st          | 129           | 94.57%     |
| 2nd          | 139           | 96.40%     |
| 3rd          | 138           | 96.38%     |
| 4th          | 147           | 93.88%     |
| 5th          | 161           | 93.17%     |
|              | 855-Total     | 95.32%     |

### CPE January Happenings and Upcoming Events:

February was fast and furious at CPE. We started off the month with our 100<sup>th</sup> day of school activities. If you were on campus, you would've seen many different "older" faces. We had some "grandmas" and "grandpas" in our classrooms that day. Students worked on some math activities to commemorate the day. We hosted two successful PBIS events to celebrate students with positive behavior. CCJHS brought their athletes to share their skills for a PBIS basketball event with our 5<sup>th</sup> grade students & K-4<sup>th</sup> graders participated in an Indiana Jones Obstacle Course (with "snakes"). Our 4<sup>th</sup> and 5<sup>th</sup> grade Math teachers attended their 5<sup>th</sup> six weeks Sharon Wells Math training. We hosted a few staff appreciation events during this month, Tailgate Day after Super Bowl for our Super Staff and Chocolate Pick Me Up Monday. TELPAS training, Calibration, and TELPAS testing has been ongoing this month. CPE's Parent Outreach Coordinator and counselors have hosted several parenting events this month to include training on Student Attendance and Homework/Study Habits. Our administration team and HQPDI teachers (interventionists) met together to hold our 3<sup>rd</sup> quarter data meetings. At these meetings, we checked student progress according to recent screener data, evaluated if students needed Tier 2 or Tier 3 intervention, and made decisions to move forward in the RTI process. This month, we have had to work on filling some unexpected staffing vacancies. We have had several instructional walks from the district's curriculum department as well as Region 12 personnel. The feedback from the walks has been mostly positive and helpful on informing the campus's growth areas. Student discourse, lesson internalization, and student engagement are targeted areas of growth as evidence is showing from these walks. We will finish out our month with our Title One meeting/Math & Science STEM Night, Kindergarten Graduation pictures, and a CCJHS Elective Choice Day for our 5<sup>th</sup> graders.

### CPE Upcoming Events:

March 3<sup>rd</sup> Read Across America Day/Dr. Seuss's Birthday Celebrations/Volunteer Meeting

March 4<sup>th</sup> RLA Benchmark 3<sup>rd</sup>-5<sup>th</sup> grades

March 6<sup>th</sup> Science Benchmark 5<sup>th</sup> grade/Second Grade Concert 6 p.m.

March 10<sup>th</sup> Coffee with a Counselor 12 p.m.



## **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

### CPE Upcoming Events:

March 11<sup>th</sup> Math Benchmark 3<sup>rd</sup>-5<sup>th</sup> grades

March 14<sup>th</sup> PBIS Event with CCJHS Track and Tennis

March 27<sup>th</sup> Parent Workshop 8:30 a.m.

March 28<sup>th</sup> Honor Choir Concert

March 31<sup>st</sup> Book Fair Starts



# Fairview/Miss Jewell Elementary

710 South 5<sup>th</sup> 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 February 2025

### Attendance Year To Date By Grade Level

|                       |        |
|-----------------------|--------|
| Kindergarten          | 93.56% |
| 1 <sup>st</sup> Grade | 92.96% |
| 2 <sup>nd</sup> Grade | 94.01% |
| 3 <sup>rd</sup> Grade | 94.56% |
| 4 <sup>th</sup> Grade | 94.97% |
| 5 <sup>th</sup> Grade | 94.05% |

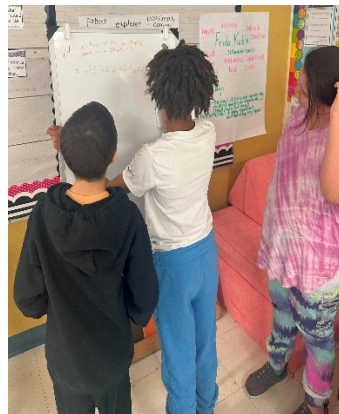
**Campus Happenings & Activities** - Members of the leadership team conducted data chats with 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students to set goals with them for their upcoming STAAR released tests. Classroom teachers in these grade levels worked with students to compare their first released test grades and their STAAR scores from last year and set goals for their upcoming tests. As a part of The Leader In Me, students are learning how to set Wildly Important Goals using their own data. This gives students a visual reminder of the goals they are working towards and is setting the foundation for students to take the lead in their own learning. The leadership team (Dr. Shuck, Ms. Vazquez, Dr. Brown, and Mrs. Bellah) met with students to discuss their goals and their plans for reaching those goals. The leadership team values these data chats and loves the time they get to spend with students in learning about their goals and being a part of their support system as they work towards their goals.



In our six weeks awards ceremonies, students were recognized for academic achievements such as A Honor Roll and AB Honor Roll as well as All Day Everyday Perfect Attendance and Outstanding Performance in the specials areas (PE, Music, Art, and Library). We love taking the time to recognize our hard-working students for their achievements.

Our archery team has been meeting weekly to practice and prepare for two major upcoming events. The first is the state archery tournament in Belton, Texas at the end of March. The second is our 2<sup>nd</sup> annual exhibition show hosted by Fairview/Miss Jewell Elementary. We are excited to announce that two of our students, Victoria Fajardo and Sophia Pineda have qualified for the state tournament. We are hoping to have these students recognized at the March board meeting. This is the first time our campus will be represented at the state tournament.

Our 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade teachers for reading and math have been using a framework for their teaching that encourages students to work collaboratively together in teams to accelerate their learning and independence. Our teachers have been working hard to implement strategies from Building Thinking Classrooms and The Leader In Me to teach students skills in collaboration and leadership. See below for pictures from our 4<sup>th</sup> and 5<sup>th</sup> grade RLA classrooms as students work collaboratively in heterogeneous groups as they do Shared Reading.



### **Upcoming Events:**

March 4<sup>th</sup>- RLA Released

March 6<sup>th</sup>- Math Released

March 11<sup>th</sup>- Science Released

March 13<sup>th</sup>- Math & Science Night

March 14<sup>th</sup>- Art Tutorials

March 17-21- Spring Break

March 25<sup>th</sup>- Failure Reviews

March 25<sup>th</sup>- GT Showcase

March 28<sup>th</sup>- PBIS Outside Games

**Hettie Halstead Elementary**  
**February 24, 2025**

| <b>Enrollment Grade</b> | <b>Student Enrollment</b> | <b>Attendance Rate</b> |
|-------------------------|---------------------------|------------------------|
| Kindergarten            | 84                        | 93%                    |
| 1 <sup>st</sup> Grade   | 76                        | 96%                    |
| 2 <sup>nd</sup> Grade   | 56                        | 94%                    |
| 3 <sup>rd</sup> Grade   | 62                        | 95%                    |
| 4 <sup>th</sup> Grade   | 60                        | 93%                    |
| 5 <sup>th</sup> Grade   | 52                        | 94%                    |
| <b>Total</b>            | <b>390</b>                | <b>94%</b>             |

**Campus Happenings & Activities:**

**A Month Full of Learning and Excitement!**

February has been a busy and exciting month for our students and families! We have provided extra academic support through afterschool tutorials for our 3rd, 4th, and 5th grade students. Additionally, we launched our **Saturday School on February 22**, offering even more opportunities for student success.

Our **Rhythmic Basketball and Robotics Clubs** have continued to meet, allowing students to stay active and engaged in fun and educational activities.

We successfully wrapped up our **World's Finest Chocolate Fundraiser**—thank you to all the families and community members who contributed to making it such a success!

Our **Multicultural Night and Book Fair** were a huge hit! Families had a wonderful time exploring different cultures through food, music, crafts, and informational displays. It was fantastic to see such a great turnout for this enriching event.

On **February 22**, some of our students had the incredible opportunity to attend **STEM Girl Day at the University of Texas**. Despite the weather, they had an amazing time participating in hands-on activities that sparked their curiosity and passion for STEM.


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 March!**


March is shaping up to be another fantastic month, and we can't wait to share these experiences with our students and families. Thank you for your continued support!





 **Read Across America Week ~ 3/3-3/7**– Students and staff will celebrate with themed dress-up days inspired by Dr. Seuss books.

 **Released STAAR Testing** – Our 3rd, 4th, and 5th graders will take released STAAR assessments in reading, math, and science to prepare for the upcoming state exams.

- **3<sup>rd</sup>-5<sup>th</sup> grade Reading-3/4**
- **5<sup>th</sup> grade Science -3/6**
- **3<sup>rd</sup>-5<sup>th</sup> grade Math-3/11**

 **Kindergarten Graduation Pictures ~ 3/12**– Our youngest learners will take their special graduation photos—an exciting milestone for our Kinder students!

 **Open House Spring Fling~3/13** – Families will have the opportunity to explore fun spring activities while celebrating all the growth their students have made this year.

 **Spring Break~3/17-3/21** – A well-deserved break for our students and staff to relax and recharge!

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



# COPPERAS COVE

A Foundation of Excellence • A Future of Success

408 South Main Street  
Copperas Cove, TX 76522

CCISD Board Report  
**House Creek Elementary**  
February 21, 2025

| Enrollment            | Bulldawgs on Campus | Attendance Rate (YTD) |
|-----------------------|---------------------|-----------------------|
| Kindergarten          | 105                 | 93.41%                |
| 1 <sup>st</sup> Grade | 95                  | 94.63%                |
| 2 <sup>nd</sup> Grade | 100                 | 94.67%                |
| 3 <sup>rd</sup> Grade | 125                 | 94.45%                |
| 4 <sup>th</sup> Grade | 110                 | 95.23%                |
| 5 <sup>th</sup> Grade | 108                 | 94.84%                |
| <b>Total</b>          | <b>643</b>          | <b>94.54%</b>         |

## 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. February 4<sup>th</sup> marked the 100<sup>th</sup> day of school and our Kindergarten and first grade students came dressed as 100-year-old adults. They participated in Math stations that included making 10 groups of ten using ten-frames, 100 fruit loop necklaces, stamping 100 activities, creating 100<sup>th</sup> day headbands, and painting the number 100. They also enjoyed the stories *Mrs. Bindergarten Celebrates the 100<sup>th</sup> Day of Kindergarten* and *100<sup>th</sup> Day Worries*.

