

# Public Notice of Regular Meeting

## The Board of Trustees Copperas Cove Independent School District

A Regular Meeting of the Board of Trustees of Copperas Cove Independent School District will be held Tuesday, July 15, 2025, beginning at 6:00 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. Pledge of Allegiance
3. Invocation
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.
5. Citizen Comments on Agenda Items
6. Good Things
  - A) Students - UIL State Solo & Ensemble, Competition & HOSA International, and TGCA 6A All-State Softball Athletes
7. Information Items
  - A) Tax Report | Analysis of Delinquent Taxes and Services
  - B) Monthly Financial Report - June 2025
  - C) Nursing Report
  - D) Child Nutrition Summer 2025 Report
  - E) Safety Report
  - F) Maintenance Report
  - G) Technology Report

- H) Personnel Update
  - 1. New Hires 2025-2026 School Year
  - 2. Resignations
  - 3. Personnel Vacancies
- 8. Administrative Reports
  - A) TASB Summer Leadership Institute June 18 – June 21, 2025
  - B) 25-26 SY Impact Aid Travel:
    - NAFIS Fall Conference - Washington, DC - September 14-16, 2025
    - OASIS Conference - Tulsa, OK - November 13-14, 2025
    - TAFIS - Location and dates TBD
    - NAFIS Spring Conference - Washington, DC - March 15-17, 2026
  - C) 2024 - 2025 State Assessment Scores - Mrs. Crawley
  - D) Tax Attorney Report - Perdue Brandon Fielder Collins & Mott LLP
  - E) Construction Method Presentation - Gallagher Construction
- 9. Consent Agenda
  - A) Consider and Take Action to Approve Previous Board of Trustees Meeting Minutes
    - 1. Special Meeting - May 6, 2025
    - 2. Special Meeting - May 27, 2025
    - 3. Workshop Meeting - June 9, 2025
    - 4. Regular Meeting - June 10, 2025
    - 5. Special Called Meeting - June 18, 2025
  - B) Consider and Take Action on the Financial Statements and Payment of Bills
  - C) Consider and Take Action on Budget Amendment Request for the 2024-2025 Fiscal Year Fund 199 Operating Budget
  - D) Consider and Take Action to Approve to Adopt a Resolution for the Commitment of Fund Balance for the 2024-2025 Fiscal Year
  - E) Consider and Take Action to Approve Amendments to Policy FNG (LOCAL), CH (LOCAL), and DNA (LOCAL)
  - F) Consider and Discuss to Approve TASB Localized Policy Manual Update 125
  - G) Consider and Take Action to Approve the Agreements with Central Texas College for the 2025-2027 School Year
  - H) Consider and Take Action to Approve the Advanced Courses for Exemption from the University Interscholastic League (UIL) "No Pass, No Play" Provision for the 2025-2026 School Year
  - I) Consider and Take Action to Approve the CCISD Credit by Exam (CBE) for Acceleration (EA) List of Tests for Both Acceleration and/or Credit Recovery Purposes
  - J) Consider and Take Action to Approve the 2025 - 2026 Remote Homebound Waiver
  - K) Consider and Take Action to Approve the 2025 - 2026 Staff Development Minutes Wavier Request
  - L) Consider and Take Action to Approve Purchases over \$25,000
    - 1. Renewal of eDynamic Learning Digital Curriculum for CCHS Career and Technical Education (BB #692-23 Software - \$25,500.00 - Budget Funds)
    - 2. Roofing Repairs and Damage to Williams Ledger Elementary School
  - M) Consider and Take Action to Approve Construction Manager Agent as the Delivery Method for Potential Projects

- N) Consider and Take Action to Approve Gallagher Construction Company to Serve as the Construction Manager Agent for Potential Construction Projects
  - O) Consider and Take Action to Approve an Agreement of Graduate Assistance Program Amendments
  - P) Consider and Take Action to Approve HB3 Resolution for Armed Security Officer Requirements
  - Q) Consider and Take Action to Approve 2025-2026 CCISD Salary Instrument
  - R) Consider and Take Action to Approve Board Monitoring Calendar
  - S) Consider and Take Action on the Adoption of an Election Order for Copperas Cove ISD Board of Trustee Elections to be held on November 4, 2025
10. Closed Meeting:  
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**, Consultation with Attorney  
**551.072**, Real Property  
**551.074**, Personnel Matters  
**551.075**, Conference with Employees  
**551.076**, Security Devices  
**551.082**, School Children/District Employees/Disciplinary Matter or Complaint  
**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**, Investigation
11. Reconvene Meeting  
12. Adjournment

The notice for this meeting was posted in compliance with the Texas Open Meeting Act on: Friday, July 11, 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



# Board of Trustees

Date of Meeting

Item Type

Item Name

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Administrative  
Recommendation

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Contact Person

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*Status Report to*  
**COPPERAS COVE INDEPENDENT SCHOOL DISTRICT**  
*Concerning the Collection of Delinquent Property Taxes*

July 7, 2025

**Sergio Garcia, Partner**  
[sgarcia@pbfcm.com](mailto:sgarcia@pbfcm.com)  
512-610-0713  
**Adam Dockery, Associate Attorney**  
[adockey@pbfcm.com](mailto:adockey@pbfcm.com)  
512-610-0741  
3301 Northland Drive, Ste. 505  
Austin, Texas 78731

July 7, 2025

Dr. Brent Hawkins, Superintendent  
Mr. Clifton Heath, CFO  
Copperas Cove Independent School District  
408 S. Main St.  
Copperas Cove, TX 76522

**RE: Status Report on Delinquent Property Tax Collections – June 2025**

Dear Dr. Hawkins and Mr. Heath:

Enclosed, you will find our latest status report including:

- A. 2024 Tax Year Calendar
- B. 2024 Tax Year Levy & Turnover Pie Chart
- C. Monthly Delinquent Collections Overview
- D. 5-year Turnover Collections Summary
- E. 5-year Levy Collections Summary

Our team remains committed to representing the district with the utmost professionalism and respect for your district and taxpayers, and we welcome any questions you may have regarding the report or our process.

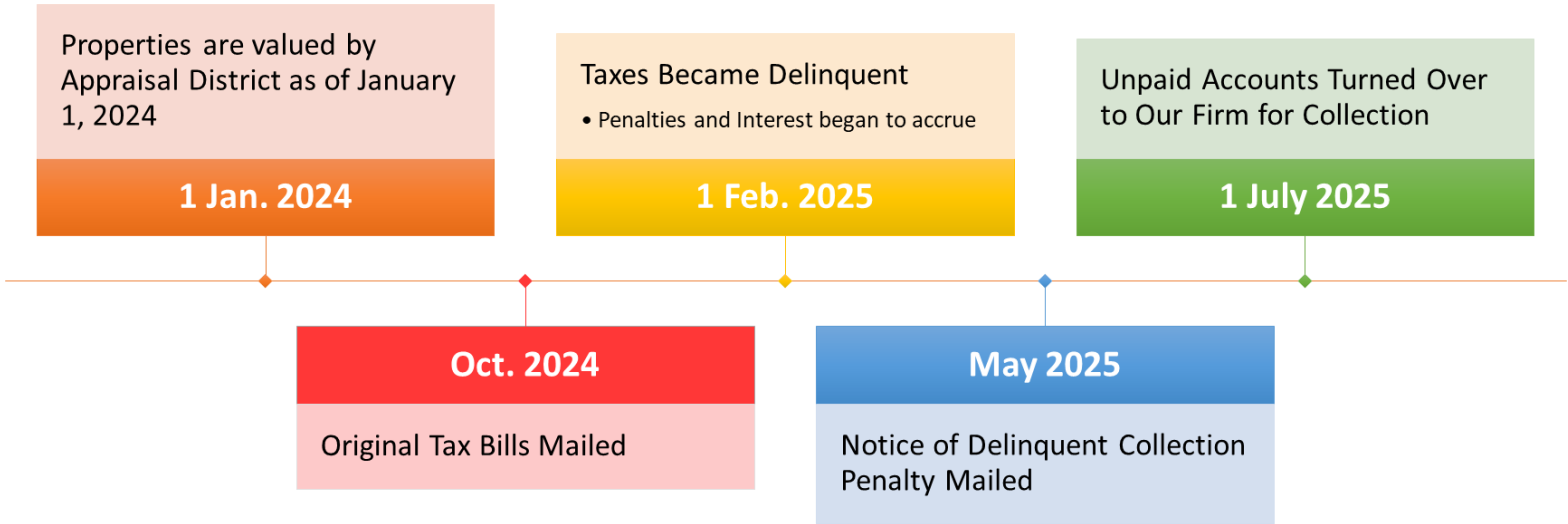
We truly value our relationship with Copperas Cove ISD and will continue to provide you with monthly updates. Please do not hesitate to contact us if we can be of assistance in any way.