Our Communities in Schools liaison, Cassie Ray, took 8 of our families to the Bell County Mini Rodeo on February 6<sup>th</sup>. She was sure to showcase other careers our students may not be aware of and skill sets that can be acquired with hard work. After the show, they went through the Home Economics display for the Bell County Youth Fair to show the students activities in agriculture they can participate in and later use for college scholarships.

Our book fair ran from February 5<sup>th</sup> through February 12<sup>th</sup> allowing students and staff to shop for their favorite books. Teachers who filled out wish lists received one of the books on their list from their principal. On February 12<sup>th</sup>, our students celebrated Valentine's Day with their classmates and were visited by our Adopt a Unit soldiers who helped deliver Valentine grams and assisted students with their shopping at the Book Fair. The book fair raised over \$2000 for our campus library and Mrs. Waneck, our librarian, also earned free books from Scholastic!

Family Literacy Night was a hit on February 11<sup>th</sup>. Students and parents participated in Literacy games and reading activities. Kindergarten hosted a swat game for letter and word recognition. First grade shared stories and created a craft to go with their books. Second grade enjoyed Foundations hopscotch while 3<sup>rd</sup> grade solved homophone puzzles, and played a competitive game of I Spy diagraphs and trigraphs. Fourth grade played a Morphology Splat game and our Fifth-grade team hosted a book

tasting. Parents and students even competed against each other in some of these activities and enjoyed visiting the Book Fair.

Our emergent bilingual students have begun to show what they know on their Texas English Language Proficiency Assessment (TELPAS test). We know they will do a wonderful job and are looking forward to seeing their success!

The fabulous ES2S group on campus will be kicking off our Penny War on Monday February 24<sup>th</sup> to raise money for our local animal shelter. The contest will last through March 6<sup>th</sup> and the class that collect the most pennies will earn a reward.

On February 21<sup>st</sup> our Parent Community Outreach Coordinator provided a parent training on resources the campus has available for parents to check out to help their students with their academics. She will also be providing an attendance training for parents on the evening of February 24<sup>th</sup>.

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:**

March 3<sup>rd</sup> – April 4<sup>th</sup>: House Creek will participate in the HEB Recycling Bag Challenge

March 3<sup>rd</sup> – 6<sup>th</sup>: The Penny War continues

March 4<sup>th</sup>: 3<sup>rd</sup> through 5<sup>th</sup> grade will take the Released STAAR Reading Assessment

March 6<sup>th</sup>: 2<sup>nd</sup> grade will be taking a field trip to Sweet Berry Farms

March 6<sup>th</sup>: 5<sup>th</sup> grade will be taking the Released STAAR Science Assessment

March 10<sup>th</sup>: 4<sup>th</sup> & 5<sup>th</sup> Grade Reading/Writing TELPAS testing

March 11: 3<sup>rd</sup> – 5<sup>th</sup> grade Released STAAR Math Assessments

March 12<sup>th</sup>: 2<sup>nd</sup> & 3<sup>rd</sup> Grade Reading/Writing TELPAS testing

March 13<sup>th</sup>: Life Skills classes are taking a field trip to Addie's Petting Zoo in Kempner

March 13<sup>th</sup>: Kona Ice

March 14<sup>th</sup>: Career Day

March 17<sup>th</sup> – 21<sup>st</sup>: Spring Break

March 18<sup>th</sup> and 19<sup>th</sup>: CCPD will be conducting a joint Active Shooter exercise on our campus

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

Carolyn Jackson

Principal

House Creek Elementary

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

March 2025

| Enrollment            | Students   | Attendance Rate (YTD) |
|-----------------------|------------|-----------------------|
| Kindergarten          | 62         | 92.6%                 |
| 1 <sup>st</sup> Grade | 55         | 94.3%                 |
| 2 <sup>nd</sup> Grade | 69         | 95.1%                 |
| 3 <sup>rd</sup> Grade | 59         | 96.2%                 |
| 4 <sup>th</sup> Grade | 61         | 95.1%                 |
| 5 <sup>th</sup> Grade | 55         | 95.7%                 |
| <b>Total</b>          | <b>367</b> | <b>94.8%</b>          |

#### **Campus Happenings and Activities:**

As seems to be the norm, February was a busy month at Martin Walker Elementary!

In early February, we celebrate the 100<sup>th</sup> Day of School! On this day, many students and staff dressed like they were 100 years old while others donned 100<sup>th</sup> Day shirts. Students and teachers engaged in 100th-Day activities, practicing math skills focused on the number 100. We had a wonderful day celebrating all the hard work of the school year!

The celebration didn't stop there. Martin Walker also celebrated Random Acts of Kindness Week! Being kind is always a focus at Martin Walker, so we had such a great time making the most of this wonderful week! Along with many other Acts of Kindness, students donated canned food to a community food bank, wrote kind notes to teachers and friends, left random kind notes throughout the school, and sat with new friends at lunch. At our monthly Mentor-Mentee Meeting, students wrote notes and bagged up goodies for every instructional staff member at Martin Walker. It wasn't just the people of Martin Walker being kind, as many high school athletes joined in! High schoolers from many different sports greeted students at morning drop-off and read to students during the day. This was a highlight for both students and teachers this month!

Copperas Cove ISD does not discriminate against any person because of race, color, religion, sex, national origin, disability, age or any other basis prohibited by law. El Distrito escolar de Copperas Cove no discrimina contra ninguna persona por razón de raza, color, religión, sexo, origen nacional, discapacidad, edad, o cualquier otro prejuicio, prohibido, por la ley.

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

In conjunction with Random Acts of Kindness Week, we launched our favorite Spring fundraiser, Raise Craze. With Raise Craze, students earn prizes not only for collecting money but also for completing Acts of Kindness. Although the fundraiser is ongoing, hundreds of Acts of Kindness have already been logged into the Raise Craze portal, and students have earned countless prizes. With their earnings, the students have already unlocked the first two school-based prizes. The first was a Lunchtime Sing Along, which was a hit! The whole cafeteria sang songs chosen by our top earners per grade level. The second is that Mrs. Swank will kiss a goat at our next Top Dawg Awards Ceremony. This is something that everyone, especially Mrs. Swank, is looking forward to!

The fun didn't stop there! February brought our Spring Book Fair and our annual Family Fitness Night. During this wonderful evening, students brought their families and engaged in many different fitness activities throughout the building, including volleyball, scooter races, and fitness Jenga!

Throughout the month, students learned about and practiced our campus value of "curiosity." 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. Martin Walker is proud to continuously celebrate our students for the great choices they make!

Every month is a fantastic one here at Martin Walker, and February did not disappoint. Martin Walker looks forward to many more great things to come in March and the rest of the 2024-2025 school year!

**Upcoming Events:**

February 27<sup>th</sup>-Top Dawg Awards

February 27<sup>th</sup>-Campus Honey Money Event-Bingo

March 3<sup>rd</sup>-Career Day

March 4<sup>th</sup>-Reading Released STAAR

March 6<sup>th</sup>-Science Released STAAR

March 7<sup>th</sup>-Spring Fling

March 10<sup>th</sup>-Morning Mentor Meeting

March 11<sup>th</sup>-Math Released STAAR

March 12<sup>th</sup>-Progress Reports Go Home

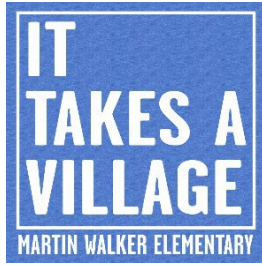
March 13<sup>th</sup>-Grade Level Honey Money Event

March 13<sup>th</sup>-Blacklight Family Night and 2<sup>nd</sup> Grade Performance

March 17<sup>th</sup>-21<sup>st</sup> Spring Break

March 27<sup>th</sup> Campus Honey Money Event-Staff v. Student Kickball

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



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

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CCISD Board Report  
Mae Stevens Early Learning Academy  
February 24, 2025

| <u>Enrollment</u>                       | <u>Students on Campus</u> | <u>Attendance Rate (YTD)</u> |
|---|---------------------------|------------------------------|
| Pre-K 4                                 | 289                       | 85.9%                        |
| 3 year olds (includes itinerant speech) | 32                        | 91.5%                        |
| Total                                   | 321                       | 91.2%                        |

Campus Happenings & Activities:

I'm excited to share the wonderful progress happening at Mae Stevens Early Learning Academy. Our dedicated staff continues to work tirelessly to support the growth and development of our four-year-olds, preparing them for kindergarten. February was a month full of fun and excitement at our pre-kindergarten center. As we concluded the fourth six-week period, families were invited to join us for our awards ceremonies, where over 95% of our students were recognized for their achievements. This is always an exciting time for our students, especially when those who have mastered letter identification (both upper and lowercase letters) and counting to 30 have the opportunity to add their photos to our Wall of Letter Champions and Wall of Number Champions. In addition, students were honored for perfect attendance, no tardies, academic excellence, most improved, and for receiving special recognition in library, PE, and art.

The campus celebrated Kindness Week from February 18th to 21st, highlighting the powerful impact that kindness can have on individuals, communities, and the world. Throughout the week, students and staff were encouraged to engage in intentional acts of kindness and to cultivate a culture of compassion and generosity. Each student received a kindness challenge card with suggestions for actions they could take to make the world a better place. Each day featured a fun-themed dress-up opportunity: Tuesday was "Dream of Kindness Day," where students wore pajamas; Wednesday was "Random Acts of Kindness Day," encouraging students to do something special for someone; Thursday was "Peace, Love, and Kindness Day," with students dressing in hippie-inspired outfits; and Friday was "Round Up the Kindness Day," where students wore western attire. The campus was filled with a sense of joy, kindness, and encouragement, with both students and staff spreading positivity throughout the week.

Students on campus continue to actively engage in our "Books and Beyond" program, which encourages both students and families to foster a love of reading at home. Each evening, students select a book from the classroom library to take home and read with their parents. In addition to the classroom books, students are welcome to read other books from their personal collection or those available at home. As a fun incentive, students earn prizes after reading 15

books, and once they reach 300 books, they receive a campus t-shirt emblazoned with the phrase, "I Love to Read." Since the start of the school year, many students have been making great progress, and in the past two months, several have earned their t-shirts. Currently, six students have reached this impressive milestone, and we are incredibly proud of their achievements. We look forward to seeing even more students reach this goal in the months to come.

Mae Stevens Early Learning Center is dedicated to providing our youngest learners with positive, high-quality educational experiences. We are committed to collaborating with families and the community to ensure that students begin their educational journey with purposeful, playful, and thoughtfully planned learning opportunities.

**Upcoming Events:**

March 3 -7, 2025 – We will celebrate Dr. Seuss week with our students

March 10 – 14, 2025 – Students will attend field trips to Sweetberry Farms to pick strawberries and learn about the growing process

March 11, 2025 – Open House/Art Night

March 12, 2025 – Progress Reports will go home

March 12, 2025 – Kona Ice will visit the campus for a sweet treat

March 17 – 21: Students and Staff will enjoy Spring Break

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 in our students and staff.

Leah Miller

Mae Stevens Early Learning Academy, Principal





# 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

Maintaining strong student attendance is a priority at SC Lee Middle School, as it directly impacts academic success and student engagement. Below is our current daily attendance data by grade level:

- **6th Grade:** 91.37%
- **7th Grade:** 91.93%
- **8th Grade:** 91.46%

We continue to encourage students and families to prioritize daily attendance, as being present in the classroom is essential to academic growth and success.

## Campus Activities Report – SC Lee Middle School

Over the past several weeks, SC Lee Middle School has been a hub of activity, with numerous events fostering academic excellence, student engagement, and community involvement. We are excited to share some of the highlights that have made an impact on our campus and to our school culture.

- **February 5th – Counselor Appreciation Week:**  
Our dedicated school counselors play a vital role in the success and well-being of our students. To express our gratitude during Counselor Appreciation Week, we honored them with a special luncheon, recognizing their hard work and commitment to supporting our students.
- **February 11th – Pre-UIL Band Concert:**  
Our talented band students showcased their dedication and musical growth at the Pre-UIL Concert, which was held at the high school auditorium. This performance provided an opportunity for students who qualified for the district UIL band to demonstrate their skills ahead of the competition.
- **February 18th & 19th – High School Counselors Visit 8th Grade:**  
As our 8th-grade students prepare for the transition to high school, counselors from the high school visited SC Lee to discuss graduation plans, course selections, and future academic opportunities. These important conversations help set the foundation for a smooth and successful transition.
- **February 21st – Adopt-A-Unit Lunch with Students:**  
We were honored to host members of our Adopt-A-Unit program, who joined students during all three lunch periods. This initiative strengthens our connection with the community and provides students with positive role models who reinforce values of service and dedication.



# S.C. Lee Jr. High School



Marshal Chauvin

Lydia Burse

Betsy Orr

Christopher Perez

Heather Robbins

Principal

Assistant Principal

Assistant Principal

Counselor

Counselor

- **Daily Afternoon Campus Launch:**

Each afternoon, a group of student volunteers leads a brief but powerful campus-wide launch, fostering a sense of unity and motivation before the end of the school day. This tradition has been a meaningful way to cultivate school spirit and encourage positivity among students and staff.

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## Upcoming Events at SC Lee Middle School

As we move forward, we are excited about several upcoming events that will continue to engage our students and showcase their talents:

### February 27th – 6th Grade Parent Night

Incoming 6th-grade students and their parents are invited to attend an event where they can tour the school, meet with counselors, and learn more about the campus values and community.

### March 5th & 6th – UIL Band Competition

Our talented band students will showcase their hard work and musical skills at the upcoming UIL Band Competition. This event is a culmination of months of dedication and practice, providing students with the opportunity to perform in front of judges and receive valuable feedback. We are excited to see our musicians represent SC Lee Middle School with excellence and enthusiasm!

### March 14th – Theatre Performance

On March 14<sup>th</sup> the SC Lee theater classes will put on a production. This production showcases their creativity, dedication, and hard work as they bring characters to life on stage. From captivating storytelling to impressive stage presence, our students have put in tremendous effort to deliver a memorable performance. We invite parents, students, and the community to come and support our young actors for an evening of entertainment and artistic expression!

### March 27th & 28th – Choir UIL Competition

Our choir students will take the stage for the UIL Choir Competition, demonstrating their vocal talents and teamwork. This competition challenges students to perform with precision, artistry, and confidence, earning recognition for their efforts. We are proud of our choir members and look forward to their outstanding performances!

### Cougar Athletics

Additionally, our Cougar athletes are actively competing in soccer, track, powerlifting, and tennis. We commend our student-athletes for their dedication and sportsmanship as they represent SC Lee with pride.

At SC Lee Middle School, we remain committed to fostering an environment where students thrive academically, socially, and personally. We appreciate the ongoing support of our parents, staff, and community as we work together to create meaningful learning experiences for our students.



# 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, March 2025

| Grade Level           | Enrollment | YTD Attendance |
|-----------------------|------------|----------------|
| Kindergarten          | 87         | 91.33%         |
| 1 <sup>st</sup> Grade | 90         | 93.62%         |
| 2 <sup>nd</sup> Grade | 102        | 94.08%         |
| 3 <sup>rd</sup> Grade | 107        | 94.43%         |
| 4 <sup>th</sup> Grade | 116        | 94.34%         |
| 5 <sup>th</sup> Grade | 115        | 94.57%         |
| <b>Total</b>          | <b>645</b> | <b>93.79%</b>  |

### Campus Happenings and Activities

In February, love was in the air and so were germs and frigid temperatures! Our Average Daily Attendance reflected that, but we've got big plans for a March Madness competition to help encourage regular attendance. We're confident we'll see those numbers on the rise soon!

Our PTO has been busy hosting special events to engage families and raise funds. Our first annual Sweetheart Dance was a big success. Our faithful volunteers did a bang-up job with decorations, games, music, and treats. We opened the book fair that same night so families could browse for books. Students left with a sugar rush, fond memories, and good literature!

Our Garden Club is gearing up for Spring with plans for campus beautification projects and hands-on learning experiences. They sold seed bombs to raise funds and we're looking forward to the many opportunities and benefits that students will reap from cultivating a school community garden.

On February 12<sup>th</sup>, our littlest learners debuted in the first annual Kindergarten ABC Fashion Show. With the support of staff, families, and our Adopt-A-Unit, students strutted their stuff down the runway and showcased vests adorned with letters and words they've been learning to read and write.

That same day, our 4<sup>th</sup> and 5<sup>th</sup> graders concluded a unit of study on basketball in P.E. with an adults versus students tournament. The competition was fierce and there were some nail-biter moments! It was hard to tell who had more fun---staff, soldiers, or students. We really appreciate our family, community, and military partnerships!

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.909 Courtney Lane • Copperas Cove, TX 76522 • Phone: 254-542-3070 • Fax: 254-542-3348/254-542-2794

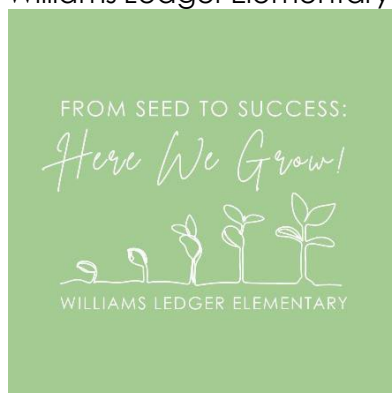
We wrapped up the 4<sup>th</sup> six weeks by celebrating students' efforts and accomplishments during our Paw Pride awards ceremonies on the 20<sup>th</sup> and 21<sup>st</sup>. Our specials teams launched the ceremonies by inviting families down from the stands to join their student in some warm-up exercises. What a sight to see moms, dads, grandmas, and grandpas doing toe-touches, sit-ups, and push-ups! Families also joined students in singing a popular song and keeping a beat with boomwhacker percussion tubes. It's always a fun event to celebrate academics, citizenship, art, and fitness!

### Upcoming Events

- 3/4 Reading STAAR Released Testing
- 3/6 Science STAAR Released Testing
- 3/11 Math STAAR Released Testing
- 3/12 Spring Picture Day
- 3/12 S.C. Lee Jr. High Elective Selection for rising 6<sup>th</sup> Graders
- 3/13 1<sup>st</sup> Grade Zoo Field Trip
- 3/13 Open House
- 3/14 Math Morning (Strong Father's Event)
- 3/17-3/21 Spring Break
- 3/25 GT Showcase

Our 3rd-5th grade students will take STAAR practice tests this month. We're eager to see how much growth they've made since the last administration. These practice tests also guide our instruction, ensuring we focus on key areas before the real assessments in April. We are so proud of our students' hard work and progress!