Sincerely,



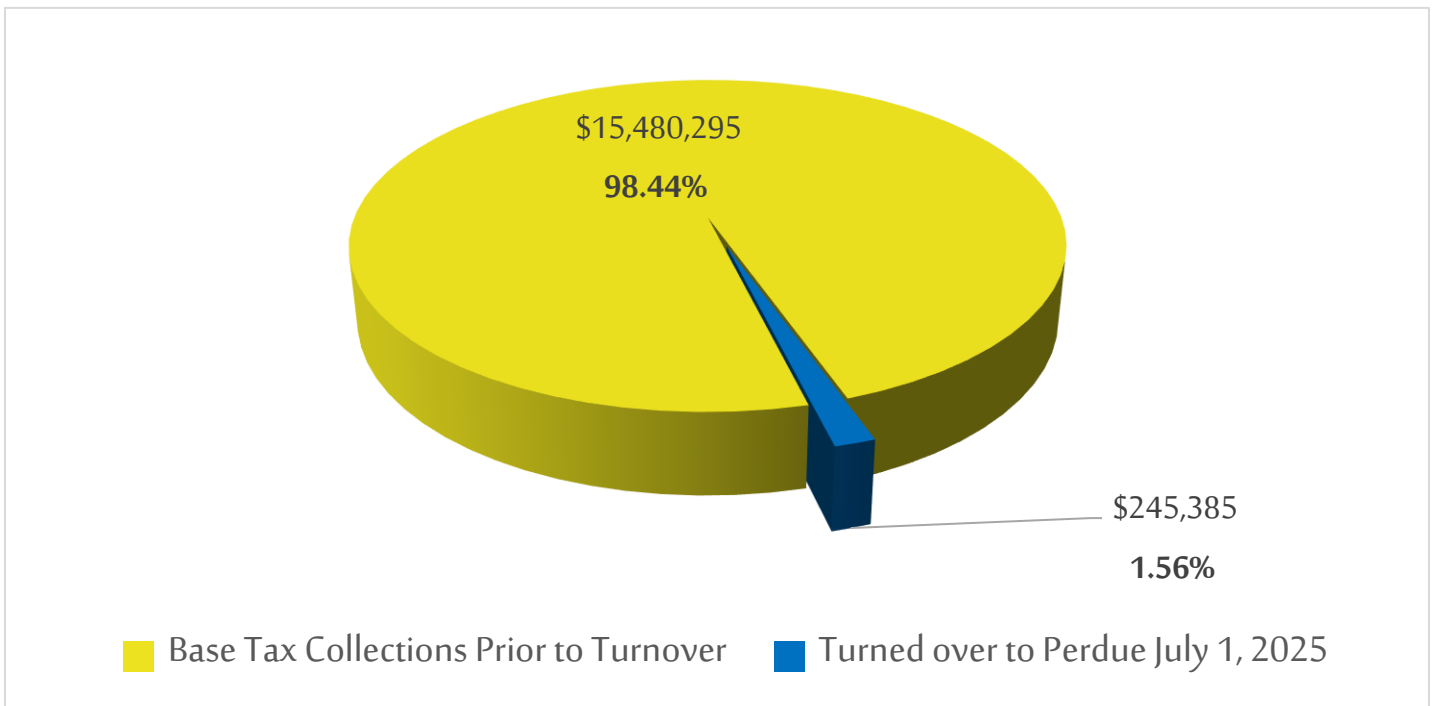
Adam Dockery

### A. 2024 TAX YEAR CALENDAR



### B. 2024 LEVY AND TURNOVER

2024 Levy = 15,725,681

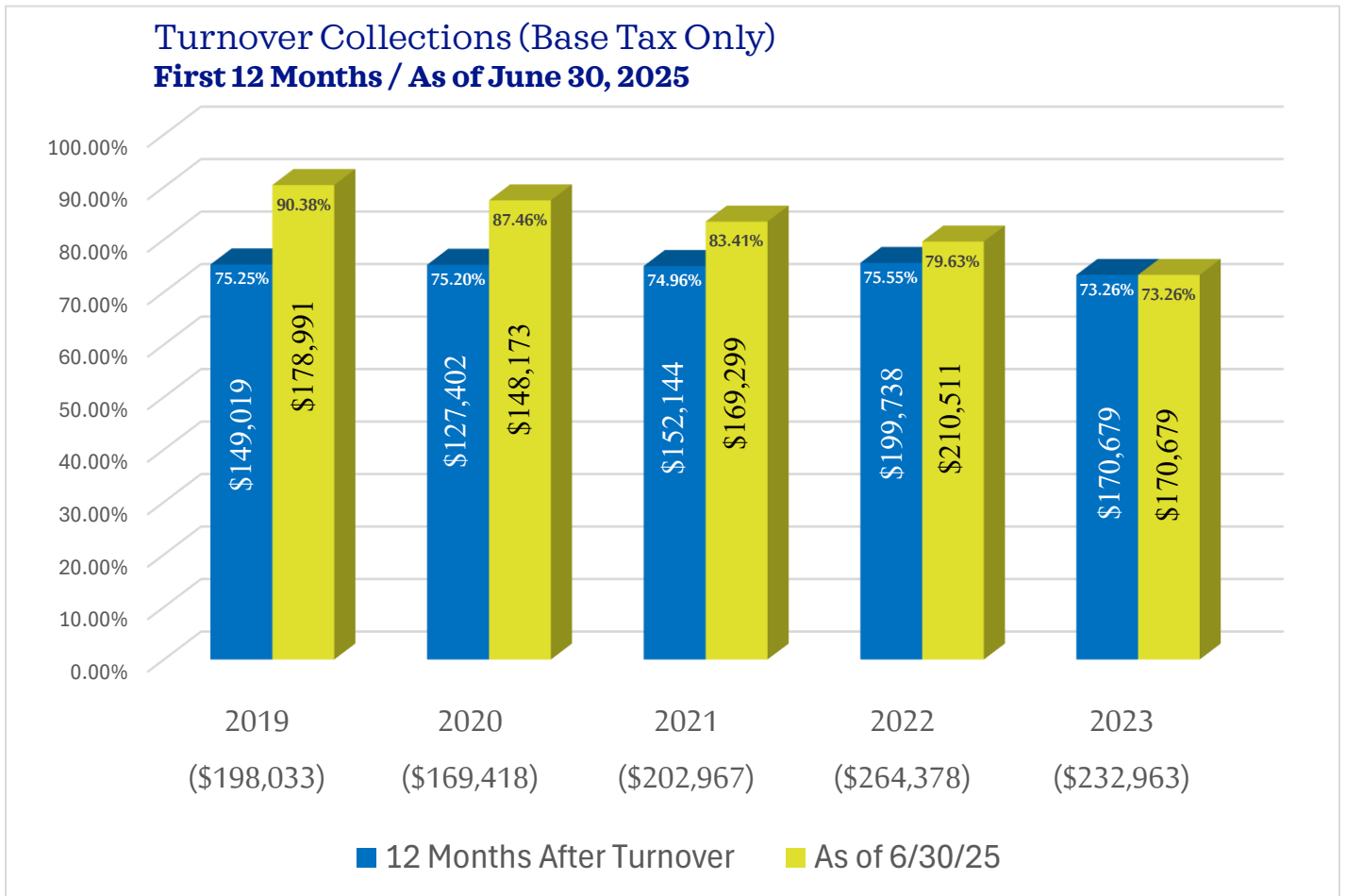


### C. MONTHLY DELINQUENT COLLECTIONS

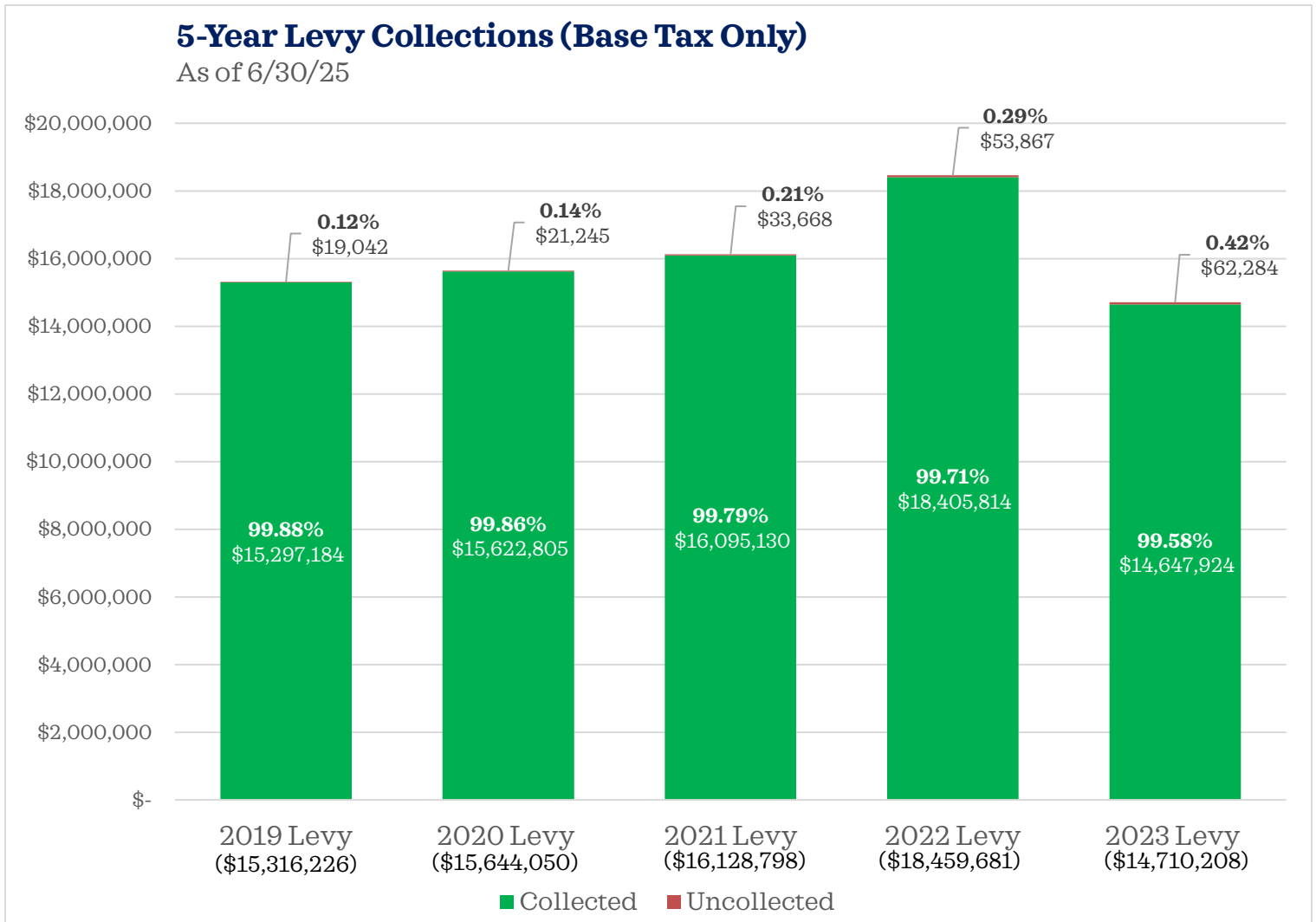
Tax Roll Collections June 2025	
Base Tax Collections	\$14,172.56
Penalty & Interest	\$4,333.22
Total Delinquent Collections	\$18,505.78

### D. TURNOVER COLLECTIONS SUMMARY

Tax Year	Levy	Turnover (July 1)	Balance (6/30/25)	Turnover % Collected (6/30/25)
2019	\$15,316,226	\$198,033 (1.29%)	\$19,042	90.38%
2020	\$15,644,050	\$169,418 (1.08%)	\$21,245	87.46%
2021	\$16,128,798	\$202,967 (1.26%)	\$33,668	83.41%
2022	\$18,459,681	\$264,378 (1.43%)	\$53,867	79.63%
2023	\$14,710,208	\$232,963 (1.58%)	\$62,284	73.26%



## E. LEVY COLLECTIONS SUMMARY



**Copperas Cove ISD**  
**Comparison Reports**  
**As of June 30, 2025**

	199 General Operating	511 Interest & Sinking	240 Child Nutrition
Revenue:	\$85,217,991.74	\$1,016,580.11	\$3,670,045.61
Expenditure:	\$79,318,132.01	\$989,505.11	\$3,738,270.02
Encumbered:	\$3,006,592.53	\$0.00	\$476,450.77
Balance:	\$2,893,267.20	\$27,075	(\$544,675.18)

Copperas Cove ISD  
Quarterly Investment Report  
Quarter: 03/01/2025 to  
05/31/2025

The District's cash and investment balances for the three-month period of March 1, 2025 thru May 31, 2025, reflect the investment objectives and guidelines expressed in the District's Investment Policy. District investments include:

- long term securities
- temporary investments held by TASB Lone Star Investment Pool
- temporary investments held by the Texas Local Government Investment Pool (TexPool)

The following is a summary of the District's cash and temporary investment position by fund group on May 31, 2025. These funds are liquid and available immediately, subject to outstanding obligations.

	Cash	Investments	Total
General & Special Funds	\$ 16,002,175.77	\$ 71,554,319.84	\$ 87,556,495.61
Child Nutrition Services Fund	\$ 42,735.86	\$ 987,088.84	\$ 1,029,824.70
Debt Service Fund	\$ 367,877.62	\$ 2,124,293.75	\$ 2,492,171.37
Insurance Fund	\$ 7,834.31	\$ 502,488.54	\$ 510,322.85
Capital Projects Fund	\$ 58,532.55	\$ 1,365.67	\$ 59,898.22
	\$ 16,479,156.11	\$ 75,169,556.64	\$ 91,648,712.75

Investment Securities

Per CCISD's legal and local investment policy, an investment is authorized in several different instruments. Currently, the District has investments in federal agencies and municipal bonds. These funds are semi-liquid; they become available upon maturity, or when called or sold. The following table lists the investment bonds owned by CCISD as of May 31, 2025.

Bond Investment	Interest Rate	Date Purchased	Maturity Date	Par Value	Cost(Units)	Market Value	Annual Interest
FFCB NOTE	4.75	11/1/2011	1/16/2029	\$398,000.00	\$398,000.00	\$407,034.60	\$ 18,905.00
FFCB NOTE	4.3	11/1/2011	11/24/2028	\$948,000.00	\$948,000.00	\$959,262.24	\$ 40,764.00
FFCB NOTE	3.5	11/1/2011	9/29/2025	\$504,000.00	\$504,000.00	\$502,482.96	\$ 17,640.00
FFCB NOTE	4.93	11/1/2011	2/1/2028	\$236,000.00	\$236,000.00	\$241,449.24	\$ 11,634.00
FFCB NOTE	4	11/1/2011	6/15/2027	\$69,000.00	\$69,000.00	\$69,062.79	\$ 2,760.00
FHLB NOTE	5	11/1/2011	9/28/2029	\$230,000.00	\$230,000.00	\$238,496.20	\$ 11,500.00
FNMA NOTE	2.125	5/16/2016	4/24/2026	\$2,000,000.00	\$2,000,000.00	\$1,963,920.00	\$ 42,500.00
FNMA	1.875	10/6/2016	9/24/2026	\$500,000.00	\$500,000.00	\$486,240.00	\$ 9,375.00
			TOTAL	\$4,885,000.00	\$4,885,000.00	\$4,867,948.03	\$ 155,078.00

## Interest

The following table depicts the interest earned by each investment category. The District's total interest earnings from investments were \$982,989.71 for the March 1, 2025 thru May 31, 2025 quarter.

Interest Earned for the Quarter Ending May 31, 2025				
	Mar-25	Apr-25	May-25	Total
Checking	\$ 457.96	\$ 433.74	\$ 489.48	\$ 1,381.18
Lone Star	\$ 286,754.19	\$ 274,823.30	\$ 266,716.60	\$ 828,294.09
TexPool	\$ 146.24	\$ 142.08	\$ 146.41	\$ 434.73
Securities	\$ 48,065.05	\$ 53,272.89	\$ 51,541.77	\$ 152,879.71
Total	\$ 335,423.44	\$ 328,672.01	\$ 318,894.26	\$ 982,989.71

Portfolio Composition as of May 31, 2025:

Entity	Amount	% of total
Bancorp South	\$ 16,479,156.11	17.07%
Lone Star Investment Pool	\$ 75,129,399.10	77.84%
TexPool Investment Pool	\$ 40,157.54	0.04%
Security (Market Value)	\$ 4,867,948.03	5.04%
Total	\$ 96,516,660.78	100.00%

## Compliance Certification

This investment Report is in full compliance with Copperas Cove ISD's Investment Policy and relevant provisions of Texas Government Code Chapter 2256.

*Clifton Heath*

Clifton Heath

Chief Financial Officer

# SCHOOL NURSING

**Copperas Cove ISD School  
Nursing**



# Nursing staff at CCISD

Next year we will have three new nurses.

Clements Parsons Elementary-Carrie Phillips RN

Mae Stevens Early Learning Academy-Malinda Clark LVN

Fairview Jewell Elementary- Marcie Caal LVN

# CURRENT PRE-K AND 6<sup>TH</sup> GRADERS THAT NEED VACCINATIONS FOR NEXT YEAR

MAE STEVENS EARLY LEARNING ACADEMY-GOING INTO KINDER AT ALL ELEMENTARY SCHOOLS

NEED VACCINATIONS FOR NEXT SCHOOL YEAR: **40** STUDENTS

CONSCIENCE OBJECTIONS: **15** STUDENTS

COPPERAS COVE JUNIOR HIGH

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NEED VACCINATIONS FOR NEXT SCHOOL YEAR: **84** STUDENTS

CONSCIENCE OBJECTIONS: **7** STUDENTS

SC LEE JUNIOR HIGH

NEED VACCINATIONS FOR NEXT SCHOOL YEAR: **130** STUDENTS

CONSCIENCE OBJECTIONS: **9** STUDENTS

# Future

I have sent out notices to parents about vaccinations that will be due before school starts next year. I also have been looking in IMMTRAC to see if the student is in there and has the needed vaccinations. This will be mainly our students going into Kinder and 7th grade.

Open enrollment. Shot records and health histories of students that are currently being enrolled.

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NEVER GIVE UP ON ANYBODY.  
MIRACLES HAPPEN EVERY DAY.

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# THANK YOU!

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**KAISER PERMANENTE** presents

# stay safe

**ER visits** peak in the summer months.

**Avoid** these five common summer-related accidents and illnesses.



- 1 sunburn**  
Use a sunscreen with an SPF of 30+ and reapply every two hours
- 2 dehydration**  
Drink plenty of water and avoid sugary, caffeinated and alcoholic drinks
- 3 burns**  
Use caution when dealing with flammable liquids, open flames, campfires and even barbecues
- 4 outdoor injuries**  
Wear appropriate attire and safety gear during activities like bike riding and hiking; water recreation should be monitored by an adult who knows CPR
- 5 food poisoning**  
Don't eat food left out of refrigeration for more than one hour when the temperature is above 90° F



# Copperas Cove ISD Child Nutrition Department and Warehouse Department

## The Child Nutrition Department SUMMER 2025 Nutrition Nibbles:

Summer Feeding Kicks off with an Exciting Start! During Summer when school is out, Copperas Cove ISD steps in and fills the gap for our hungry students and community! All kids 18 years and younger eat FREE at any of our Summer Feeding Sites! It's all about the kids, healthy meals and investing in their healthy lifestyle! Go Dawgs!



Kenzlee Mathias Loves Milk



### Summer Feeding Program 2025

June 3, 2025 through June 18, 2025 (15 Days)

Breakfasts Served            2500

Lunches Served                4276

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



# Copperas Cove ISD Child Nutrition Department and Warehouse Department

*Elizabeth Woods and William Wilson Serve awesome  
Summer meals with a smile!*



**Hekili Turner loved what was on the menu today: Crunchy Beef Tacos, Refried Bean Dip Cup, Carrot Sticks & Celery Sticks with Ranch, Orange Wedges and Ice-cold Milk**

**Kaleo Turner was ready to enjoy his  
Summer Meal!**



**Officer Ortiz stopped to visit with a two of our kids eating  
at one of our Summer Feeding Sites.**

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



# Copperas Cove ISD Child Nutrition Department and Warehouse Department

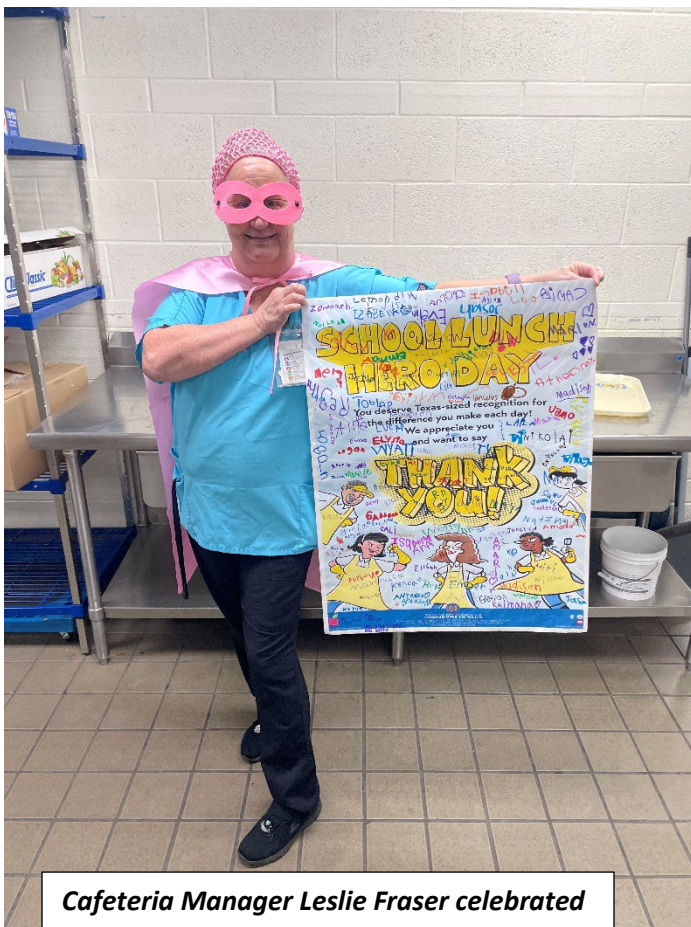
## Child Nutrition May 2025 Wrap-Up Data:

May Breakfast Served: 35,320

May Lunch Served: 60,771

District Free & Reduced 59.08%

**Homemade Cheese Calzones with Texas Apples,  
fresh Broccoli Dippers and baby Carrots!**



***Cafeteria Manager Leslie Fraser celebrated  
National School Lunch Hero Day! Not all  
heroes wear capes...some wear aprons!***



**Oven Baked Pork Chops & Fresh Veggies**

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



# Copperas Cove ISD Child Nutrition Department and Warehouse Department

CCISD Warehouse Staff: Yolanda Pitts  
James Welling

Mary Sanchez  
Rvan Miner

Matt Boyce

## The CCISD Warehouse Department SUMMER 2025

### June 1, 2025 through June 17, 2025 Data

1. Custodial Deliveries to schools: 4 Deliveries
2. Transcripts ordered/picked up by former CCISD Students: 43 total transcripts. 7 were picked up in-person and 36 mailed.
3. Average Mail delivery per day in June - 2518 pieces
4. 46 Child Nutrition Deliveries

For the last 12 years the CCISD Warehouse have hired Copperas Cove High School students to help work in the Warehouse during the Summer!