Jenny Cresswell, Principal  
Williams Ledger Elementary





# Copperas Cove High School

"A Foundation of Excellence – A Future of Success"



CCISD Board Report  
Copperas Cove High School  
February 24, 2025

| <u>Enrollment</u> | <u>Bulldawgs on Campus</u> | <u>Attendance Rate (YTD)</u> |
|-------------------|----------------------------|------------------------------|
| 9th Grade         | 582                        | 92.48%                       |
| 10th Grade        | 562                        | 93.27%                       |
| 11th Grade        | 529                        | 93.34%                       |
| <u>12th Grade</u> | <u>517</u>                 | <u>93.25%</u>                |
| <b>Total</b>      | <b>2190</b>                | <b>93.07%</b>                |

## Campus Happenings & Activities

February has been a busy month and our students continue to represent CCHS well in the classroom and extracurricular activities. We are in the middle of our annual benchmark testing to determine our instructional emphasis as we push toward testing later this semester. Our teachers are working hard to prepare for STAAR, AP, TELPAS, TSIA, and SAT testing.


Here are some of the great things that happened at CCHS this past month:

31 JROTC cadets attended the Texas A&M Branch Day – Meet Your Army Day.

- Members of the Bulldawg Battalion learned more about different jobs within the US Army. They explored the TAMU campus and visited several Army branches, which encouraged them to begin thinking about their post-high school plans.

The following CCHS Choir students received Texas State Solo Awards:

- Superior (Gold Medal, State Qualifier)
  - Emily Kimball
  - Jazlyn Hernandez-Torres
  - Diane Manguerra
  - Tyson Hart
- Excellent (Silver Medalist)
  - Anikka Hutchinson
  - David Doyle
  - Rey Rodriguez
  - Patience Nichols
  - Caitlyn Ervin
  - Estaban Camacho Rodriguez
  - Dilana Downen
  - Millie Holloway



Both the Girl's and Boy's CCHS Bowling Club varsity teams are going to Regionals! The girls' team is the District Champion! Shayla Ludwig, Alyssa Patterson, and Roland Rivera all qualified for Regionals as individuals and made the All-District team. Regionals are on March 2 in Georgetown.

Students from the Technology Department competed with great success at the Skills USA District 10 competition in Hutto. Sean Moore took 1<sup>st</sup> Place in Information Technology Services and qualified to compete at the Skills USA state competition in Corpus Christi in April.

The following students placed in the Skills USA District 10 Welding Competition:

- Welding 1
  - 1<sup>st</sup> Place – Nolan Simecek
  - 2<sup>nd</sup> Place – Rene Moreno
  - 3<sup>rd</sup> Place – Davis Prazinko
- Welding
  - 2<sup>nd</sup> Place – Joshua Chandler
  - 3<sup>rd</sup> Place – Logan Morriss
- CCHS students took five of the six placements in the Skills competition. Nolan Simecek will be representing CCHS at the state competition in April.

The CCHS welding students have almost completed the COVE sign that will be placed in Cove City Park sometime in March.

CCHS also placed 1<sup>st</sup> in Cybersecurity, 2<sup>nd</sup> in Web Design, and 2<sup>nd</sup> & 3<sup>rd</sup> in Computer Programing at the Skills USA competition in Hutto.

The Art Department took 17 students to the VASE competition. In all, 13 of our students medaled in the Area competition, and 2 of the 13 students medaled in Regionals and will attend the state VASE competition in San Marcos in April.

- Mrs. Bachie took 7 students:
  - Kattiah Alejandro
  - Trevor Poser
  - Alexis Bouchard
  - Alyssa Eade
  - Logan Pinkstaff
  - Elena-Cheri Holmes
  - Arvind Armas
- Mrs. Lapierre took 6 students:
  - Tayna Indio-Ascencio
  - Molly Kilwein
  - Jayla Askew
  - Isabell Hays
  - Aaliyah Harper
  - Queyvon Jose
- Mrs. Davis took 3 students:
  - Milena Hemingway

- Luis Rendives Mendoza
- Jeannie-Kieu Tran

Members of the CCHS Chapter of the Texas Association of Future Educators (TAFE) traveled to Galveston to compete in the state competition at the Teach Tomorrow Summit. Several students received awards:

- Gold Awards
  - Madelaine Gardner, Kaeding Heimbeck, and Meland Pabon (Breakout Session)
  - Adrianna Williams and Victoria Manning (Portfolio)
- Silver Awards
  - Robert Glass (Public Speaking)
  - Addisyn Csicsak & Rebekah Howell (Interactive Bulletin Board)
  - Karina Hernandez (Educational Leadership Fundamentals [E.L.F.] Test)
  - Alayna Robinson (E.L.F. Test)
- Bronze Awards
  - Alayna Robinson (Teacher Created Materials)
  - Ashari Benjamin (E.L.F. Test)

The Copperettes competed at Lake Belton on the 22<sup>nd</sup> with great success.

- 12<sup>th</sup> Grade Solo Winner – Summer Sweeney
- 12<sup>th</sup> Grade Solo 4<sup>th</sup> Runner-Up – Celiya Llana
- 11<sup>th</sup> Grade Solo Winner – Eva Revilla
- 11<sup>th</sup> Grade Solo 3<sup>rd</sup> Runner-Up – Destiny Adkins
- Duet 1<sup>st</sup> Runner-Up – Sweeney/Pettaway
- Team Hip-Hop – 1<sup>st</sup> Place
- Team Pom – Best-In-Class Champion
- Team Jazz/Lyrical – Best-In-Class 1<sup>st</sup> Runner-Up
- Judges Award on All Team Dances
- Superior Award on Team Dances
- Judges Specific Awards in Choreography, Technique, Showmanship, and Entertainment

The Pride of Cove Color Guard competes in the Texas Color Guard Circuit. Here are their results to date:


- TCGC Dripping Springs HS – 7<sup>th</sup> out of 9 Teams
- TCGE Akins HS – 2<sup>nd</sup> out of 5 Teams
- TCGC Georgetown HS – 3<sup>rd</sup> out of 6 Teams

The Pride of Cove had 55 soloists participate in the UIL Region 8 Solo Contest at Ellison High School. Here are the results:

- 23 Soloists received a “1” (Superior) division rating:
  - Mia Gorgo – Flute
  - Madelynn Gorres – Bb Clarinet
  - Ashelyn Riley – BbClarinet

- Alyssa Lewis – Alto Saxophone
- Dixie Bartram – Alto Saxophone
- Lily Clarkson – Trumpet
- Logan Barth – Trumpet
- Aidan Nuno – Trumpet
- Kole Leone – Trumpet
- Zavier Fitzpatrick – Trumpet
- Emily Gorman – Trumpet
- James Sims – Trumpet
- Caden Smith – Trumpet
- Emily Moser – French Horn
- Emily Pack – French Horn
- Julia Larkin – French Horn
- Jayden-Loi Tran – Euphonium
- Noah Cisneros – Tuba
- Emilio Aguilar – Tuba
- Tiye Winfield – Tuba
- A’Shaya Lattimer – Tuba
- Justin Stevenson – Snare Drum
- Lily Mircovich – Marimba
- 10 soloists advanced to State (Played a Class 1 Solo (memorized) and received a “1” rating:
  - Santiago Bautista – Bb Clarinet
  - Gabriel Castillo – French Horn
  - John Haffter Von Heide – Euphonium
  - Benny Weilbacher – Tuba
  - Mason Lindemann – Marimba
  - Khai Nguyen – Xylophone
  - Tyler Lea – Vibraphone
  - Izaick Martinez – Marimba
  - Emma Sheon – Marimba
  - Brenda Thomas – Tenor Steel Drum
- The Pride of Cove had 23 ensembles perform at the UIL Region 8 Ensemble Contest:
  - 2 ensembles received a “1” Superior rating:
    - Saxophone Quartet: Patrick Bachie, Dixie Bartram, Eli Kenney, and Dylan Rolfe
    - Trombone Trio: Austin Bigness, Luis Mardis, and Joseph Ruppert
  - 12 ensembles advanced to State by performing a Class 1 ensemble and receiving a “1” Superior rating:
    - Flute Trio: Emma Duncan, Keagan Sullivan, and Laeloni Thompson
    - Flute Choir: Victoria Andrade, Emma Duncan, Lily Moris, Abigail Ruppert, Keagan Sullivan, and Laeloni Thompson



- 
- Mixed Clarinet Quartet: Madelynn Gorres, Damien Hernandez, Jana Moris, and Riley Winkelman
  - Mixed Clarinet Quartet: Santiago Bautista, Heston Cardoza, David McCommas, and Dylan Rolfe
  - Saxophone Quartet: Jacob Hyslop, Dylan Peacock, Lydia Schulze, and Carl Wells
  - Saxophone Quartet: Kyan Ramos, Lydia Schulze, Micah Smith, and Jadon Thomas
  - Saxophone Quartet: Ava Adams, Amaya Griffin, Kyan Ramos, and Micah Smith
  - Trumpet Trio: Logan Barth, Aidan Nuno, and Ke'lel Viltz
  - French Horn Quartet: Eunson Lozano, Torin McHugh, Katie Pack, and Marisol Rosas
  - Trombone Quartet: Jack Harrison, Ian McGuire, Aaron Rogers, and Joseph Sharbeno-Bockting
  - Tuba/Euphonium Quartet: Noah Cisneros, Izaiah Fossett, Christopher James, and Tashaun Olivier
  - Brass Quintet: Gabriel Castillo, Zurai Davis, Izaiah Fossett, Aaron Rogers, and Shianne West

49 students advanced to the UIL Texas State Solo and Ensemble Contest in May.

### Upcoming Events

| <b>Event</b>   | <b>Date</b> | <b>Time</b>        | <b>Location</b>               |
|--|-------------|--------------------|-------------------------------|
| Dual Credit Parent Presentation                      | 2/25        | 6:30 – 8:00 PM     | Lea Ledger Auditorium         |
| Nat'l Science Honor Society Spring Induction         | 3/3         | 6:00 – 7:00 PM     | CCHS Cafeteria                |
| Parent/Student PGP Meeting for 9 <sup>th</sup> Grade | 3/3         | 4:30-6:30 PM       | CCHS Library                  |
| Senior FAFSA Parent Night                            | 3/4         | 5:30 – 7:00 PM     | CCHS Library                  |
| Parent/Student PGP meeting for 9 <sup>th</sup> Grade | 3/6         | 4:30 - 6:30 PM     | CCHS Library                  |
| Festival of the Arts                                 | 3/8         | 10:00 AM – 2:00 PM | CCHS Cafeteria                |
| One-Act Play   | 3/8         | 2:00 – 3:00 PM     | Lea Ledger Auditorium         |
| Scholarship Lady                                     | 3/11        | 6:00 – 7:30 PM     | Lea Ledger Auditorium         |
| Voices of Cove – Dinner and a Show                   | 3/13        | 6:00 – 8:00 PM     | Grace United Methodist Church |
| Senior Parent Night                                  | 3/25        | 5:30 – 6:45 PM     | CCHS Cafeteria                |
| CCHS Choir D.C. Trip Meeting                         | 3/27        | 6:30 – 8:00 PM     | Lea Ledger Auditorium         |

Thank you again for supporting our campus.

Carlin D. Grammer  
Copperas Cove High School Principal



Copperas Cove Junior High

702 Joe Lombardi Way  
Copperas Cove, TX 76522

| <b>Enrollment:</b>    | <b># of Bullpups</b> | <b>Attendance Rate</b> |
|-----------------------|----------------------|------------------------|
| 6 <sup>th</sup> Grade | 285                  | 94.75%                 |
| 7 <sup>th</sup> Grade | 255                  | 93.85%                 |
| 8 <sup>th</sup> Grade | <u>281</u>           | 93.50%                 |
|                       | Total 821            |                        |

### **CCJHS Culture**

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

I did want to recap regarding the Academic UIL Competition at Fairview Jewell Elementary. Copperas Cove Junior High took the top prize of Overall CCISD Academic UIL Grand Champion for 2025. I want to express my sincere thanks to all the students and teachers who sponsored these events. They have been prepping students since September and their hard work has truly reflected in their success. It sure does feel good to win!

I continue to brag on Mr. Burke and our amazing chess team. We continued in true CCJHS fashion with our winning ways as we hosted our 1<sup>st</sup> CCJHS Five Hills Scholastic Chess Tournament. This tournament took place on February 15 and accounted for 7 schools and nearly 100 student chess participants.

The Band of Bands in Junior High land is the Pride of Cove Junior Band program under the direction of Ryan Stewart, Katherine Kelley, and Jolene Travis. I don't know how they do it, but our band program stays competitive and consistent year in and year out. The bands played a Pre-UIL Concert on February 11<sup>th</sup> and did exceptionally well. I would say they are ready for their UIL competition at Chaparral High School in Killeen on March 5<sup>th</sup> and 6<sup>th</sup>. We look forward to and expect and first-class rating.

Students love CCJHS pep rallies and the one hosted on March 7<sup>th</sup> will be a treat for all. Our cheerleaders and dance teams stole the show with amazing choreography and skill.

Thank you to Copperas Cove High School for hosting the 8<sup>th</sup> grade Dual Credit Information Night on February 25<sup>th</sup>. The information presented by Mrs. Jost was highly effective in helping students identify the path of their dual credit world.

### **Course Selections**

CCJHS Counselors and Academic Advisors are visiting Fairview Jewell, Clements Parsons, and Martin Walker to beginning scheduling their electives for Junior High. This is a fun time for students to get excited about their futures.

### **CREST AWARD**

Julie Armstrong and Yoshenobia Harris have been recognized as CREST Award winners through Region 12. The Central Texas area has 337 campuses under the umbrella of Region 12. Only 8 of those campuses had CREST Award winners. I am proud to say we have the best of the best at Copperas Cove Junior High in our counseling department. These ladies do a lot and deserve to be recognized.

## **Student/Teacher/Paraprofessional of the Month Awards**

### Teachers:

Jerrold Lyles  
Sarissa Moll

### Paras:

Misty Heimbeck  
Jaquan McHenry

### Students:

#### 8<sup>th</sup> Grade:

Cheyenne Gray  
Jacob Pagan Luna

#### 7<sup>th</sup> Grade:

Kamila Cruz Rosario  
Alexis Reaves

#### 6<sup>th</sup> Grade:

Brandon Powell  
Hezekiah Garcia

## **Upcoming Events**

March 5<sup>th</sup> & 6<sup>th</sup>- UIL Band Competition @ Chaparral High School Killeen, TX

March 7- Pep Rally

March 17-21- Spring Break

Incentive Field trips ---TBD



## 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.

|  |   |
|--|---|
| <b>Total Sped Population as of 2-18-25</b> | 2,016 (27%)<br>(If all referrals qualify 32%) |
| <b>Total Student Population</b>            | 7,471   |

|                                     | Referrals | Re-Evals | Totals |
|-------------------------------------|-----------|----------|--------|
| <b>CCHS/Crossroads</b>              | 28        | 37       | 65     |
| <b>S.C. Lee</b>                     | 17        | 28       | 45     |
| <b>Copperas Cove Junior</b>         | 16        | 25       | 41     |
| <b>C.R. Clements/Hollie Parsons</b> | 56        | 20       | 76     |
| <b>Fairview/Miss Jewell</b>         | 37        | 4        | 41     |
| <b>Hettie Halstead</b>              | 16        | 5        | 21     |
| <b>House Creek</b>                  | 54        | 9        | 63     |
| <b>J.L. Williams/Lovett Ledger</b>  | 39        | 11       | 50     |
| <b>Mae Stevens</b>                  | 54        | 0        | 54     |
| <b>Martin Walker</b>                | 29        | 7        | 36     |
| <b>TOTALS</b>                       | 346       | 146      | 492    |

| <b>Evals Assigned to Educational Diagnosticians (16)</b> |       |
|--|-------|
| <b>Evals completed</b>                                   | 503   |
| <b>Referrals</b>   | 346   |
| <b>Re-Evals</b>  | 146   |
| <b>DNQ</b>   | 40    |
| <b>Withdrawn (post-eval)</b>                             | 28    |
| <b>Qualified Not Enrolled</b>                            | 7     |
| <b>Seniors (Dyslexia for college)</b>                    | 18    |
| <b>TOTAL</b>   | 1,088 |

| <b>Historical Growth</b> |          |
|--------------------------|----------|
| 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    |
| As of 2-18-25            | 2,016    |

## Training and Support for January 2025

| Training for District/Campus Staff   | Training for Special Education Staff   |
|--|--|
| <p>Web-Based Presentations</p> <ul style="list-style-type: none"> <li>• MSB Training</li> <li>• FBA Process and BIP tracking</li> </ul> <p>In-Person Topics</p> <ul style="list-style-type: none"> <li>• Case manager responsibilities</li> <li>• Failure ARDs</li> <li>• RISE teachers MUST have a Certified SPED Teacher attend ARDS with them</li> <li>• Bring a cumulative progress report to every annual ARD and be sure to archive it before the meeting</li> <li>• PLAAFP Writing Guide: Aligned to the Four-Factor Test</li> <li>• LRE</li> <li>• Assume that you are always being recorded</li> </ul> <p>Substitute teacher training</p> <ul style="list-style-type: none"> <li>• Communication and Confidentiality</li> </ul> | <ul style="list-style-type: none"> <li>• Assume that you are always being recorded</li> <li>• PreLAS/LAS Link</li> <li>• PWN must go home at the end of the ARD</li> <li>• ARD committee manager</li> <li>• REED has to happen before every 3-year eval</li> <li>• LRE Forms</li> <li>• Informed Consent</li> <li>• Developmental Delay</li> <li>• Preschool Outcomes – Indicator 7</li> </ul> |

### Campus/Classroom Support

- 11 individual/team sessions to support special education teachers with curriculum, IEPs and ARDs, and data tracking
- 3 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

- Department leadership participated in classroom walkthroughs with the author of the Friends on the Block reading curriculum to evaluate and calibrate its implementation within CCISD. As a result, the curriculum author provided actionable feedback that can be shared with teachers to support ongoing progress with the curriculum.
  - Campus administrators and/or instructional coaches and Deputy Superintendent of Instructional Services participated as well
  - 9 of 11 campuses were visited
    - All but MSELA and Crossroads, as the curriculum is not used within those campuses
  - 13 special education classrooms were visited (elementary, middle, and high school)
- The department held a transition fair for students who attend CCHS
  - There were 30 booths from various outside organizations (Ex. city resources, college and military representatives, social service/community organizations)
  - Over 200 students participated in the transition fair

- The district was awarded \$340,766 for IDEA-B Discretionary Residential Reimbursement. This is a stringent application process that requires a thorough and detailed plan for collaboration and services between the district and the residential facility. This is close to \$100,000 more than what was awarded last year.

**Girls Soccer:** The Lady Dawgs are currently in 2<sup>nd</sup> place in district, one game out of first place with a District record of 5-1-2. The last home game of the season is against defending district champion Midway on March 7<sup>th</sup>.