Their work is a vital part of the Summer duties that we make happen!

This Summer our Warehouse Staff are:

**Grace Lynn Newton**  
**Tyson Hart**  
**Dalisa Sanchez**  
**Ebone' French**

***From 6/10/2025 through 6/16/2025  
these students have helped label over  
5000 consumables and have sorted over  
160 boxes of files!***



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



# Copperas Cove ISD

## Child Nutrition Department and Warehouse Department

### Warehouse Spotlight Staff:

#### **In My Words...How my job impacts Students:**

Hello, allow me to introduce myself. My name is Jim Welling. I have been with Copperas Cove ISD for 21 years. In that time, I have been employed for the position of District Courier. My duties for that include gathering, processing, and delivery of inner school mail as well as the USPS mail for the entire district. School mail includes interdepartmental messages as well as student report cards and progress reports.

Some of my other duties with the district include the collection, storage and destruction of student and administrative records. This process is carried out at different times of the year and helps to maintain current and accurate records of students and administration personnel.

I also help with the process of distributing transcripts and diplomas for those students wishing to continue with their education at higher levels or with hopes of acquiring employment.

Other facets of my employment include helping with delivery and gathering of textbooks to and from the campuses whenever needed. Also, the collection of surplus property and in return the replacement of desks, chairs and tables required for student's usage.

***Employment with the district has been and will continue to be rewarding knowing that I have had the chance to play a small part in the advancement and betterment of our students and staff.***



**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 (1 open position)
- 16 Certified
- 5 are now Level 3 certified

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# MARSHAL TRAINING

- ALERRT Training in August

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# UPCOMING PROJECTS

- CRG has provided proofs of maps, awaiting final product
- Monitoring film installation and door renumbering
- Ensure campus EOPs and District EOPs are ready for 25/26



COPPERAS COVE ISD

# MONTHLY REPORT

June 2025

# LEADERSHIP



**Thomas Haire**  
Director



**Robert Ramos**  
Custodial & Crossing Guard Supervisor



**Christopher Richard**  
Assistant Director



**D'Andre Bacon**  
Administrative Assistant

# CUSTODIAL OVERVIEW

- **10 Vacancies out of 92**
- **All new members have been fully trained on custodial duties**

**Continue to assist with replacing ceiling tiles and lights.  
Now in the process of striping and waxing floors and all other summer cleaning tasks.**

# Crossing Guards

Crossing Guard: Fully staffed

# Work Order Summary

## Active/Completed

Date Printed: 06/25/2025

Page 1 of 1

### Work Order Summary - PM WOs:

# of Active Late WOs	0
# of Active On-Time WOs	15
Total # of Active WOs	15
# of Completed Late WOs	0
# of Completed On-Time WOs	7
Total # of Completed WOs	7
Percent of Active PM WOs	68.18%

### Work Order Summary - Non-PM WOs:

# of Active Late WOs	3
# of Active On-Time WOs	113
Total # of Active WOs	116
# of Completed Late WOs	5
# of Completed On-Time WOs	133
Total # of Completed WOs	138
Percent of Active Non-PM WOs	45.67%

### Report Parameters

Filter:

Search:

Advanced Filters: [ Site ] Equals 'Copperas Cove ISD' And [ Originated ] Between '05/26/2025' And '06/25/2025'

Tags:

# CARPENTRY / LOCK SMITH

- **Fully staffed.**
- **Finishing countertop & cabinets at cosmetology.**
- **District wide PM's**
- **Door installation and trimming out case opening at cosmetology.**

# ELECTRICAL

- **Fully staffed at 3**
  - **Relamp of GYM2 at the HS is completed.**
  - **All new light fixtures at the cosmetology building including ceiling fans.**
  - **Continuing summer projects to include the powder coating machine at CTE.**
  - **Strobes for cosmetology building fire alarm relocated.**
- General work orders.**

# GENERAL MAINTENANCE

- **Fully staffed.**
- **Continued construction of new cosmetology project roughly 90% complete with the entire project.**
- **Completed painting cosmetology building.**
- **Continued summer projects to include painting around the district.**
- **Computer room at Halstead complete.**

# GROUNDS

- Fully staffed at 7
- Continued spraying pesticide and herbicide.
- Continued Summer routine mowing schedule.

# HVAC

- **Fully staffed.**
- **Attended to on call issues as needed.**
- **Serviced ice machines district wide.**
- **PM's of all equipment and running day to day work orders.**

# PLUMBING

- **Fully staffed at 3.**
- **Installed plumbing at the new cosmetology building.**
- **Busted floor out in training room and installed new plumbing under the slab for wash basins is completed.**
- **Installed new water heater in cosmetology building.**
- **Replacing all toilets and urinals in cosmetology building.**
- **General work orders.**

# Major Projects

- **Cosmetology build is on target.**
- **Continued striping parking lots this month.**
- **Continuation of summer projects.**



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

## **Copperas Cove ISD Technology Department**

### **Summer 2025 Project Summary Report**

**Report Date:** June 30, 2025

**Prepared by:** Technology Department

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#### **Overview**

The Technology Department has launched a comprehensive series of initiatives aligned with district priorities to modernize infrastructure, improve digital learning environments, and prepare campuses for the 2025–26 school year. These projects have been prioritized based on instructional impact, operational necessity, and available timelines.

This summer was focused on clean-up, organization, and a reset of how technology is managed across the district. We deployed five student workers to assist with critical operations, including removing outdated desktop PCs from classrooms and recovering more than 25 pallets of obsolete technology. We've also begun a full inventory and program audit process to get a clear view of our technology footprint and needs.

Initial inventory reports of 17,000 devices presented at the May board workshop were found to be inaccurate. The actual number is still under review, as inconsistencies and gaps in historical tracking have surfaced. We're also working to reduce our overall digital footprint—moving most staff to a single assigned device—to build a more sustainable refresh model. This supports the development of a realistic long-term business plan with true device cycles, avoiding sudden large-scale financial burdens.

The DOGE work on this year's budget has pushed us to move from "business as usual" to a focus on needs-based, future-ready technology planning. This will help us identify funding strategies to support continuous, responsible replacement cycles districtwide.

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## Project Highlights & Status

Project	Priority	Timeline	Status
Summer School Prep & Support	High	June 3 – June 25	☑ Completed with no issues reported to Technology
NTO / Pre-Service Support	High	July 29 – Aug 13	Scheduled
Windows 10 Device Report	Medium	Due May 30	☑ Devices turned off and replaced as identified
Password Policy Plan	High	June 15	☑ Finalized
Lightspeed Classroom Management	High	July 1 Go-Live	☑ Implemented; teacher training scheduled for July by Instructional Tech
Open Wireless → AD Auth Splash Page	High	Due July 15	In Configuration
Content Filter Policy Update	Medium	July 1	☑ Completed
Student Name Alignment in Google	Medium	Due July 25	Scheduled
Unified Domain Transition (ccisd.com)	High	Due July 30	☑ Completed
Badge System & Printer Setup	Medium	Aug 1	On Schedule; badge system ordered
Door Access Policy & Implementation	High	July–Sept	RFP Awarded; Start date pushed to August due to material lead times
Cosmetology Building Plan & Install	Medium	June 15 – July 25	In Progress
CTE Dell Certification Program Launch	High	2025–26 Year	Ready for Launch
ClassLink & Raptor Clean-up	Medium	Aug 1	Planned
Rack Cleanup / Cabling Inventory	Medium	By Aug 30	Begins August

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## Infrastructure & Security

- Avinext awarded COPS RFP for door access and camera systems; implementation begins in August due to timeline adjustments and material procurement.
- Network cleanup: Unused lines will be pulled and rack environments streamlined across sites. This will make our network more secure and reduce the number of switches needed across the district.

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## **Instructional Technology**

- EmpowerED Teacher Pilot Program will expand based on strong classroom feedback, and the Instructional team is working to pick the next wave of teachers.
- Lightspeed content filter implemented to replace ContentKeeper. The new system provides broader access and integrated classroom management, safety alerts, software insight, and student monitoring tools.
- Teacher training on Lightspeed will be delivered by Instructional Technology in July-August.

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## **Operational**

- The high school technology team has been doing a lot of cleanup and organizing to prepare for better streamlining by using the CTE kids for repairs and troubleshooting.
- Badge system has been ordered and is on schedule. This will allow all campuses to print ID from the same database with both door access and student bus rider information.
- Staff and student email unification encountered a snag with Skyward and other systems not accepting domain changes. The team is actively troubleshooting.
- Unified domain (ccisd.com) transition has been completed successfully. Mission “One pack, One Password, One platform” completed

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## **Next Steps:**

- Finalize open Wi-Fi configuration with splash page authentication by mid-July.
- Complete and get ready for “Operation First Bell.” Technology is ready by August 14.
- Launch the CTE Dell Certification Program at CCHS procedures and operations.
- Meet with the District leadership team and come up with door access procedures



# DAWG CLEANUP — 2025 —

## COPPERAS COVE ISD TECHNOLOGY RESET

This summer, the Technology Department rolled up its sleeves for a full system reboot. Our mission? Clean up, reorganize, and prepare our campuses for a stronger, smarter 2025–25 school year.

- ✓ 25-pallets of outdated tech removed
- ✓ 5 student techs deployed for summer ops
- ✓ Full inventory & program audit underway
- ✓ Moving to one device per staff for smarter refresh cycles



We're shifting from "business as usual" to a **needs-based; future-ready strategy**—focusing on impact, efficiency, and long-term sustainability.

- Device counts are being corrected
- 📄 Digital footprint is shrinking
- 💰 Strategic budgeting is leading the way

**THIS ISN'T JUST CLEANUP—IT'S A RESET.  
THE DAWGS ARE READY. ARE YOU?**

# All Activity

05/01/2025 > 05/31/2025

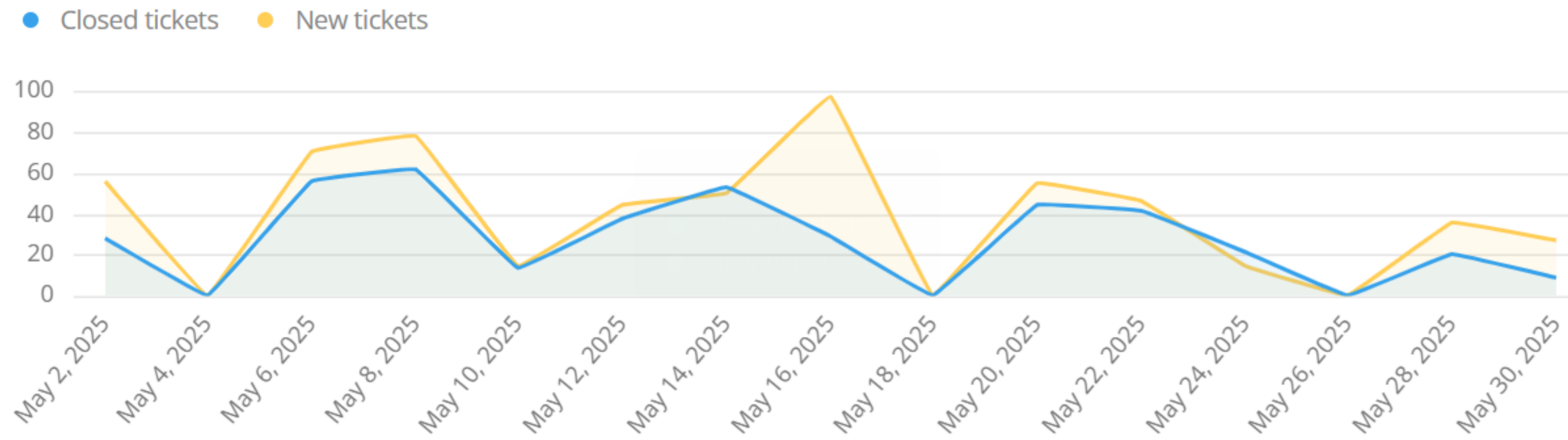
FILTERS (1)

TICKETS



Explore ticket analytics filtered only by your permission level

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



1.2 days  
Response time ( avg )  
for all ticket statuses

468  
Tickets now closed  
out of 589 submitted

2.4 days  
Resolution time ( avg )

121  
Tickets still open  
1 waiting on requestor

## Ticket Pipeline Analysis ( shows time spent in each status, along with ticket routing for all workflows )



1.4 days  
Avg. response time  
• 589 submitted

5.7 days  
Avg. in progress time  
• 587 in progress

All Tickets  
( please note tickets may be represented in multiple statuses below )

7.1 days  
Avg. resolution time  
• 451 resolved  
• 17 cancelled  
• 121 still open

5.7 days  
• 562 tickets

In Progress Only



# 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 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
Butler, Jamie	7/29/2025	Teacher, SPED	Copperas Cove Junior High School	2	4	Liberty University	*Special Education (EC-12)	Temple ISD
Celaya, Michelle	7/29/2025	Teacher, SPED	Copperas Cove Junior High School	12	12	Azusa Pacific University	Core Subjects (EC-6), Special Education (EC12), ESL Supplemental (EC-12)	Killeen ISD
Hurt, Bonnie	7/29/2025	Teacher, Elementary	Clements Parsons Elementary	5	11	Texas A&M University - Central Texas	Core Subjects (EC-6), ESL Supplemental (EC-6)	Lampasas ISD
Jacks, Hunter	7/29/2025	Assistant Band Director	Copperas Cove High School	0	0	University of Mary Hardin Baylor	Music (EC-12)	n/a
Jackson, Riley	7/29/2025	Teacher, Elementary	William's Ledger Elementary	4	4	University of Texas San Antonio	*Core Subjects with STR (EC-6)	Copperas Cove ISD
Kienzl, Trysten	7/29/2025	Assistant Athletic Trainer	Athletics	5	5	Baylor University	Athletic Trainer License	Killeen ISD
Link, Chrissa	7/16/2025	Special Education Coordinator	Special Education Department	3	3	Grand Canyon University	Special Education (EC-12)	Copperas Cove ISD
Lopez, Irma	7/29/25	Teacher, Bilingual Elementary	Clements Parsons Elementary	15	15	Sul Ross University	Generalist (EC-6), Bilingual Education Supplemental-Spanish (EC-6)	Evant ISD
Morales, Brenda	7/16/2025	Teacher, CTE	Copperas Cove High School	5	5	Texas State University	Agriculture, Food, & Natural Resources	Leander ISD
Ross, Minnie	7/29/2025	Teacher, SPED/Coach	SC Lee Junior High	17	17	Cambridge College	Special Education (EC-12)	Killeen ISD
Shelley, Lyndsay	7/29/2025	Interventionist	Fairview Jewell Elementary	16	16	Texas State University	Generalist (EC-4), Special Education Supplemental (EC-4), ESL Supplemental (EC-4)	Killeen ISD
Short, Derik	7/29/2025	Teacher, English	Copperas Cove High School	27	27	Texas A&M University	Secondary English (6-12), Secondary PE (6-12) ESL Supplemental (6-12), Speech (8-12), Principal (EC-12)	Copperas Cove ISD
Sneed, Ashley	7/24/2025	Diagnostician Intern	Special Education Department	0	1	Capella University	Special Education (EC-12), ESL Supplemental (EC-12), English Language Arts and Reading (4-8)	Copperas Cove ISD
Stiffemire, Kyle	7/29/2025	Teacher, SPED Inclusion	Copperas Cove High School	2	2	Texas Tech University	Special Education (EC-12), Physical Education (EC-12)	Sanger ISD
Swank, Emily	7/15/2025	Assistant Principal	Martin Walker Elementary	1	13	Concordia University	ESL Supplemental (EC-8), Generalist (EC-6), Mathematics (4-8), Principal as Instructional Leader (EC-12)	n/a
Tucker, Justin	5/5/2025	Telecommunications Manager	Technology	4	4	Texas State Technical College	n/a	n/a
Villanueva Thomas, Jennifer	7/29/2025	Teacher, Elementary	Clements Parsons Elementary	7	9	InterAmerican University	Core Subjects (EC-6)	Killeen ISD
	*tentative date	*subject TBD					*Certification Pending/ **Emergency Permit/ ***DOI Local Certification	