**Boys Soccer:** Our Bulldawgs are currently tied for 4<sup>th</sup> place in district with four games left to play. They defeated Midway on Feb. 11 and tied Bryan later that week. The last home district game of the season is March 4<sup>th</sup> against Temple.

**Girls Basketball:** The Lady Dawgs missed the playoffs by one game this year. [Freshman Kamryn Fox was selected District 12 6A Newcomer of the Year.](#) Leeann Sanchez Perez was selected 1<sup>st</sup> team All-District and freshman Kaitlyn Urquidez was selected 2<sup>nd</sup> team All-District. Nine Lady Dawgs made the Academic All-District Team. With a young team including three freshmen on varsity, we expect to see our Lady Dawgs in the playoffs next year.

**Boys Basketball:** Our Bulldawgs finished district play in third place winning the last seven district games and defeating the district champion and runner-up. The Dawgs made their first playoff appearance since 2016. Our Bulldawgs lost in the Bi-District round of the State Playoffs to a strong Waxahachie team. Jordan Payne and Myles Keeler were selected first team All-District, and K'Veion Jones was selected to the second team. Four Bulldawgs earned Academic All-District honors. This is just the beginning for Bulldawg basketball.

**Wrestling:** Evelyn Stack made her 3<sup>rd</sup> State appearance, and this year earned a State Medal bringing home 6<sup>th</sup> place. Last years state runner-up Erinn Sewell was unable to compete due to knee surgery. She will be back next year.



**Girls Powerlifting:** Our Lady Dawgs won the Temple meet in February and have placed in the top 4 in every meet this season. 28 athletes have qualified for Regional competition at Del Valle HS on Feb 27-28. This is the most Regional Qualifiers in school history.

**Boys Powerlifting:** Our Dawgs cohosted the Bulldawg classic on Feb 6 and took home 2<sup>nd</sup> place. Athletes in four different weight classes each took home a first-place medal. 6 athletes have qualified for Regional competition. The Regional meet will be held on March 6<sup>th</sup>-7<sup>th</sup> at Abilene Wylie HS.

- ***Baseball and Softball have had a delayed start due to weather issues.***

**Softball:** Currently with a record of 3-2 opens district play at home on March 4<sup>th</sup> with Killeen.

**Baseball:** The Bulldawgs will play in the Llano tournament on Feb 27. They open district play at home on March 11 against Killeen.

**Track:** The track teams hosted a practice dual meet on Feb. 13. Their first track meet is the Centex circuit in Belton on Feb 27.

**Golf:** Our Lady Dawg golf team won the Temple tournament in February. The boy's and girl's teams' next tournament is Mar. 7-8 at Midway.

National Athletic Signing Day was held on Feb 5<sup>th</sup>. Each year over 800,000 athletes participate in HS sports in Texas. Only 7% of HS athletes earn the opportunity to play at the college level. We had eleven athletes who are part of that elite 7% sign

their letter of intent to play the sport they love. All were multi-sport athletes that played a combined twenty-two sports for CCHS.

# Student Services

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## Current

- Revision of Transfer Applications
- Planning for CCISD Transfer Process for 2025-2026 school year

## 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

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## Transfer Approved

- 3 In District
- 3 Out of District

## Truancy & Court

- Parent Contributing Cases – 2
- Truant Conduct - 1

# Enrollment

## 1/29/2025 – 2/19/2025

| Grade            | 1/29/2025 | +/- | 2/5/2025 | +/- | 2/12/2025 | +/- | 2/19/2025 | +/- |
|------------------|-----------|-----|----------|-----|-----------|-----|-----------|-----|
| Early Education  | 9         | -1  | 9        | 0   | 9         | 0   | 9         | 0   |
| Pre-Kindergarten | 276       | 3   | 275      | -1  | 276       | +1  | 276       | 0   |
| Kindergarten     | 540       | -2  | 539      | -1  | 539       | 0   | 535       | -4  |
| 1 <sup>st</sup>  | 503       | 3   | 502      | -1  | 503       | +1  | 502       | -1  |
| 2 <sup>nd</sup>  | 522       | 3   | 518      | -4  | 518       | 0   | 517       | -1  |
| 3 <sup>rd</sup>  | 536       | 1   | 535      | -1  | 540       | +5  | 538       | -2  |
| 4 <sup>th</sup>  | 558       | 1   | 557      | -1  | 557       | 0   | 556       | -1  |
| 5 <sup>th</sup>  | 559       | 3   | 560      | 1   | 559       | -1  | 559       | 0   |
| 6 <sup>th</sup>  | 588       | 2   | 588      | 0   | 589       | +1  | 594       | +5  |
| 7 <sup>th</sup>  | 573       | 1   | 573      | 0   | 572       | -1  | 574       | +2  |
| 8 <sup>th</sup>  | 581       | 1   | 577      | -4  | 572       | -5  | 571       | -1  |
| 9 <sup>th</sup>  | 584       | -2  | 582      | -2  | 581       | -1  | 584       | +3  |
| 10 <sup>th</sup> | 566       | -2  | 566      | 0   | 570       | +4  | 571       | +1  |
| 11 <sup>th</sup> | 577       | -4  | 579      | +2  | 578       | -1  | 578       | 0   |
| 12 <sup>th</sup> | 591       | -3  | 587      | -4  | 586       | -1  | 587       | +1  |
| DAEP             | 16        | 4   | 17       | +1  | 17        | 0   | 21        | +4  |
| Self-Contained   | 198       | 0   | 200      | +2  | 202       | +2  | 205       | +3  |
|                  |           |     |          |     |           |     |           |     |
| <b>Total</b>     | 7,777     | +8  | 7,764    | -13 | 7,768     | +4  | 7,777     | +9  |



# Attendance

## February 3<sup>rd</sup> – 19<sup>th</sup>

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| Campus                     | Percent for February 1 <sup>st</sup> -19 <sup>th</sup> |
|----------------------------|--|
| Copperas Cove High School  | 92.12%   |
| Crossroads High School     | 70.82%   |
| Copperas Cove Junior High  | 94.02%   |
| S.C. Lee Junior High       | 91.47%   |
| Fairview Jewell Elementary | 92.18%   |
| Hettie Halstead Elementary | 91.41%   |
| Clements Parson Elementary | 93.19%   |
| Mae Stevens Early Learning | 90.83%   |
| Martin Walker Elementary   | 95.09%   |
| Williams Ledger Elementary | 90.42%   |
| House Creek Elementary     | 89.60%   |

# SCHOOL NURSING

Copperas Cove ISD School  
Nursing



## 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

We are down one registered nurse for CPE.



Yearly report for hearing, vision and spinal  
were submitted to the state. We continue  
to do screenings as needed.

Spinal has 860 screenings with 68 referrals

Vision has 3,571 screenings 426 referrals

Hearing 3,486 screenings 176 referrals

# Office visits from January 31 February 19

-

Number of visits

Sent home

Emergency

3497 visits

191

2

not counting all med and  
diabetic visits

sent home  
by nursing

student sent out by  
EMS

5% were sent home by nursing staff





# Current

Halstead had Sgt Smith out to talk about drugs and the use of Narcan for the staff.

House Creek sends out a monthly newsletter to parents with health fact and fun tips for the family.

CCJH has a dental office coming in and they are doing dental checks on a few groups of kids.

We are currently tracking and reporting our flu, flu like illness and COVID to the state weekly.

# Future

Staff will be sending out notices to parents about vaccinations that will be due before school starts next year. This will be mainly our students going into Kinder and 7th grade. This will continue until school ends.

Job listing for a registered nurse at CPE will be posted and interviews will be conducted.

The school nurse's office is  
the bridge that connects  
education and wellness.

# THANK YOU!

**TOO MUCH CHOLESTEROL IN YOUR BLOOD INCREASES YOUR RISK.**

GET TESTED TO LEARN YOUR TOTAL CHOLESTEROL, GOOD (HDL) AND BAD (LDL) CHOLESTEROL, AND TRIGLUCERIDES.



PHYSICAL INACTIVITY BOOSTS YOUR RISK EVEN IF YOU HAVE NO OTHER RISK FACTORS.

AIM FOR 2 1/2 HOURS OF MODERATE-INTENSITY **AEROBIC** ACTIVITY PER WEEK.



**SMOKERS ARE UP TO 6 TIMES MORE LIKELY TO SUFFER HEART ATTACKS. DON'T SMOKE AND, IF YOU DO, QUIT.**

HEARTTRUTH.GOV

ARE YOU AT RISK FOR **HEART DISEASE?**



A program of the National Institutes of Health



THE HIGHER YOUR BODY MASS INDEX (BMI), THE HIGHER YOUR RISK FOR HEART DISEASE, ESPECIALLY AT BMI >30.

**MAINTAIN A HEALTHY WEIGHT.**

**HIGH BLOOD PRESSURE GREATLY INCREASES YOUR RISK.**

GET TESTED. REDUCE YOUR SODIUM INTAKE. STAY ACTIVE. MAINTAIN A HEALTHY WEIGHT.



**DIABETES. PUTS YOU AT INCREASED RISK FOR HEART DISEASE.**

YOU CAN LOWER YOUR RISK BY KEEPING YOUR BLOOD GLUCOSE CLOSE TO THE RECOMMENDED TARGET NUMBERS.<sup>2</sup>

Sources: <sup>1</sup>National Heart, Lung, and Blood Institute. (2005). *Your guide to a healthy heart.* <sup>2</sup>Diabetes Prevention Program Research Group (2002). Reduction in the incidence of type 2 diabetes with lifestyle intervention or metformin. *New England Journal of Medicine*, (346), 393-403.