**2025-2026 NEW HIRE PROFESSIONAL CONTRACTS**

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## 2024-2025 Resignations Instructional Support

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## 2024-2025 Vacancies Instructional Support

Position	# of Vacancies	Campus/Department	as of Date	Notes
Aide, Instructional	1	Clements Parsons Elementary	3/24/2025	n/a
Teacher, Special Education	1	Clements Parsons Elementary	6/26/2025	25-26 School Year
Librarian	1	Clements Parsons Elementary	6/2/2025	25-26 School Year
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
Teacher, Spanish	1	Copperas Cove High School	5/26/2025	25-26 School year
Teacher, Art	1	Copperas Cove High School	8/14/2025	25-26 School Year
Teacher, SPED	1	Copperas Cove High School	5/23/2025	25-26 School Year
Assistant Principal	1	Copperas Cove Junior High School	2/18/2025	n/a
Teacher, CTE	1	Copperas Cove Junior High School	7/29/2025	25-26 School Year
Teacher, SPED	1	Copperas Cove Junior High School	5/23/2025	25-26 School Year
Assistant Principal	n/a	District Wide	n/a	25-26 School Year
Assistant Principal	n/a	District Wide	n/a	25-26 School Year
Librarian	1	Hettie Halstead Elementary	2/6/2025	n/a
Teacher, SPED	1	Hettie Halstead Elementary	5/23/2025	25-26 School Year
Aide, SPED	1	House Creek Elementary	3/13/2025	n/a
Instructional Coach	1	House Creek Elementary	3/24/2025	n/a
Assistant Principal	1	Mae Stevens Early Learning Academy	6/18/2025	25-26 School Year
Aide, Pre-k	1	Mae Stevens Early Learning Academy	2/24/2025	n/a
Aide, Pre-k	1	Mae Stevens Early Learning Academy	2/24/2025	n/a
Aide, SPED	1	Martin Walker Elementary	3/14/2025	n/a
Teacher, 1st grade	1	William's Ledger Elementary	6/25/2025	n/a
Aide, ESL	1	William's Ledger Elementary	2/6/2025	n/a
Teacher, Algebra	1	SC Lee Junior High	6/25/2025	25-26 School year

## 2024-2025 Vacancies Instructional Support

Interventionist	1	SC Lee Junior High	3/20/2025	n/a
Teacher, Art	1	SC Lee Junior High	8/14/2025	n/a
Teacher, Special Education	1	SC Lee Junior High	3/28/2025	n/a
Diagnostician/Apprentice	1	Special Education Department	6/4/2025	25-26 School Year
Licensed School Specialist Psychologist	1	Special Education Department	5/23/2025	25-26 School Year
Speech Pathologist	1	Special Education Department	5/23/2025	25-26 School Year
Speech Pathologist Assistant	2	Special Education Department	3/5/2025	n/a
Chief of Instructional Support	1	Adminstration	6/26/2025	25-26 School year
Aide Total Vacancies -	8			
Teacher Total Vacancies -	12			
Professional Support Vacancies -	7			
Admin Total Vacancies -	5			





# 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 Special Meeting

## The Board of Trustees Copperas Cove Independent School District

---

A Special Meeting of the Board of Trustees of Copperas Cove Independent School District was held Tuesday, May 6, 2025, beginning at 12:30 PM in the CCISD Board Room, 408 S. Main St., Copperas Cove, TX 76522.

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

Members Absent:

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

Others Present: Killeen Daily Herald – Erik Walsh  
Cove Leader-Press – Lynette Sowell  
News Media - Allison Hill, KXXV-TV

1. Call to Order
2. Pledge of Allegiance
3. Invocation
4. Mission Statement
5. Citizen Comments on Agenda Items
6. Report on Copperas Cove ISD Assessment of Facilities and Energy Usage - Schneider Electric
7. Consideration to Approve Funding for Goal 1: Elementary Enrichment
8. Close Meeting

The Board of Trustees will conduct a closed meeting in accordance with the Texas Open Meetings Act, Tex. Government Code, including but not limited to:

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

***The meeting was adjourned into closed session at 2:16 p.m.***

9. Open Meeting

***The meeting reconvened at 3:21 p.m.***

10. Consideration to Approve Hiring the Director of Instrumental Music

***A motion was made by Heather Copeland to approve hiring Mr. Mario Morales as the Director of Instrumental Music***

***Sherry Hoffpauir seconded the motion.***

***All members present voted by saying ‘Aye’.***

11. Adjournment

***The meeting was adjourned at 3:38 p.m.***

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Joan Manning, Board President

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Mike Wilburn, Board Secretary

# Minutes of Special Meeting

## The Board of Trustees Copperas Cove Independent School District

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A Special Meeting of the Board of Trustees of Copperas Cove Independent School District was held Tuesday, May 27, 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, Mike Wilburn, Heather Copeland, Jeff Gorres, Sherry Hoffpauir, Tim Traeger

Members Absent:

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

1. Call to Order

*The meeting was called to order at 12:03 p.m.*

2. Pledge of Allegiance

3. Invocation

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

5. Citizen Comments on Agenda Items

*No comment*

6. Consideration to Hire Professional Personnel

*A motion was made by Mike Wilburn to approve the employment of Mr. Roger McNeel for Principal at Copperas Cove Junior High School.*

*John Gallen seconded the motion.*

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

7. Superintendent Update on Professional Personnel

8. Superintendent Update on Legislative Session

9. Adjournment

*The meeting was adjourned at 12:52 p.m.*

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Joan Manning, Board President

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Mike Wilburn, Board Secretary

# 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, June 9, 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, Mike Wilburn, Heather Copeland, Jeff Gorres, Sherry Hoffpauir, Tim Traeger

Members Absent:

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

Others Present: Killeen Daily Herald – Erik Walsh  
Cove Leader-Press – Lynette Sowell

### 1. Call to Order

*The meeting was called to order at 12:00 p.m.*

### 2. Pledge of Allegiance

### 3. Invocation

### 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.

### 5. Citizen Comments on Agenda Items

### 6. Good Things

#### A) Staff Recognition - Texas Rural Education Association Recognitions

1. Patrick Crawley for being named State Principal of the Year
2. Barbara Coleman for being named State Teacher of the Year

#### B) Student Recognition -

3. Recognition of Krish Bhakta as a Regional Qualifier for Informative Extemporaneous & Current Events.
4. Recognition of Gabe Bolen as a Regional Qualifier for Lincoln Douglas & Informative Extemporaneous.
5. Recognition of Isis Brown for earning 4th place at the UIL State Championship in Poetry Interpretation.
6. Recognition of students from the Copperas Cove High School choir who placed in the State Solo & Ensemble Contest
7. Recognition of 5th grade Dual Language students who passed the Spanish I high school credit by exam

### 7. Information Items

#### A) Monthly Financial Report - May 2025

- B) Maintenance Report
- C) Technology - Summer Projects Report
- D) Personnel Update
- 1. New Hires 2025-2026 School Year
- 2. Resignations
- 3. Personnel Vacancies
- 8. Administrative Reports
  - A) Facility Plan Update - Dr. Hawkins and Facility Committee Members
  - B) Legislative Session Update - Dr. Hawkins
- 9. Consent Agenda
  - A) Consider and Discuss the Previous Board of Trustees Meeting Minutes
  - B) Consider and Discuss the Financial Statements and Payment of Bills
  - C) Consider and Discuss Budget Amendment(s)
  - D) Consider and Discuss Purchases over \$25,000
- 1. Replace HVAC Units on Williams/Ledger Cafeteria (AirCo - TIPS 181101-3132 - \$78,585 - Fund Balance)
- 2. Purchase of Access Card Readers and Cameras - Avinext Technology Solutions Company (\$468,750- COPS Grant and \$156,250 Budgeted Funds)
- 3. Purchase Transfinder Services for Transportation
- 4. Purchase of Carnegie Mathematics Curriculum for Geometry and Algebra 2 (TIPS#220105 - \$31,293.29 - Budgeted Funds)
- 5. Purchase of Voyager Sopris Learning Instructional Materials (BB 748-24 Instr Materials - \$45,388.20 - Budgeted Funds)
- 6. Purchase of Wilson Language System Supplies, Kits, and Trainings (RFP 24-019 Jun'28 - \$75,000.00 - Budgeted and IMA Funds)
- 7. Payment to NWEA MAP Growth K-12 & MAP Growth Science (CP 22/038SG-26 - \$39,322.50 - Budgeted Funds)
- 8. Renewal of Great Minds Eureka Mathematics Curriculum and Training K-3 (RFP2109-600-265-1 DEC'27 - \$133,839.45 - IMA Funds)
- 9. Renewal of Progress Learning for Grades K-8 (BB#661-122 Exp. 12-31-24 - \$45,055.60 - Budgeted Funds)
- 10. Renewal of Texas Studies Weekly Social Studies Curriculum for Grades K-5 (RRISD 22-100 ED Supplies - \$41,681.15 - Budgeted Funds)
- 11. Renewal of Frontline Education Software Special Education Special Education Management System (BB 759-25TECH - \$123,722.59 - Budgeted Funds)
- 12. Renewal of Contract with Communities in Schools Student Support Services for the 2025-2026 School Year
- 13. Educational/Residential Service Contract with Autism Treatment Center (Individual Student Living Contract -\$491,557.00- Budgeted Funds)
- 14. Ambassador Training Academy Series via Friends of Texas Public School Agreement
  - E) Consideration and Discuss to Approve Amending Board Policy FDA (Local)
  - F) Consideration and Discuss to Opt Out of SB 401 by Amending Board Policy FD(Local)
  - G) Consideration and Discuss to Review the Yearly Board Meeting Planning Calendar
  - H) Consideration and Discuss Board Meeting Calendar
  - I) Consideration and Discuss to Approve ESC Contracts
  - J) Out of State Trip -

1. 2025 HOSA National Competition - June 17-22, 2025 - Nashville, TN
2. Health Meals Fall 2025 Summit - Las Vegas, Nevada - October 22-23, 2025 - Child Nutrition Department
10. Closed Meeting:
 

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**, Consultation with Attorney
  - 551.072**, Real Property
  - 551.074**, Personnel Matters
  - 551.075**, Conference with Employees
  - 551.076**, Security Devices
  - a. Emergency Operations Update-DVA**
  - 551.082**, School Children/District Employees/Disciplinary Matter or Complaint
  - 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**, Investigation

*The meeting was adjourned into close session at 1:56 p.m.*
11. Reconvene Meeting
 

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**, Consultation with Attorney
  - 551.072**, Real Property
  - 551.074**, Personnel Matters
  - 551.075**, Conference with Employees
  - 551.076**, Security Devices
  - a. Emergency Operations Update-DVA**
  - 551.082**, School Children/District Employees/Disciplinary Matter or Complaint
  - 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**, Investigation

*The meeting reconvened at 3:08 p.m.*
12. Consideration and Deliberate Action on Level III FNG Grievance
 

*A motion was made by Jeff Gorres – Move that the Board deny Ms. Starkey-Wise’s Level III appeal to change district porcedure allowing substitute teachers to contact parents directly. Heather Copeland second the motion.*

*All board members present voted by saying “YES” 7-0*

*Grievance hearing was adjourned at 3:10 p.m.*
13. Consideration and Discuss to Approve Professional Contracts
 

*The meeting was adjourned into close session at 3:11 p.m.*

*The meeting reconvened at 4:20 p.m.*
14. Adjournment

*The meeting was adjourned at 4:23 p.m.*

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Joan Manning, Board President

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Mike Wilburn, Board Secretary

# Minutes of Regular Meeting

## The Board of Trustees Copperas Cove Independent School District

---

A Regular Meeting of the Board of Trustees of Copperas Cove Independent School District was held Tuesday, June 10, 2025, beginning at 6:30 PM in the CCISD Board Room, 408 S. Main St., Copperas Cove, TX 76522.

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

Members Absent:

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

Others Present: Killeen Daily Herald – Erik Walsh  
Cove Leader-Press – Lynette Sowell

1. Call to Order

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

2. Pledge of Allegiance

3. Invocation

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.