# Copperas Cove Independent School District

## Transportation Presentation February 2025

by Michael Haire



# Coming Soon New Arrivals!!

Number of units: 4

VIN:

4DRGVMMN8TB052302

4DRGVMMNXTB052303

4DRGVMMN1TB052304

4DRGVMMN3TB052305

Type:

77-pass

77-pass

77-pass

77-pass

Build Date:

3/3/25

3/3/25

3/3/25

3/3/25



CUSTOMER PO: 9152500046

Number of units: 2

VIN:

4DRGVMMN8TB349408

4DRGVMMNXTB236656

Type:

77-pass

SN 54-pass

Build Date:

Built

Built

EST Delivery:

Mid-March

Mid-March



# Special Needs Information

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- Special Situation Transportation
- SPED Students on SPED buses – 251
- McKinney Vento Students – 40 within the district, 7 out of district (Killeen & Gatesville) and **2 more are currently being added.**
- Hearing Impaired Student to Harker Heights – 1 (daily AM/PM)
- Hearing and/or Vision Impaired to Austin – 2 (Fri & Sun to meet bus to Belton)
- ESL Students -- 64

# Trips covered in February 2025 from February 1<sup>st</sup>- 19<sup>th</sup>

- 85 trips total
- Est. 4.5 trips each day
- Covering 9345 miles





# Employees of the Month



Sean Smith



Jerry Martin





# Copperas Cove ISD Child Nutrition Department and Warehouse Department

## The Child Nutrition Department February 2025 Nutrition Nibbles:

### **New Spotlight Item of Month:**

Equites (Corn in a Cup) Made In house containing: Frozen Whole Kernel Corn, Butter Buds, Mayonnaise, Parmesan Cheese and Tajin Seasoning.



*Matthew Thorpe; Martin Walker Elem.*

### Child Nutrition Data:

February 1, 2025 - Feb 20, 2025

Breakfast Served: 25,120

Lunch Served: 43,088



*Cove JH Jenny Nield and Kartika Howard*

**Copperas Cove ISD...A Foundation of Excellence – A Future of Success**



# 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 Flavor Profile Menu items chosen by our CCISD Students. Each month we have visiting a different part of the World.

February 19, 2025 we spotlighted Indian Cuisine with Tikka Masala and Yellow Lemon Rice and Naan Bread!

Around the World on your Tray Spotlight Tray for February 19, 2025 Taste of India Cuisine



## TEXAS Milk from TEXAS Dairies!

*We proudly serve LOCAL TEXAS to our students at Copperas Cove ISD! Purchasing locally means our students receive the freshest and best milk from Local TEXAS Dairy Cows!*

*In One Month CCISD Students drink over  
99,500+ cartons of milk!*

**Copperas Cove ISD...A Foundation of Excellence – A Future of Success**





# Copperas Cove ISD Child Nutrition Department and Warehouse Department



New item for February 12th:

Pre-K Kiddos feasted on  
Chili Dawgs, Fresh Carrot  
and Celery Dippers with  
Ranch, Pineapple Tidbits  
and Ice-cold Oak Farms  
milk for early Valentine's  
Day Lunch!

*WE LOVE Our Local Vegetables! Spinach Salad made with Love  
from the CN Staff at Halstead Elementary!*

*Burger Salads with Pickles made fresh at CCISD! Pickles are  
LOVED by our students!*



Dharma Santana-Clemente – S.C Lee JH Cafeteria



**Copperas Cove ISD...A Foundation of Excellence – A Future of Success**





# Copperas Cove ISD Child Nutrition Department and Warehouse Department

## Upcoming CN Events:

February 25, 2025 the CN Department will be hosting a taste test with Mr. Boger's Welding class at Copperas Cove High School. These taste tests are a vital part of finding exactly which foods the students like and want to see on the menu for the 2025-2026 School Year.

February 26, 2025 **TEACHER APPRECIATION:** Free Bowl of Soup for teachers and then request they complete a Survey QR form on recipe!

### **March 3-7, 2025**

Come Celebrate National School Breakfast Week!

Theme: Clue In to School Breakfast!

Come crack the case with CCISD breakfast daily! Activities and handouts will be given.

### **March 12, 2025**

Around The World On Your Lunch Tray visiting Italy on the menu:

Rotini with Meat Sauce or

Pasta Carbonara with Turkey Bacon and Green Peas.



**Copperas Cove ISD...A Foundation of Excellence – A Future of Success**



# Copperas Cove ISD Child Nutrition Department and Warehouse Department

The CCISD Warehouse Department past month February 1-20, 2025

1. Custodial Deliveries to schools: 75
2. Office Supplies deliveries: 122
3. Textbooks/consumables deliveries to schools: 204
4. Transcripts ordered/picked up by former CCISD Students: 43



Jim Welling; District Courier averages around 150-200 pieces of mail each day here at CCISD.



#### CCISD Warehouse Staff:

Yolanda Pitts  
Mary Sanchez  
Matt Boyce  
James Welling  
Ryan Miner



*Yolanda Pitts; CCISD Warehouse Manager can often be found pulling together office supply orders or deep inside the district walk-in freezer pulling food orders for each campus.*

*Rain or shine...Warehouse comes through every time!*

**Copperas Cove ISD...A Foundation of Excellence – A Future of Success**

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# SAFETY AND SECURITY



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# MARSHALS

- 17 Total Positions
- 11 Certified
- 1 Attending March TCOLE course
- 2 Attending May TCOLE course
- 3 Attending August course

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# MARSHALS

- Currently working to get Marshals Level III certified between hire date and time they can attend TCOLE training
- 1 has been Level III certified
- 2 are waiting for approval from DPS



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# MARSHALS UPCOMING TRAINING •

- April 7<sup>th</sup> Active Shooter drills with CCSO SWAT
- 2 have volunteered to train with CCPD on active shooter response during spring break

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# UPCOMING PROJECTS

- Mapping services with CRG
- DVAs completed, meeting with TEA on March 3 for findings
- Monitoring film installation and door renumbering



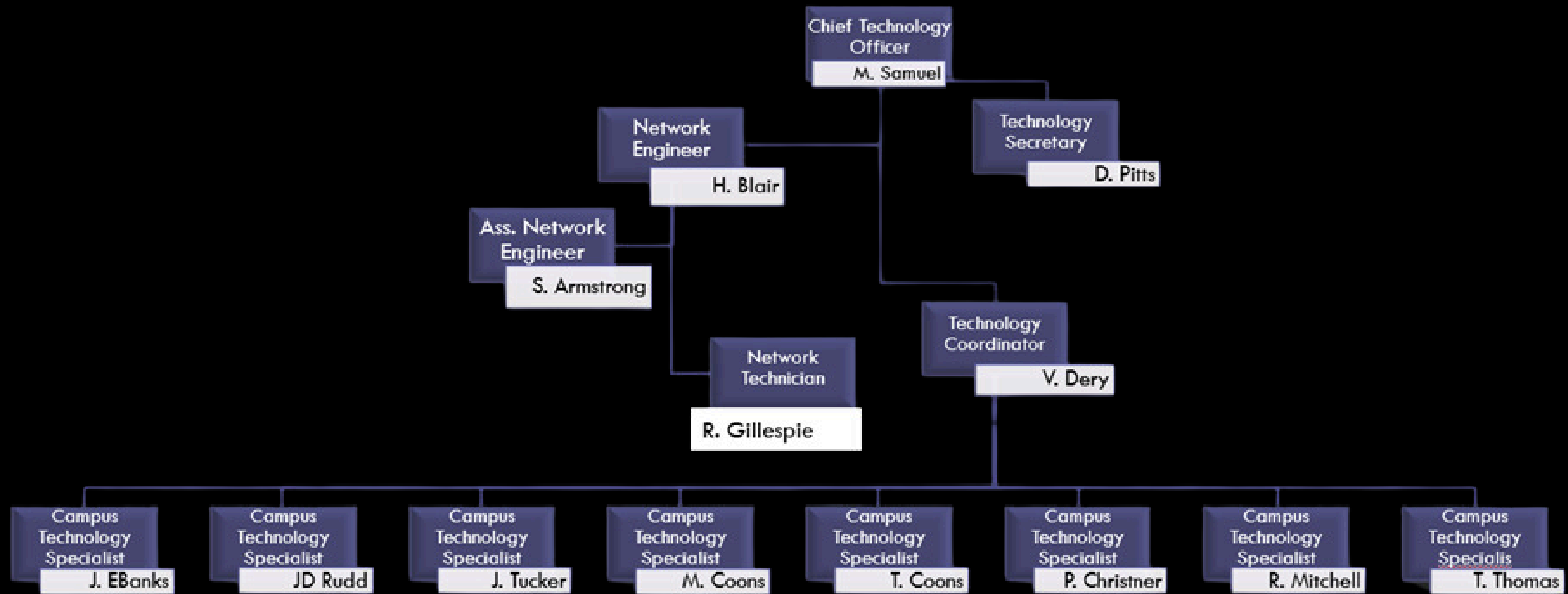


# Technology Report February 2025





# Technology Staffing



As of February 24, 2025, The department is fully staffed with 14 members serving all campuses and departments.



# Department Update

- Veracity - Software Content submitted for Catalog, awaiting next steps
- Newline Interactive Boards for Secondary campuses ordered with ETA of 02/24
- E-Rate Category 2 - Form 471 approved for USAC's review - Switches and UPS for Hettie Halstead
- Testing Fleet at various campuses are being converted to Google Chrome Education
- Windows 11 Update on devices are in process
- 650 new student laptops delivered and devices are being reimaged in house for deployment next school year
- Desktops for Ave E and CCHS dual credit lab ordered. (ETA 02-27)
- Cameras at various campuses are being replaced/added
- Replacements for Disaster Recovery servers have been received
- Work orders: 349 submitted, 284 closed. See the summary on the next page.