5. Citizen Comments on Agenda Items

6. Good Things

A) Staff Recognition - Texas Rural Education Association Recognitions

1. Patrick Crawley for being named State Principal of the Year
2. Barbara Coleman for being named State Teacher of the Year

B) Student Recognition -

3. Recognition of Krish Bhakta as a Regional Qualifier for Informative Extemporaneous & Current Events.
4. Recognition of Gabe Bolen as a Regional Qualifier for Lincoln Douglas & Informative Extemporaneous.
5. Recognition of Isis Brown for earning 4th place at the UIL State Championship in Poetry Interpretation.
6. Recognition of students from the Copperas Cove High School choir who placed in the State Solo & Ensemble Contest

7. Recognition of 5th grade Dual Language students who passed the Spanish I high school credit by exam

7. Information Items

- A) Monthly Financial Report - May 2025
- B) Maintenance Report
- C) Technology - Summer Projects Report
- D) Personnel Update

1. New Hires 2025-2026 School Year

2. Resignations

3. Personnel Vacancies

8. Administrative Reports

- A) Facility Plan Update - Dr. Hawkins and Facility Committee Members
- B) Legislative Session Update - Dr. Hawkins

9. Consent Agenda

- A) Consider and Approve the Previous Board of Trustees Meeting Minutes
- B) Consider and Approve the Financial Statements and Payment of Bills
- C) Consider and Approve the Budget Amendment(s)
- D) Consider and Approve the Purchases over \$25,000

1. Replace HVAC Units on Williams/Ledger Cafeteria (AirCo - TIPS 181101-3132 - \$78,585 - Fund Balance)

2. Purchase of Access Card Readers and Cameras - Avinext Technology Solutions Company (\$468,750- COPS Grant and \$156,250 Budgeted Funds)

3. Purchase Transfinder Services for Transportation

4. Purchase of Carnegie Mathematics Curriculum for Geometry and Algebra 2 (TIPS#220105 - \$31,293.29 - Budgeted Funds)

5. Purchase of Voyager Sopris Learning Instructional Materials (BB 748-24 Instr Materials - \$45,388.20 - Budgeted Funds)

6. Purchase of Wilson Language System Supplies, Kits, and Trainings (RFP 24-019 Jun'28 - \$75,000.00 - Budgeted and IMA Funds)

7. Payment to NWEA MAP Growth K-12 & MAP Growth Science (CP 22/038SG-26 - \$39,322.50 - Budgeted Funds)

8. Renewal of Great Minds Eureka Mathematics Curriculum and Training K-3 (RFP2109-600-265-1 DEC'27 - \$133,839.45 - IMA Funds)

9. Renewal of Progress Learning for Grades K-8 (BB#661-122 Exp. 12-31-24 - \$45,055.60 - Budgeted Funds)

10. Renewal of Texas Studies Weekly Social Studies Curriculum for Grades K-5 (RRISD 22-100 ED Supplies - \$41,681.15 - Budgeted Funds)

11. Renewal of Frontline Education Software Special Education Special Education Management System (BB 759-25TECH - \$123,722.59 - Budgeted Funds)

12. Renewal of Contract with Communities in Schools Student Support Services for the 2025-2026 School Year

13. Educational/Residential Service Contract with Autism Treatment Center (Individual Student Living Contract -\$491,557.00- Budgeted Funds)

14. Ambassador Training Academy Series via Friends of Texas Public School Agreement

E) Consider and Approve Amending Board Policy FDA (Local)

F) Consider and Approve to Opt Out of SB 401 by Amending Board Policy FD(Local)

- G) Consider and Approve the Yearly Board Meeting Planning Calendar
  - H) Consider and Approve the Board Meetings Calendar
  - I) Consider and Approve ESC Contracts
  - J) Out of State Trip -
    - 1. 2025 HOSA National Competition - June 17-22, 2025 - Nashville, TN
    - 2. Health Meals Fall 2025 Summit - Las Vegas, Nevada - October 22-23, 2025 - Child Nutrition Department
- A motion was made by John Gallen to approve the consent agenda as presented.*
- Timothy Traeger seconded the motion.*
- All members present voted by saying 'Aye'.*
- 10. Closed Meeting:
  - 11. Reconvene Meeting
  - 12. Consider and Approve Professional Contracts
    - A motion was made by Jeff Gorres to approve the hiring of Megan Kenobbie as the Fine Arts Director.*
    - John Gallen seconded the motion.*
    - All members present voted by saying 'Aye'.*
  - 13. Adjournment
    - The meeting was adjourned at 7:11 p.m.*

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Joan Manning, Board President

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Mike Wilburn, Board Secretary

# Minutes of Special Called Meeting

## The Board of Trustees Copperas Cove Independent School District

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A Special Called Meeting of the Board of Trustees of Copperas Cove Independent School District was held Wednesday, June 18, 2025, beginning at 12:45 PM in the CCISD Board Room, 408 S. Main St., Copperas Cove, TX 76522.

Members Present: John Gallen, Mike Wilburn, Heather Copeland, Jeff Gorres, Sherry Hoffpaur, Tim Traeger

Members Absent: Joan Manning

Staff Present: Dr. Brent Hawkins, Monica Hall, and Kurtis Quillin

1. Call to Order

*The meeting was called to order at 12:45 p.m.*

2. Citizens Comments on Agenda Items

*No comments*

3. Consideration to Approve Purchase over \$25,000

*A motion was made by Mike Wilburn to approve the purchase of the HVAC at Williams Ledger Elementary.*

*Timothy Traeger seconded the motion.*

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

4. Adjournment

*The meeting was adjourned at 12:49 p.m.*

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John Gallen, Board Vice-President

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Mike Wilburn, Board Secretary

Check Number	Payee	Check Amount	Check Date
162839	SKILLS USA INC.	<b>-\$4,000.00</b>	06/06/2025
162906	ACE MART RESTAURANT SUPPLY CO	\$492.87	06/06/2025
162907	ADAMS, WILLIAM	\$170.00	06/06/2025
162908	AMERICAN RED CROSS	\$112.00	06/06/2025
162909	AUTISTIC TREATMENT CENTER, INC.	\$77,776.12	06/06/2025
162910	B & H PHOTO VIDEO	\$1,971.30	06/06/2025
162911	BAKER DISTRIBUTING COMPANY LLC	\$0.00	06/06/2025
162912	BAKER DISTRIBUTING COMPANY LLC	\$5,483.93	06/06/2025
162913	BRIGHTSPEED (DBA), CONN PARENT CORP	\$2,470.49	06/06/2025
162914	BSN SPORTS LLC	\$6,739.20	06/06/2025
162915	BUBBA'S 33 STRATEGIC RESTAURANT ENTERPRISES,	\$1,070.00	06/06/2025
162916	CEN-TEX FIRE & SECURITY, LLC	\$0.00	06/06/2025
162917	CEN-TEX FIRE & SECURITY, LLC	\$1,740.06	06/06/2025
162918	CENTEX RECOGNITION	\$1,120.00	06/06/2025
162919	CHALK'S TRUCK PARTS INC	\$216.96	06/06/2025
162920	CHOICE CLEANING SUPPLY, INC., KIM PAPER	\$4,755.87	06/06/2025
162921	CLAY'S CUSTOM DESIGNS, LUCY BOWMAN	\$225.00	06/06/2025
162922	COPELAND, HEATHER	\$280.00	06/06/2025
162923	COPPERAS COVE LEADER PRESS	\$448.50	06/06/2025
162924	CORKYS AUTOMOTIVE	\$728.65	06/06/2025
162925	CRUZ, MARCOS	\$63.66	06/06/2025
162926	DATA RECOGNITION CORPORATION/DRC	\$172.00	06/06/2025
162927	DEALERS ELECTRICAL SUPPLY COMPANY	\$0.00	06/06/2025
162928	DEALERS ELECTRICAL SUPPLY COMPANY	\$1,554.98	06/06/2025
162929	DIVINE SIGNS & PRINTING, SHANNON DODD	\$504.00	06/06/2025
162930	DOCUSIGN, INC.	\$10,530.00	06/06/2025
162931	EDWARDS, RYAN	\$425.00	06/06/2025
162932	FITZGIBBON II, ELMER	\$33.30	06/06/2025
162933	FORNEY INDEPENDENT SCHOOL DISTRICT	\$774.50	06/06/2025
162934	FRIEDTECHNOLOGY LLC	\$10,700.00	06/06/2025
162935	GABRIEL, FLAVIO C.	\$245.00	06/06/2025
162936	GALLEN, JOHN F	\$280.00	06/06/2025
162937	GORRES, JEFFREY	\$280.00	06/06/2025
162938	HANK'S TIRES	\$96.00	06/06/2025
162939	HARDIES FRESH FOODS	\$9,657.25	06/06/2025
162940	HCTRA, VIOLATIONS	\$153.74	06/06/2025
162941	HOFFPAUIR, SHERRY	\$280.00	06/06/2025
162942	HOSA TA	\$700.00	06/06/2025
162943	HOTSY CARLSON EQUIPMENT CO.	\$590.95	06/06/2025
162944	K-LOG, INC	\$2,136.60	06/06/2025
162945	KEITH ACE HARDWARE	\$0.00	06/06/2025
162946	KEITH ACE HARDWARE	\$0.00	06/06/2025
162947	KEITH ACE HARDWARE	\$0.00	06/06/2025
162948	KEITH ACE HARDWARE	\$0.00	06/06/2025
162949	KEITH ACE HARDWARE	\$0.00	06/06/2025
162950	KEITH ACE HARDWARE	\$0.00	06/06/2025
162951	KEITH ACE HARDWARE	\$0.00	06/06/2025
162952	KEITH ACE HARDWARE	\$0.00	06/06/2025
162953	KEITH ACE HARDWARE	\$0.00	06/06/2025
162954	KEITH ACE HARDWARE	\$0.00	06/06/2025
162955	KEITH ACE HARDWARE	\$0.00	06/06/2025
162956	KEITH ACE HARDWARE	\$0.00	06/06/2025
162957	KEITH ACE HARDWARE	\$0.00	06/06/2025
162958	KEITH ACE HARDWARE	\$0.00	06/06/2025
162959	KEITH ACE HARDWARE	\$0.00	06/06/2025
162960	KEITH ACE HARDWARE	\$0.00	06/06/2025
162961	KEITH ACE HARDWARE	\$0.00	06/06/2025
162962	KEITH ACE HARDWARE	\$0.00	06/06/2025
162963	KEITH ACE HARDWARE	\$0.00	06/06/2025

162964	KEITH ACE HARDWARE	\$0.00	06/06/2025
162965	KEITH ACE HARDWARE	\$0.00	06/06/2025
162966	KEITH ACE HARDWARE	\$0.00	06/06/2025
162967	KEITH ACE HARDWARE	\$2,376.25	06/06/2025
162968	KEMPNER WATER SUPPLY	\$87.71	06/06/2025
162969	LABATT FOOD SERVICE	\$74,624.52	06/06/2025
162970	LINDE GAS & EQUIPMENT INC., PRAXAIR DISTR	\$97.15	06/06/2025
162971	MANSFIELD OIL COMPANY OF GAINESVILLE INC.	\$14,219.03	06/06/2025
162972	MARINA, SHELBY	\$250.00	06/06/2025
162973	MARK'S PLUMBING, JOHN GASPARINI	\$0.00	06/06/2025
162974	MARK'S PLUMBING, JOHN GASPARINI	\$798.92	06/06/2025
162975	MARSH, REBECCA	\$200.00	06/06/2025
162976	MOBILE COMMUNICATIONS AMERICA, INC, MCA	\$650.00	06/06/2025
162977	O'REILLY AUTO PARTS*	\$0.00	06/06/2025
162978	O'REILLY AUTO PARTS*	\$0.00	06/06/2025
162979	O'REILLY AUTO PARTS*	\$0.00	06/06/2025
162980	O'REILLY AUTO PARTS*	\$0.00	06/06/2025
162981	O'REILLY AUTO PARTS*	\$1,750.30	06/06/2025
162982	OAK FARMS	\$29,836.85	06/06/2025
162983	OZGA, DOROTHY	\$11.80	06/06/2025
162984	PEARSON EDUCATION INC	\$1,978.20	06/06/2025
162985	PERMA-BOUND BOOKS	\$839.42	06/06/2025
162986	PITTS, MIAA	\$33.06	06/06/2025
162987	POWERSCHOOL GROUP, LLC, SEVERIN INTERMEDI	\$39,804.00	06/06/2025
162988	RICHARDS JR, TERRANCE CALVIN	\$170.00	06/06/2025
162989	RIDINGS, RENEE	\$16.60	06/06/2025
162990	RODRIGUEZ, MARIA ESPERANZA	\$1,053.00	06/06/2025
162991	RODRIGUEZ, MARIA ESPERANZA	\$212.80	06/06/2025
162992	RUSH BUS CENTER	\$123.40	06/06/2025
162993	SCHOLASTIC BOOK FAIRS	\$1,374.87	06/06/2025
162994	SEESAW LEARNING, INC	\$3,815.00	06/06/2025
162995	SHERWIN-WILLIAMS	\$0.00	06/06/2025
162996	SHERWIN-WILLIAMS	\$559.60	06/06/2025
162997	SKILLS USA TEXAS	\$4,000.00	06/06/2025
162998	SMITH SUPPLY CO LLC	\$741.48	06/06/2025
162999	SMITH, CARL J	\$170.00	06/06/2025
163000	SSR JACKETS, MONK HOLDING	\$1,120.00	06/06/2025
163001	STANLEY, ROXANA	\$2,500.00	06/06/2025
163002	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$0.00	06/06/2025
163003	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$0.00	06/06/2025
163004	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$0.00	06/06/2025
163005	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$0.00	06/06/2025
163006	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$0.00	06/06/2025
163007	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$0.00	06/06/2025
163008	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$0.00	06/06/2025
163009	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$0.00	06/06/2025
163010	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$0.00	06/06/2025
163011	SUTHERLAND BUILDING MATERIAL CENTERS, LP, HOMEBASE	\$1,242.11	06/06/2025
163012	TASB RMF PROPERTY/LIABILITY	\$3,059.57	06/06/2025
163013	TASB RMF WORKER'S COMP	\$39,069.04	06/06/2025
163014	TAX APPRAISAL DISTRICT OF BELL	\$1,611.59	06/06/2025
163015	TCU OFFICE OF EXTENDED EDUCATION	\$1,400.00	06/06/2025
163016	TEXAS MOTION SPORTS	\$1,200.00	06/06/2025
163017	THE CERTIFIED WELDING AND TESTING CO. INC.	\$1,950.00	06/06/2025
163018	THE PENWORTHY COMPANY, LLC	\$914.80	06/06/2025
163019	TOOLS FOR SCHOOLS, INC, BOOK CREATOR	\$6,500.00	06/06/2025
163020	TRAEGER, TIMOTHY JAMES	\$280.00	06/06/2025
163021	TRANSITION CURRICULUM INC	\$3,000.00	06/06/2025
163022	TURTAJINEN, TIMOTHY	\$170.00	06/06/2025
163023	UIL MUSIC REGION 8	\$29.00	06/06/2025

163024	UNIFIRST CORPORATION	\$0.00	06/06/2025
163025	UNIFIRST CORPORATION	\$0.00	06/06/2025
163026	UNIFIRST CORPORATION	\$0.00	06/06/2025
163027	UNIFIRST CORPORATION	\$0.00	06/06/2025
163028	UNIFIRST CORPORATION	\$0.00	06/06/2025
163029	UNIFIRST CORPORATION	\$0.00	06/06/2025
163030	UNIFIRST CORPORATION	\$0.00	06/06/2025
163031	UNIFIRST CORPORATION	\$0.00	06/06/2025
163032	UNIFIRST CORPORATION	\$0.00	06/06/2025
163033	UNIFIRST CORPORATION	\$0.00	06/06/2025
163034	UNIFIRST CORPORATION	\$0.00	06/06/2025
163035	UNIFIRST CORPORATION	\$0.00	06/06/2025
163036	UNIFIRST CORPORATION	\$0.00	06/06/2025
163037	UNIFIRST CORPORATION	\$0.00	06/06/2025
163038	UNIFIRST CORPORATION	\$0.00	06/06/2025
163039	UNIFIRST CORPORATION	\$0.00	06/06/2025
163040	UNIFIRST CORPORATION	\$0.00	06/06/2025
163041	UNIFIRST CORPORATION	\$0.00	06/06/2025
163042	UNIFIRST CORPORATION	\$5,012.60	06/06/2025
163043	THE UNIVERSITY OF TEXAS AT AUSTIN UTEACH, UTEACH	\$18,000.00	06/06/2025
163044	VOCATIONAL AG TEACHERS, AG TEACH ASSOC	\$415.00	06/06/2025
163045	WALSH GALLEGOS KYLE ROBINSON & ROALSON P.C.	\$4,493.50	06/06/2025
163046	WC OF TEXAS	\$83.84	06/06/2025
163047	WILBURN, MIKE	\$280.00	06/06/2025
163048	WILSON LANGUAGE TRAINING CORP	\$24,570.00	06/06/2025
163049	WINEBRENNER, MARCUS	\$170.00	06/06/2025
EFT	MARINA, SHELBY	-\$250.00	06/06/2025
EFT	ADVANCE AUTO PARTS	\$181.63	06/06/2025
EFT	AGUILERA-NWACHUKU, EDLEEN	\$86.00	06/06/2025
EFT	AMAZON.COM LLC	\$7,647.76	06/06/2025
EFT	BRIGHTLY SOFTWARE, INC.	\$927.56	06/06/2025
EFT	BROWN, JACQUELINE ROSE	\$111.00	06/06/2025
EFT	CAMERA ARTISTRY	\$379.50	06/06/2025
EFT	CARTER, KAYLA	\$3,726.84	06/06/2025
EFT	CHRISTNER, PHILIP WAYNE	\$93.80	06/06/2025
EFT	COONS, MARK ADAM	\$100.17	06/06/2025
EFT	COONS, THERESA MARIE	\$122.78	06/06/2025
EFT	DIEMECKE, ANNABABETTE SIBUG	\$105.00	06/06/2025
EFT	FOLLETT CONTENT SOLUTIONS	\$954.10	06/06/2025
EFT	GRABITZ, ROBIN AMBER	\$86.00	06/06/2025
EFT	GREEN, BOBBIE JEAN	\$153.20	06/06/2025
EFT	HAWKINS, BRENT EDWARD	\$280.00	06/06/2025
EFT	HEB GROCERY COMPANY	\$7,132.55	06/06/2025
EFT	JACKSON, CAROLYN MARIE	\$147.80	06/06/2025
EFT	LEXIA VOYAGER SOPRIS INC.	\$1,000.00	06/06/2025
EFT	MITCHELL, ROBYN MICHELLE	\$91.28	06/06/2025
EFT	MOSS, SAMANTHA MARIE	\$147.80	06/06/2025
EFT	PERRY OFFICE PLUS	\$25,066.88	06/06/2025
EFT	RIVERSIDE ASSESSMENTS, LLC	\$9,657.50	06/06/2025
EFT	RUDD, JARED D	\$95.27	06/06/2025
EFT	SCHOOL SPECIALTY INC	\$1,898.84	06/06/2025
EFT	SMITH, INDIRA JACKSON	\$86.00	06/06/2025
EFT	SOUTHERN, RODNEY	\$37.49	06/06/2025
EFT	STUBBS, BETHANY COLLEEN	\$147.80	06/06/2025
EFT	SWEENEY, TONYA LYNN	\$196.40	06/06/2025
EFT	THOMAS, TOUSSAUNT LEON	\$26.18	06/06/2025
EFT	TUCKER, JUSTIN MATTHEW	\$117.39	06/06/2025
EFT	WATERBOY GRAPHICS, ANDERTON GROUP	\$437.00	06/06/2025
163050	AMERICAN RED CROSS	\$80.00	06/13/2025
163051	AT&T MOBILITY	\$4,365.66	06/13/2025

163052	ATMOS ENERGY	\$1,558.98	06/13/2025
163053	AUTOZONE	\$182.81	06/13/2025
163054	AVENUE GLASS COMPANY INC	\$115.00	06/13/2025
163055	CARNEY, PHILIP	\$3,550.00	06/13/2025
163056	CARTER, KIRBY	\$23.90	06/13/2025
163057	CHARTER COMMUNICATIONS HOLDINGS, LLC, SPECTRUM	\$4,050.54	06/13/2025
163058	CITY OF COPPERAS COVE *DUMP	\$201.71	06/13/2025
163059	CITY OF COPPERAS COVE UTILITY ADMIN	\$2,455.13	06/13/2025
163060	CITY OF COPPERAS COVE	\$600.00	06/13/2025
163061	CROWELL, DALE	\$105.00	06/13/2025
163062	EDUCATION SERVICE CTR REG 12	\$2,500.00	06/13/2025
163063	EDUCATIONAL ENTERPRISES RECORDING COMPANY, DEBORAH TALLEY	\$200.00	06/13/2025
163064	FISHER FIRM, PLLC	\$4,973.75	06/13/2025
163065	FLOWERS BAKING CO OF SAN ANTONIO	\$2,685.60	06/13/2025
163066	FRANKLIN COVEY CLIENT SALES, INC	\$3,800.00	06/13/2025
163067	GRAINGER	\$0.00	06/13/2025
163068	GRAINGER	\$840.90	06/13/2025
163069	GULF COAST PAPER COMPANY INC, IMPERIAL BAG &	\$0.00	06/13/2025
163070	GULF COAST PAPER COMPANY INC, IMPERIAL BAG &	\$19,043.90	06/13/2025
163071	HANK'S TIRES	\$96.00	06/13/2025
163072	HEIGHTS LUMBER & SUPPLY	\$0.00	06/13/2025
163073	HEIGHTS LUMBER & SUPPLY	\$0.00	06/13/2025
163074	HEIGHTS LUMBER & SUPPLY	\$0.00	06/13/2025
163075	HEIGHTS LUMBER & SUPPLY	\$4,173.25	06/13/2025
163076	HODGE, MONIKA	\$81.00	06/13/2025
163077	INTEGRITY URGENT CARE, BILLING DEPART	\$480.00	06/13/2025
163078	J ROBB DESIGNS LLC, JASON ROBB	\$4,250.00	06/13/2025
163079	LINDE GAS & EQUIPMENT INC., PRAXAIR DISTR	\$134.05	06/13/2025
163080	LOWE'S COMPANIES, INC, LOWE'S HOME CEN	\$0.00	06/13/2025
163081	LOWE'S COMPANIES, INC, LOWE'S HOME CEN	\$0.00	06/13/2025
163082	LOWE'S COMPANIES, INC, LOWE'S HOME CEN	\$4,727.19	06/13/2025
163083	MARTINEZ, MARCO ALEXANDER	\$1,000.00	06/13/2025
163084	O'REILLY AUTO PARTS*	\$0.00	06/13/2025
163085	O'REILLY AUTO PARTS*	\$0.00	06/13/2025
163086	O'REILLY AUTO PARTS*	\$0.00	06/13/2025
163087	O'REILLY AUTO PARTS*	\$7,086.57	06/13/2025
163088	PEARSON EDUCATION INC	\$112.10	06/13/2025
163089	PENDER'S MUSIC COMPANY	\$1,264.00	06/13/2025
163090	PERMA-BOUND BOOKS	\$928.62	06/13/2025
163091	PRESTO-X-RENTOKIL NORTH AMERICA, INC.	\$0.00	06/13/2025
163092	PRESTO-X-RENTOKIL NORTH AMERICA, INC.	\$0.00	06/13/2025
163093	PRESTO-X-RENTOKIL NORTH AMERICA, INC.	\$4,500.17	06/13/2025
163094	RAE SECURITY	\$586.30	06/13/2025
163095	THE RESPONSIVE COUNSELOR LLC	\$244.79	06/13/2025
163096	RICH CHICKS, LLC	\$18,433.89	06/13/2025
163097	RUSH BUS CENTER	\$682.73	06/13/2025
163098	SCHOLASTIC CLASSROOM MAGAZINE, SCHOLASTIC INC	\$4,138.75	06/13/2025
163099	SECURLY, INC	\$6,739.00	06/13/2025
163100	SSR JACKETS, MONK HOLDING	\$120.00	06/13/2025
163101	STEVE WEISS MUSIC, INC.	\$186.95	06/13/2025
163102	TASBO	\$290.00	06/13/2025
163103	TEACHWORTHY TEXAS	\$22,000.00	06/13/2025
163104	VESTIS SERVICES, LLC, VESTIS GROUP	\$0.00	06/13/2025
163105	VESTIS SERVICES, LLC, VESTIS GROUP	\$1,294.34	06/13/2025
163106	WILLIAMS, HEATHER NICOLE	\$600.00	06/13/2025
163107	WORKERS ASSISTANCE PROGRAM, INC	\$2,289.60	06/13/2025
163108	WORTH HYDROCHEM OF CENTRAL TEXAS, INC	\$297.00	06/13/2025
EFT	BRIGHTLY SOFTWARE, INC.	-\$927.56	06/13/2025
EFT	ADVANCE AUTO PARTS	\$335.04	06/13/2025
EFT	AGUILERA-NWACHUKU, EDLEEN	\$153.20	06/13/2025

EFT	AMAZON.COM LLC	\$496.44	06/13/2025
EFT	AMERICAN EXPRESS PURCHASING	\$1,194.82	06/13/2025
EFT	BRIGHTLY SOFTWARE, INC.	\$927.56	06/13/2025
EFT	BUCKRAM JR, DONALD R	\$99.00	06/13/2025
EFT	BURSE, LYDIA ERICA	\$123.00	06/13/2025
EFT	BUTTERWORTH, KRISTEN SLOAN	\$2,816.50	06/13/2025
EFT	CASSON, JANELLE DENISE	\$99.00	06/13/2025
EFT	CHAUVIN, MARSHALL PETER	\$123.00	06/13/2025
EFT	CHERIZARD, TARA DIANE	\$329.70	06/13/2025
EFT	COLLIER, PAMELA	\$118.87	06/13/2025
EFT	EQUIPMENT DEPOT LTD	\$0.00	06/13/2025
EFT	EQUIPMENT DEPOT LTD	\$1,613.09	06/13/2025
EFT	GARDNER, NATASHA	\$27.86	06/13/2025
EFT	GRAMMER, CARLIN DARRYL	\$136.00	06/13/2025
EFT	HILGENBERG, KELLY TERESE	\$107.52	06/13/2025
EFT	KENOBIE, MEGAN PEARL	\$136.00	06/13/2025
EFT	LANDERS, MICHELLE DENISE	\$43.40	06/13/2025
EFT	LOPEZ TORRES, SAYRA M	\$21.56	06/13/2025
EFT	MCKINNEY JR, LONNIE RAY	\$136.00	06/13/2025
EFT	MONTES-ROSARIO, GRETCHEN M	\$0.16	06/13/2025
EFT	NEXTIVA, INC	\$246.30	06/13/2025
EFT	ORR, BETSY JEAN	\$123.00	06/13/2025
EFT	PARTS TOWN, LLC.	\$686.07	06/13/2025
EFT	PATTERSON, TRACY SUZANNE	\$136.00	06/13/2025
EFT	PERRY OFFICE PLUS	\$2,492.09	06/13/2025
EFT	PITTS, DANIELA GABRIELE	\$56.07	06/13/2025
EFT	ROCHESTER ARMORED CAR CO, INC	\$742.20	06/13/2025
EFT	SCHOOL SPECIALTY INC	\$1,481.55	06/13/2025
EFT	SPECTRUM PRINTING	\$1,369.20	06/13/2025
EFT	TURNER, ROBERT EDWARD	\$136.00	06/13/2025
EFT	TYSON PREPARED FOODS, INC.	\$13,804.99	06/13/2025
EFT	VELASCO, ALEENA MERRISA	\$358.00	06/13/2025
EFT	VIRKIM INC	\$240.00	06/13/2025
EFT	WENDT, DIANIA MARIE	\$66.50	06/13/2025
EFT	WILLS, SHANICE TWANETTE	\$99.00	06/13/2025
EFT	YATES, LISA JANE	\$154.00	06/13/2025
EFT	CITIBANK, N.A.	\$83,487.37	06/17/2025
163109	A-1 BANNER & SIGN CO. INC	\$1,284.00	06/20/2025
163110	AFFORDABLE GLASS & WINDOW, ALBERT LOPEZ JR	\$0.00	06/20/2025
163111	AFFORDABLE GLASS & WINDOW, ALBERT LOPEZ JR	\$1,121.09	06/20/2025
163112	ATMOS ENERGY	\$0.00	06/20/2025
163113	ATMOS ENERGY	\$0.00	06/20/2025
163114	ATMOS ENERGY	\$0.00	06/20/2025
163115	ATMOS ENERGY	\$4,011.86	06/20/2025
163116	AUTISTIC TREATMENT CENTER, INC.	\$38,888.06	06/20/2025
163117	AUTOZONE	\$240.78	06/20/2025
163118	BRIGHTSPEED (DBA), CONN PARENT CORP	\$0.00	06/20/2025
163119	BRIGHTSPEED (DBA), CONN PARENT CORP	\$0.00	06/20/2025
163120	BRIGHTSPEED (DBA), CONN PARENT CORP	\$7,228.66	06/20/2025
163121	CADENCE BANK CENTER, BELL COUNTY EXP	\$13,135.00	06/20/2025
163122	CORKYS AUTOMOTIVE	\$1,141.42	06/20/2025
163123	CORSICANA ISD ATHLETICS	\$515.00	06/20/2025
163124	CTRMA PROCESSING	\$47.71	06/20/2025
163125	EDUCATION SERVICE CTR REG 12	\$0.00	06/20/2025
163126	EDUCATION SERVICE CTR REG 12	\$845.00	06/20/2025
163127	EVERWAY HOLDCO, LLC, EVERWAY LLC	\$200.24	06/20/2025
163128	FIRELIGHT BOOKS, LLC	\$1,016.40	06/20/2025
163129	GARLAND, SYDNEY KAY	\$205.90	06/20/2025
163130	GENSERVE, LLC, LJ POWER	\$716.00	06/20/2025
163131	GULF COAST PAPER COMPANY INC, IMPERIAL BAG &	\$184.02	06/20/2025

163132	H & B SUPPLY INC	\$1,391.01	06/20/2025
163133	HCTRA, VIOLATIONS	\$22.72	06/20/2025
163134	HOLT TRUCK CENTERS OF TEXAS LLC	\$0.00	06/20/2025
163135	HOLT TRUCK CENTERS OF TEXAS LLC	\$0.00	06/20/2025
163136	HOLT TRUCK CENTERS OF TEXAS LLC	\$0.00	06/20/2025
163137	HOLT TRUCK CENTERS OF TEXAS LLC	\$3,081.19	06/20/2025
163138	HOME BUILDERS INSTITUTE, HBI	\$50.00	06/20/2025
163139	JACKSON, TARA MECHELLE	\$135.00	06/20/2025
163140	MUSIC & ARTS CENTER	\$715.00	06/20/2025
163141	NATIONAL WHOLESALE SUPPLY, INC, NWS	\$0.00	06/20/2025
163142	NATIONAL WHOLESALE SUPPLY, INC, NWS	\$0.00	06/20/2025
163143	NATIONAL WHOLESALE SUPPLY, INC, NWS	\$0.00	06/20/2025
163144	NATIONAL WHOLESALE SUPPLY, INC, NWS	\$0.00	06/20/2025
163145	NATIONAL WHOLESALE SUPPLY, INC, NWS	\$0.00	06/20/2025
163146	NATIONAL WHOLESALE SUPPLY, INC, NWS	\$5,290.64	06/20/2025
163147	O'REILLY AUTO PARTS*	\$0.00	06/20/2025
163148	O'REILLY AUTO PARTS*	\$0.00	06/20/2025
163149	O'REILLY AUTO PARTS*	\$0.00	06/20/2025
163150	O'REILLY AUTO PARTS*	\$0.00	06/20/2025
163151	O'REILLY AUTO PARTS*	\$801.67	06/20/2025
163152	SCHOLASTIC BOOK FAIRS	\$5,159.56	06/20/2025
163153	SCHOLASTIC INC	\$483.89	06/20/2025
163154	SCHOOL OUTFITTERS, LLC	\$6,808.15	06/20/2025
163155	STAR AUTISM SUPPORT INC	\$4,800.00	06/20/2025
163156	THE STEPPING STONES GROUP, LLC	\$12,164.40	06/20/2025
163157	STUDIO 203	\$200.01	06/20/2025
163158	TEXAS BANDMASTERS ASSOC INC	\$1,000.00	06/20/2025
163159	TEXAS COUNCIL OF ADMIN OF SPECIAL ED/T-CASE	\$4,025.00	06/20/2025
163160	TEXAS DEPARTMENT OF LICENSING &	\$580.00	06/20/2025
163161	TEXAS DEPARTMENT OF PUBLIC SAFETY	\$38.00	06/20/2025
163162	TEXAS MUSIC EDUCATORS ASSN	\$0.00	06/20/2025
163163	TEXAS MUSIC EDUCATORS ASSN	\$0.00	06/20/2025
163164	TEXAS MUSIC EDUCATORS ASSN	\$1,080.00	06/20/2025
163165	TXU ENERGY	\$94,161.97	06/20/2025
163166	UNIFIRST CORPORATION	\$1,485.39	06/20/2025
163167	VALERO MARKETING & SUPPLY, WEX BANK	\$119.45	06/20/2025
EFT	ADVANCE AUTO PARTS	\$184.88	06/20/2025
EFT	AMAZON.COM LLC	\$2,249.70	06/20/2025
EFT	BATEMAN, LYNNETTE	\$84.00	06/20/2025
EFT	CLAYTON, MICHAEL A	\$286.30	06/20/2025
EFT	DELLERE, RONDA CHERYL	\$84.00	06/20/2025
EFT	EDMONDS, BONNIE MONIKA	\$84.00	06/20/2025
EFT	FOLLETT CONTENT SOLUTIONS	\$5,290.24	06/20/2025
EFT	HAIRE, MICHAEL	\$84.00	06/20/2025
EFT	HORNADAY, JULIE LYNN	\$329.70	06/20/2025
EFT	HORNADAY, LORRIE ETTA	\$134.78	06/20/2025
EFT	IAMS, GILBERT	\$84.00	06/20/2025
EFT	LAVER, TAD A	\$12.00	06/20/2025
EFT	MELGOZA-PEARSON, LORRAINE	\$84.00	06/20/2025
EFT	MURPH, VICTORIA DAWN	\$180.00	06/20/2025
EFT	PERRY OFFICE PLUS	\$1,260.67	06/20/2025
EFT	SAINT, JAMES LEONARD	\$307.30	06/20/2025
EFT	SANSOM, MARIE LEE	\$84.00	06/20/2025
EFT	SIMPSON, AMY ELIZABETH	\$307.30	06/20/2025
EFT	THOMAS, MISTY D	\$84.00	06/20/2025
EFT	VARRA, DAWN RENEE	\$12.00	06/20/2025
EFT	WADE, ROBERT EDMUND	\$84.00	06/20/2025
163168	A-1 BANNER & SIGN CO. INC	\$2,075.00	06/27/2025
163169	BRIGHTSPEED (DBA), CONN PARENT CORP	\$3,062.04	06/27/2025
163170	BUTLER, ASHLEY	\$84.00	06/27/2025