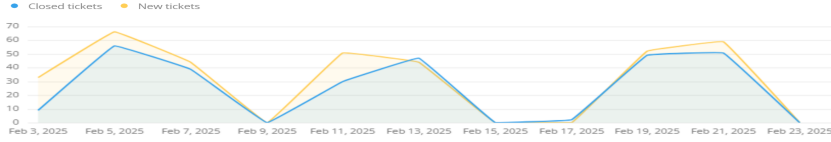
## Challenges:

- Warehouse and repair space continues to be a challenge for the department.
- Budgetary constraints to enable a full 5 year replacement equipment cycle.



Explore ticket analytics filtered only by your permission level

Ticket Resolution Over Time (closed tickets vs. newly submitted)



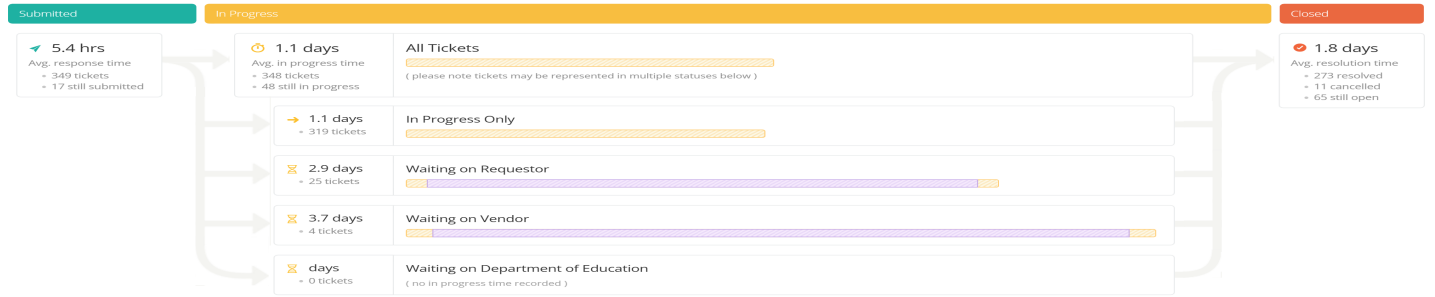
4.4 hours  
Response time ( avg )  
for all ticket statuses

284  
Tickets now closed  
out of 349 submitted

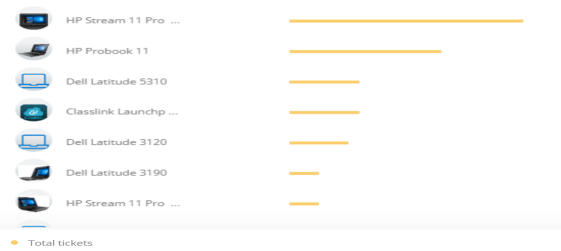
1.3 days  
Resolution time ( avg )

65  
Tickets still open  
2 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)



0.4 minutes  
Avg. time logged per ticket

Tickets by Priority



Tickets Submitted For



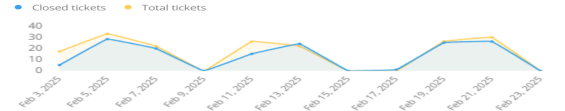
SLA Response Time



SLA Resolution Time



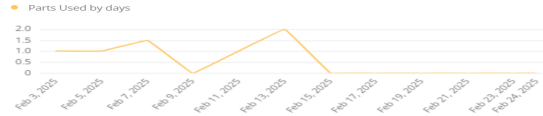
Total Tickets Over Time



% Parts Used



Quantity Parts Used



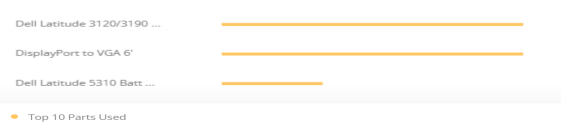
Response Time



Resolution Time

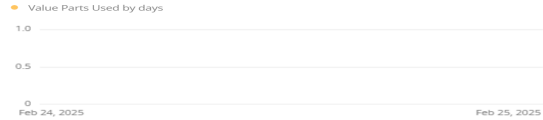


Top 10 Parts Used



% Value Parts Used

Value Parts Used



Top Issue Categories (sorted by total tickets)



Overall Satisfaction (click bars below for specific results details)





# 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<br>Baseball - Llano Tourney (T)<br>Softball - CenTex Turf Wars<br>Boys Golf at Cottonwood<br>TCGC Color Guard Contest |
| 2   | 3<br>12:00pm 3:30pm SB Workshop (Board)<br>6:00pm 8:00pm Copy:<br>6:00pm 7:00pm Copy: | 4<br>5:30pm 6:30pm SB Group Photo (CCISD Board)<br>6:45pm 7:00pm Softball<br>6:30pm 8:00pm School | 5<br>3:00pm 4:30pm Copy: Quarterly Summit Meeting (Hosted by CCISD) (CCISD) Board | 6<br>11:30am 12:30pm Texas Education Code Training with Tom Norris (CCISD)                 | 7<br>6:00pm 8:00pm Copy: SC Lee & Cove Jr. High<br>6:45pm 7:00pm Softball vs. Bryan (Away)       | 8<br>2025 NAFIS Spring Conference<br>TCGC Color Guard Contest<br>10:00am 2:00pm Festival<br>2:00pm 3:00pm One-Act           |
| 9   | 10  | 11<br>6:00pm 7:30pm Scholarship Presentation - Lea  | 12  | 13   | 14<br>6:45pm 7:00pm Softball vs. Harker Heights (Home Game)                                      | 15  |
| 2025 NAFIS Spring Conference (Washington, DC) |   |   |   |  |  |   |
| 16  | 17<br>6:45am 7:00am Softball vs. Shoemaker (Away)                                     | 18  | 19  | 20   | 21<br>6:45pm 7:00pm Softball vs. Temple (Home Game)  | 22<br>TCGC Color Guard Contest (time tbd) Area Championships (Moe & Cape Johnson High                                       |
| 23  | 24  | 25<br>6:45pm 7:00pm Softball vs. Midway (Away)  | 26  | 27<br>6:00pm 7:00pm SC Lee JHS UIL Concert - Sight Reading (Shoemaker High School) (2025 S | 28<br>6:00pm 8:00pm District Wide Concert (Lea)<br>6:45pm 7:00pm Softball<br>7:00pm 8:00pm Cheer | 29<br>TCGC Color Guard Contest (time tdb) State<br>11:00am 1:00pm Copperas Cove Birthday                                    |
| 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<br>6:45pm 7:00pm Softball vs. Bryan (Home Game)   | 2         | 3   | 4  | 5<br>9:00am 10:00am CCISD Autism Walk at the Bulldawg Stadium<br>6:00pm 8:00pm Annual Boots & Buckles Gala |
| 6      | 7<br>12:00pm 3:30pm SB Workshop (Board Room)  | 8<br>6:45pm 7:00pm Softball vs. Harker Heights (Away)<br>6:30pm 8:00pm School Board Meeting (CCISD) | 9         | 10<br>UIL Region Concert & Sight Reading Contest (performance t   | 11<br>6:45pm 7:00pm Softball vs. Shoemaker (Home Game) | 12   |
| 13     | 14  | 15<br>6:45pm 7:00pm Softball vs. Temple (Away)  | 16        | 17<br>6:45pm 7:00pm Softball vs. Midway (Home Game)   | 18   | 19   |
| 20     | 21  | 22  | 23        | 24<br>11:30am 1:00pm Copy: State of the District (1206 W Avenue B, Copperas Cove, TX, United States) - Kurtis | 25   | 26   |
| 27     | 28<br>6:00pm 7:00pm SC Lee JHS Spring Concert & Awards Night (Lea Ledger Auditorium | 29  | 30        | May 1   | 2  | 3  |

# May 2025

| May 2025 |    |    |    |    |    |    | June 2025 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa | Su        | Mo | Tu | We | Th | Fr | Sa |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 | 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 | 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 | 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 | 22        | 23 | 24 | 25 | 26 | 27 | 28 |
|          |    |    |    |    |    |    | 29        | 30 |    |    |    |    |    |

| SUNDAY | MONDAY   | TUESDAY  | WEDNESDAY | THURSDAY  | FRIDAY   | SATURDAY                                    |
|--------|--|--|-----------|---|--|---|
| Apr 27 | 28   | 29   | 30        | May 1   | 2  | 3   |
| 4      | 5<br>2025 CCHS PROM<br>6:00pm 7:00pm CCJHS<br>Spring Concert &<br>Award Night (Lea<br>Ledger Auditorium) | 6  | 7         | 8<br>John Gallen BD   | 9<br>6:30pm 9:00pm Cove FFA<br>Banquet - Lea Ledger -<br>CCHS Calendar | 10<br>Band Banquet (time &<br>location TBD) |
| 11     | 12<br>12:00pm 3:30pm SB<br>Workshop (Board<br>Room)<br>6:00pm 8:00pm CCHS<br>Band Concert (Lea)          | 13<br>6:30pm 8:00pm School<br>Board Meeting (CCISD<br>Board Room)                        | 14        | 15<br>6:30pm 8:30pm CCHS<br>Senior Achievement<br>Night - Lea Ledger -<br>CCHS Calendar       | 16   | 17  |
| 18     | 19   | 20<br>6:30pm 9:00pm Copy:<br>Choir State Solo Recital<br>- Lea Ledger - CCHS<br>Calendar | 21        | 22<br>6:00pm 7:30pm Copy:<br>Crossroads high<br>Graduation - Lea<br>Ledger - CCHS<br>Calendar | 23   | 24  |
| 25     | 26   | 27   | 28        | 29  | 30   | 31  |