163171	CENTEX RECOGNITION	\$4,179.50	06/27/2025
163172	CENTRAL TEXAS COLLEGE	\$74,267.53	06/27/2025
163173	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	06/27/2025
163174	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	06/27/2025
163175	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	06/27/2025
163176	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	06/27/2025
163177	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	06/27/2025
163178	CITY OF COPPERAS COVE UTILITY ADMIN	\$0.00	06/27/2025
163179	CITY OF COPPERAS COVE UTILITY ADMIN	\$33,693.50	06/27/2025
163180	COPPERAS COVE LEADER PRESS	\$239.25	06/27/2025
163181	CTRMA PROCESSING	\$50.88	06/27/2025
163182	DECKER EQUIPMENT/SCHOOL FIX	\$372.75	06/27/2025
163183	FLOYETTE ORIGINALS	\$3,296.00	06/27/2025
163184	GARLAND, SYDNEY KAY	\$176.00	06/27/2025
163185	GARLAND, SYDNEY KAY	\$197.00	06/27/2025
163186	H & B SUPPLY INC	\$371.09	06/27/2025
163187	HCTRA, VIOLATIONS	\$150.13	06/27/2025
163188	HOTSY CARLSON EQUIPMENT CO.	\$3,060.40	06/27/2025
163189	KOCH, CAITLIN ELISE	\$4,345.91	06/27/2025
163190	LUCERO, DIANA	\$12.20	06/27/2025
163191	NORTH AMERICAN RESCUE LLC	\$6,297.00	06/27/2025
163192	PRESTO-X-RENTOKIL NORTH AMERICA, INC.	\$940.00	06/27/2025
163193	PROGRESS LEARNING	\$48,055.60	06/27/2025
163194	SHIRLEY, MEGHAN KAY	\$176.00	06/27/2025
163195	SHIRLEY, MEGHAN KAY	\$185.00	06/27/2025
163196	T-MOBILE USA INC.	\$30.65	06/27/2025
163197	TASB RMF PROPERTY/LIABILITY	\$5,066.51	06/27/2025
163198	TASB RMF WORKER'S COMP	\$13,334.81	06/27/2025
163199	TOTE UNLIMITED, TOTE INC	\$1,815.00	06/27/2025
163200	TROPICAL PARADISE INC	\$6,380.70	06/27/2025
163201	TXU ENERGY	\$5,797.47	06/27/2025
163202	UT HIGH SCHOOL	\$0.00	06/27/2025
163203	UT HIGH SCHOOL	\$0.00	06/27/2025
163204	UT HIGH SCHOOL	\$450.00	06/27/2025
163205	YOUNG, EMMA	\$205.90	06/27/2025
EFT	ADVANCE AUTO PARTS	\$104.99	06/27/2025
EFT	AMAZON.COM LLC	\$2,637.34	06/27/2025
EFT	BANEY, KATHERINE JEANNE	\$343.40	06/27/2025
EFT	BEING WELL COUNSELING SERVICES, PLLC	\$500.00	06/27/2025
EFT	BIGFORD, MADISON CHEYNE	\$286.30	06/27/2025
EFT	COOPER, JADE ARNAE	\$320.40	06/27/2025
EFT	LOPEZ, APRIL LYNN	\$456.80	06/27/2025
EFT	PARTS TOWN, LLC.	\$15,667.64	06/27/2025
EFT	POWELL LAW GROUP, LLP	\$24,987.10	06/27/2025
EFT	STIRTMIRE, PATRICIA ANN	\$49.77	06/27/2025
EFT	TOLLESON, GRACE MARIE	\$84.00	06/27/2025
EFT	VIRKIM INC	\$315.00	06/27/2025



# 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



## Copperas Cove ISD Budget Amendment Request

ACCOUNT NUMBERS								VERBAL DESCRIPTION	AMOUNT OF INCREASE	AMOUNT OF DECREASE
FUND	FUNC	OBJ	S.O.	ORG	FYR	PRG	LOCAL			
199E	13	6299	00	908	0	99	908	Misc. Contracted Services		3,128.00
199E	13	6411	00	908	0	99	908	Employee Travel		1,500.00
199E	21	6299	00	908	0	99	908	Misc. Contracted Services		8,000.00
199E	21	6399	00	908	0	99	908	Supplies		50,000.00
199E	21	6495	00	908	0	99	908	Membership Fees		48,376.00
199E	11	6117	00	908	0	11	908	Extra Duty Professional	101,004.00	
199E	11	6121	00	908	0	11	908	Extra Duty Para	10,000.00	
									111,004.00	111,004.00

Net Change to Budget:                     0                      
 Net Effect on Fund Balance:                     0                    

**EXPLANATION:**  
 Cross Function transfer needed for extra duty pay for summer school.

ORIGINATOR:                     *A. C. [Signature]*                     7/8/25  
DATE

Principal / Director Signature

APPROVED                      *C. Neath*                     7/8/2025  
DATE

DENIED  ( ) CFO, Business Services

APPROVED  ( ) \_\_\_\_\_  
 DENIED  ( ) SUPERINTENDENT DATE

APPROVED  ( ) \_\_\_\_\_  
 DENIED  ( ) BOARD APPROVAL DATE



# Board of Trustees

Date of Meeting

Item Type

Item Name

District Goal

Summary  
(Purpose/  
Objective)

Fiscal Impact

Administrative  
Recommendation

Attachments

Contact Person

E-Mail Address



STATE OF TEXAS COUNTY OF CORYELL

RESOLUTION

The Board of Trustees of the Copperas Cove Independent School District being convened in Regular Meeting Session at its regular meeting place within the boundaries of the Copperas Cove Independent School District on the 15<sup>th</sup> day of July, 2025, with a quorum present in the persons of:

Joan Manning  
John Gallen  
Mike Wilburn  
Heather Copeland  
Jeff Gores  
Sherry Hoffpauir  
Timothy Traeger

Trustees being absent: \_\_\_\_\_

WHEREAS Trustee \_\_\_\_\_ introduced the following order, moved its adoption, and the motion having been seconded by Trustee \_\_\_\_\_ was duly put and carried, said Order reading as follows:

**IT IS HERE BY RESOLVED**, ordered, and directed that the Copperas Cove Independent School District commit the following additional portions of its General Fund unassigned fund balance for the 2024-2025 fiscal year.

**BE IT RESOLVED** that \$30,000,000 of the General Fund Balance be designated to the Unassigned Fund Balance - To insure an adequate amount of funds are available to pay for up to three (3) months of general operating expenditures should there be a funding shortfall from the state or federal government. TEA recommends districts set aside at least 75 days worth of general operating expenses.

**BE IT RESOLVED** that \$10,000,000 of the General Fund Balance be committed for emergency repairs related to possible large-scale facility damage due to wind, hail, fire, etc.

**BE IT RESOLVED** that \$17,500,000 of the General Fund Balance be committed to future facility construction or renovation.

**BE IT RESOLVED** that \$7,500,000 of the General Fund Balance be committed for maintenance.

**BE IT RESOLVED** that \$6,000,000 of the General Fund Balance be committed to any potential budget deficit.

**BE IT RESOLVED** that \$5,000,000 of the General Fund Balance be committed to Budget Amendments (December 2024 Stipend, work at Lea Ledger Auditorium).

\_\_\_\_\_  
Joan Manning, President  
Copperas Cove ISD Board President

Attest:

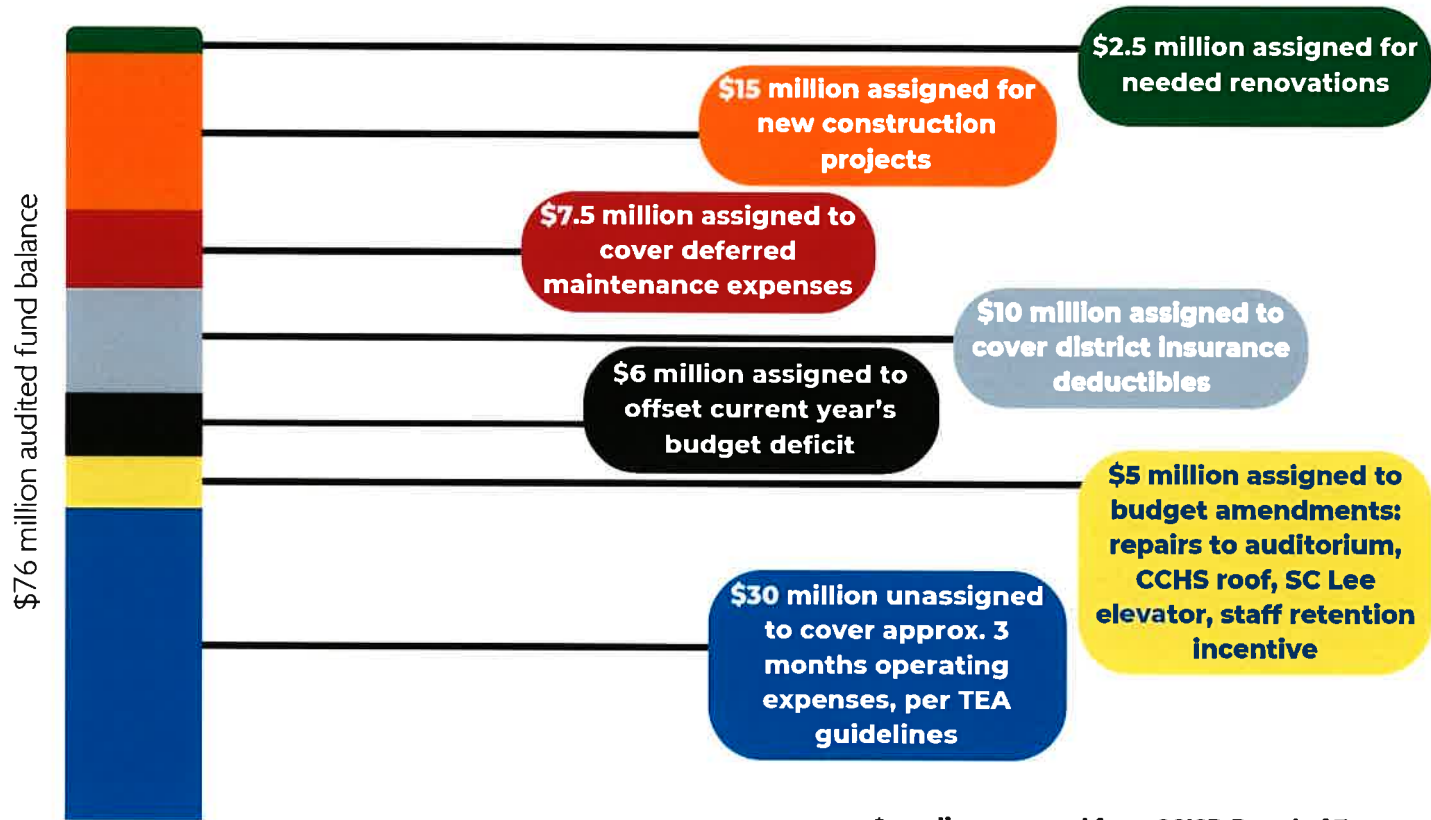
\_\_\_\_\_  
Mike Wilburn, Secretary  
Copperas Cove ISD Board Trustee

Copperas Cove ISD  
408 S. Main St.  
Copperas Cove, TX 76522

[www.ccisd.com](http://www.ccisd.com)  
254 547-1227 main  
254 547-1542 fax



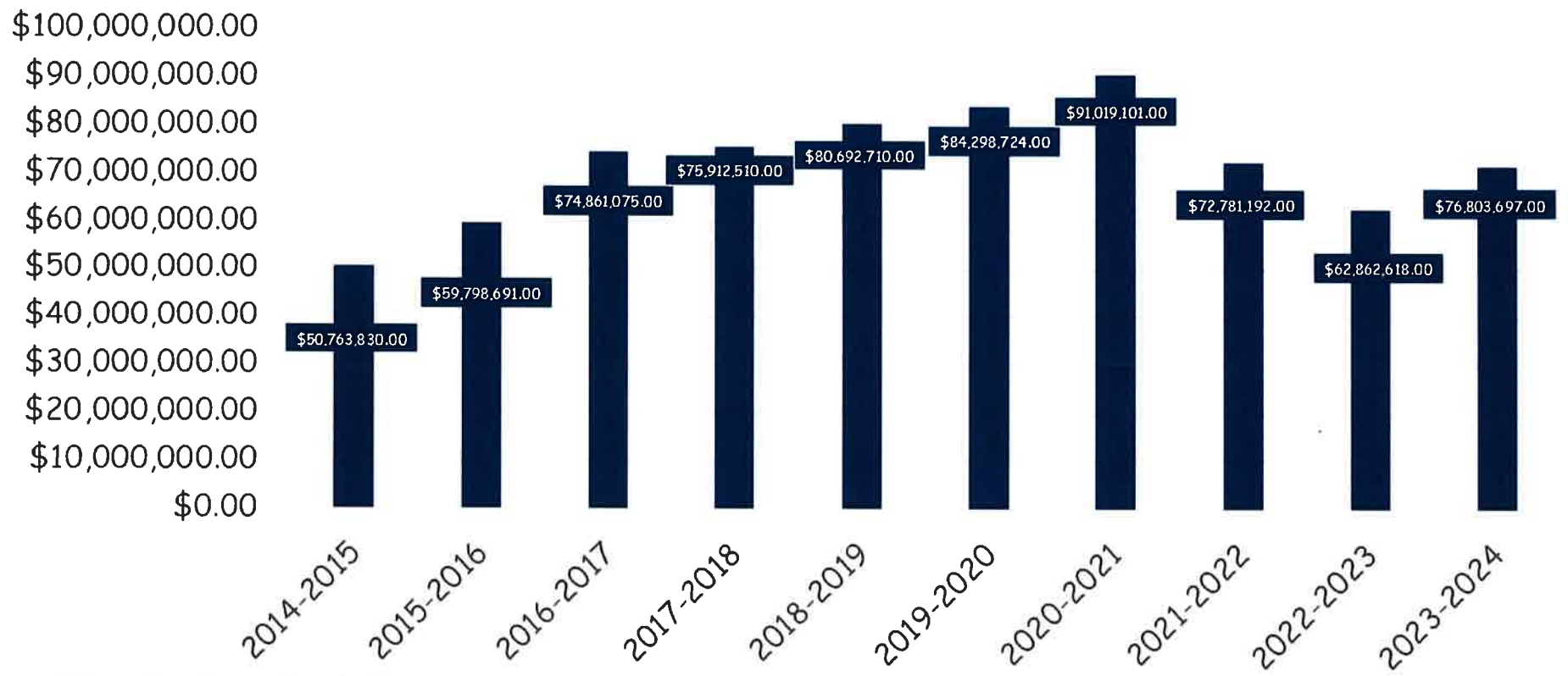
## Understanding Fund Balance Projections



\*pending approval from CCISD Board of Trustees



# Copperas Cove ISD's Fund Balance History





# 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

**Complaints**

In this policy, the terms “complaint” and “grievance” shall have the same meaning.

**Other Complaint Processes**

Student or parent complaints shall be filed in accordance with this policy, except as required by the policies listed below. Some of these policies require appeals to be submitted in accordance with FNG after the relevant complaint process:

1. Complaints alleging discrimination or harassment based on race, color, religion, sex, gender, national origin, age, or disability shall be submitted in accordance with the FFH series.
2. Complaints concerning dating violence shall be submitted in accordance with the FFH series.
3. Complaints concerning retaliation related to discrimination and harassment shall be submitted in accordance with the FFH series.
4. Complaints concerning bullying or retaliation related to bullying shall be submitted in accordance with FFI.
5. Complaints concerning failure to award credit or a final grade on the basis of attendance shall be submitted in accordance with FEC.
6. Complaints concerning expulsion shall be submitted in accordance with FOD and the Student Code of Conduct.
7. Complaints concerning any final decisions of the gifted and talented selection committee regarding selection for or exit from the gifted program shall be submitted in accordance with EHBB.
8. Complaints within the scope of Section 504, including complaints concerning identification, evaluation, or educational placement of a student with a disability, shall be submitted in accordance with FB and the procedural safeguards handbook.
9. Complaints within the scope of the Individuals with Disabilities Education Act, including complaints concerning identification, evaluation, educational placement, or discipline of a student with a disability, shall be submitted in accordance with EHBAE, FOF, and the procedural safeguards handbook provided to parents of all students referred to special education.
10. Complaints concerning instructional resources shall be submitted in accordance with the EF series.

11. Complaints concerning a commissioned peace officer who is an employee of the District shall be submitted in accordance with the CKE series.
12. Complaints concerning intradistrict transfers or campus assignment shall be submitted in accordance with FDB.
13. Complaints concerning admission, placement, or services provided for a homeless student shall be submitted in accordance with FDC.
14. Complaints concerning disputes regarding a student's eligibility for free or reduced-priced meal programs shall be submitted in accordance with COB.

Complaints regarding refusal of entry to or ejection from District property based on Education Code 37.105 shall be filed in accordance with this policy. However, the timelines shall be adjusted as necessary to permit the complainant to address the Board in person within 90 calendar days of filing the initial complaint, unless the complaint is resolved before the Board considers it. [See GKA(LEGAL)]

**Extracurricular  
Activity Complaints**

For a complaint concerning a student's participation in an extracurricular activity that does not involve a violation of a right guaranteed by Education Code Chapter 26, the Level Three decision is final and may not be appealed to the Board.

**Notice to Students  
and Parents**

The District shall inform students and parents of this policy through appropriate District publications.

**Guiding Principles**

Informal Process

The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Formal Process

A student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board

	<p>policy, nor to require a full evidentiary hearing or “mini-trial” at any level.</p>
<b>Freedom from Retaliation</b>	<p>Neither the Board nor any District employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.</p>
<b>General Provisions</b>	
Filing	<p>Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including email and fax, or by U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Filings submitted by electronic communication shall be timely filed if they are received by the close of business on the deadline, as indicated by the date/time shown on the electronic communication. Mail filings shall be timely filed if they are postmarked by U.S. Mail on or before the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.</p>
Scheduling Conferences	<p>The District shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the District may hold the conference and issue a decision in the student’s or parent’s absence.</p>
Response	<p>At Levels One, Two, and Three, “response” shall mean a written communication to the student or parent from the appropriate administrator. Responses may be hand-delivered, sent by electronic communication to the student’s or parent’s email address of record, or sent by U.S. Mail to the student’s or parent’s mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on or before the deadline.</p>
Days	<p>“Days” shall mean District business days, unless otherwise noted. In calculating timelines under this policy, the day a document is filed is “day zero.” The following business day is “day one.”</p>
Representative	<p>“Representative” shall mean any person who or organization that is designated by the student or parent to represent the student or parent in the complaint process. A student may be represented by an adult at any level of the complaint.</p> <p>The student or parent may designate a representative through written notice to the District at any level of this process. If the student or parent designates a representative with fewer than three days’ notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District’s counsel. The District may be represented by counsel at any level of the process.</p>

STUDENT RIGHTS AND RESPONSIBILITIES  
STUDENT AND PARENT COMPLAINTS/GRIEVANCES

FNG  
(LOCAL)

**Consolidating Complaints**      Complaints arising out of an event or a series of related events shall be addressed in one complaint. A student or parent shall not file separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint.

**Untimely Filings**      All time limits shall be strictly followed unless modified by mutual written consent.

If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the student or parent, at any point during the complaint process. The student or parent may appeal the dismissal by seeking review in writing within ten days from the date of the written dismissal notice, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

**Costs Incurred**      Each party shall pay its own costs incurred in the course of the complaint.

**Complaint and Appeal Forms**      Complaints and appeals under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the student or parent does not have copies of these documents, copies may be presented at the Level One conference. After the Level One conference, no new documents may be submitted by the student or parent unless the student or parent did not know the documents existed before the Level One conference.

A complaint or appeal form that is incomplete in any material aspect may be dismissed but may be refiled with all the required information if the refiling is within the designated time for filing.

**Level One**

Complaint forms must be filed:

1. Within 15 days of the date the student or parent first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and
2. With the lowest level administrator who has the authority to remedy the alleged problem.

In most circumstances, students and parents shall file Level One complaints with the campus principal.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Three following the procedure, including deadlines, for filing the complaint form at Level One.

If the complaint is not filed with the appropriate administrator, the receiving administrator must note the date and time the complaint form was received and immediately forward the complaint form to the appropriate administrator.

The appropriate administrator shall investigate as necessary and schedule a conference with the student or parent within ten days after receipt of the written complaint. The administrator may set reasonable time limits for the conference.

Absent extenuating circumstances, the administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the administrator may consider information provided at the Level One conference and any other relevant documents or information the administrator believes will help resolve the complaint.

## **Level Two**

If the student or parent did not receive the relief requested at Level One or if the time for a response has expired, the student or parent may request a conference with either the executive director of special programs or the executive director of instruction service, as appropriate, to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level One response or, if no response was received, within ten days of the Level One response deadline.

After receiving notice of the appeal, the Level One administrator shall prepare and forward a record of the Level One complaint to the Level Two administrator. The student or parent may request a copy of the Level One record.

The Level One record shall include:

1. The original complaint form and any attachments.
2. All other documents submitted by the student or parent at Level One.
3. The written response issued at Level One and any attachments.
4. All other documents relied upon by the Level One administrator in reaching the Level One decision.

The Level Two administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One. At the conference, the student or parent may provide information concerning

any documents or information relied upon by the administration for the Level One decision. The Level Two administrator may set reasonable time limits for the conference.

The Level Two administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Two administrator may consider the Level One record, information provided at the Level Two conference, and any other relevant documents or information the Level Two administrator believes will help resolve the complaint.

Recordings of the Level One and Level Two conferences, if any, shall be maintained with the Level One and Level Two records.

### **Level Three**

With the exception of complaints regarding extracurricular activities, described above, if the student or parent did not receive the relief requested at Level Two or if the time for a response has expired, the student or parent may request a conference with the Superintendent or designee to appeal the Level Two decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Two response or, if no response was received, within ten days of the Level Two response deadline.

After receiving notice of the appeal, the Level Two administrator shall prepare and forward a record of the Level Two appeal to the Level Three administrator. The student or parent may request a copy of the Level Two record.

The Level Two record shall include:

1. The Level One record.
2. The notice of appeal from Level One to Level Two.
3. The written response issued at Level Two and any attachments.
4. All other documents relied upon by the Level Two administrator in reaching the Level Two decision.

The Level Three administrator shall schedule a conference within ten days after the appeal notice is filed. The conference shall be limited to the issues and documents considered at Level One and Level Two and identified in the Level Three appeal notice. At the conference, the student or parent may provide information concerning any documents or information relied upon by the administration for the Level Two decision. The Level Three administrator may set reasonable time limits for the conference.

The Level Three administrator shall provide the student or parent a written response within ten days following the conference. The written response shall set forth the basis of the decision. In reaching a decision, the Level Three administrator may consider the Level One and Level Two records, information provided at the Level Three conference, and any other relevant documents or information the Level Three administrator believes will help resolve the complaint.

Recordings of the Level One, Level Two, and Level Three conferences, if any, shall be maintained with the Level One, Level Two, and Level Three records.

#### **Level Four**

If the student or parent did not receive the relief requested at Level Three or if the time for a response has expired, the student or parent may appeal the decision to the Board.

The appeal notice must be filed in writing, on a form provided by the District, within ten days of the date of the written Level Three response or, if no response was received, within ten days of the Level Three response deadline.

The Superintendent or designee shall inform the student or parent of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board the record of the Level Three appeal. The student or parent may request a copy of the Level Three record.

The Level Three record shall include:

1. The Level One record.
2. The Level Two record.
3. The notice of appeal from Level Two to Level Three.
4. The written response issued at Level Three and any attachments.
5. All other documents relied upon by the administration in reaching the Level Three decision.

The appeal shall be limited to the issues and documents considered at Level Three, except that if at the Level Four hearing, the administration intends to rely on evidence not included in the Level Three record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the hearing.

The District shall determine whether the complaint will be presented in open or closed meeting in accordance with the Texas Open Meetings Act and other applicable law. [See BE]

The presiding officer may set reasonable time limits and guidelines for the presentation, including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Four presentation. The Level Four presentation, including the presentation by the student or parent or the student's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If the Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Three.

PURCHASING AND ACQUISITION

CH  
(LOCAL)

**Purchasing  
Authority**

The Board delegates to the Superintendent the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs \$50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Exception for  
Emergency  
Contracts

In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement, construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

Purchasing  
Procedures

The Superintendent shall develop purchasing procedures to implement the requirements of state and federal law. [See also CB, CBB, CH(LEGAL), and COA]

Purchasing Method

The Board delegates to the Superintendent the authority to determine the method of purchasing in accordance with CH(LEGAL) or CBB(LEGAL), as appropriate.

*Competitive  
Bidding*

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids in accordance with state or federal law, as applicable.

*Competitive  
Sealed Proposals*

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified

PURCHASING AND ACQUISITION

CH  
(LOCAL)

time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

The District may reject any and all proposals in accordance with state or federal law, as applicable.

**Electronic Bids or Proposals**

Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.

**Responsibility for Debts**

The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.

**Purchase Commitments**

All purchase commitments shall be made by the Superintendent in accordance with administrative procedures, including the District's purchasing procedures.

**Personal Purchases**

District employees shall not be permitted to make purchases for personal use through the District's business office.

**Note:** This local policy has been revised in accordance with the District's [innovation plan](#).<sup>1</sup>

**T-TESS**

The District shall appraise teachers annually using the Texas Teacher Evaluation and Support System (T-TESS) in accordance with law, administrative regulations, and the District's innovation plan.

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

Annual Appraisal

District teachers shall be appraised annually.

*Exception*

Teachers who are eligible for less frequent evaluations in accordance with law [see DNA(LEGAL)] and the local criteria established in this policy shall be appraised in accordance with the provisions below.

Less-Than-Annual

*Eligibility*

In addition to meeting the eligibility requirements in state rules, to be eligible for less-than-annual evaluations under the T-TESS, a teacher shall:

1. Be employed on an educator term contract,
2. Hold SBEC certification,
3. Have served in the current teaching assignment for at least one year,
4. Be assigned in his/her certification area, and
5. Be employed in a role that is not eligible for Teacher Incentive Allotment.

*Frequency*

Eligible teachers shall be appraised every three years.

During any school year when a complete appraisal is not scheduled for an eligible teacher, either the teacher or the principal may require that an appraisal be conducted by providing written notice to the other party.

A teacher's supervisor shall have the authority to return a teacher to the traditional appraisal cycle at any time as a result of performance deficiencies documented in accordance with state rule.

*Annual Review  
Process*

In the years in which a T-TESS appraisal is not scheduled for an eligible teacher, the teacher shall participate in an annual review process that includes the elements listed in state rule.

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

The annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.

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<sup>1</sup> Innovation Plan: [www.ccisd.com](http://www.ccisd.com)



# 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 125

### Copperas Cove ISD

**AIA(LEGAL)                      ACCOUNTABILITY: ACCREDITATION AND PERFORMANCE INDICATORS**

Revisions to 19 Administrative Code 97.1003(f)(3), effective February 10, 2025, prompted edits at Local Accountability Plan — Submission and Audit Standards.

**AIE(LEGAL)                      ACCOUNTABILITY: INVESTIGATIONS**

A citation to the Administrative Code has been adjusted at the end of the policy.

**B(LEGAL)                              LOCAL GOVERNANCE**

The Section B Table of Contents has been updated to reflect revised names for policies BDB, Board Committees, and BDF, Advisory Committees.

**BBD(LEGAL)                      BOARD MEMBERS: TRAINING AND ORIENTATION**

19 Administrative Code 61.1051 was repealed on December 6, 2024, but 19 Administrative Code 61.1(b)(7), which references the repealed rule, was not amended. The requirements in the repealed provision were moved to 19 Administrative Code 103.1401. A Note has been added at Identifying and Reporting Abuse to clarify the location of the requirements.

**BDAA(LOCAL)                      OFFICERS AND OFFICIALS: DUTIES AND REQUIREMENTS OF BOARD OFFICERS**

Revisions are recommended to this local policy on board officer duties and requirements. At Board Officers, the sentence indicating that the board may assign a district employee to provide clerical assistance is recommended for deletion since the superintendent, rather than the board, manages staff assignments, including providing support to the board.

**BDB(LEGAL)                      BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES**

To coordinate with the recommended changes to the local policy at this code, the subtopic has been changed from Internal Committees to Board Committees.

**BDB(LOCAL)                      BOARD INTERNAL ORGANIZATION: BOARD COMMITTEES**

This policy has been revised in coordination with BDF(LOCAL) to clarify the difference between board committees and advisory committees. Accordingly, the subtopic of this code has been changed from Internal Committees to Board Committees, and new provisions are recommended to establish how board committees are formed and outline their purpose. Text addressing Dissolution of board committees is also recommended for inclusion. The language previously at Special Committees has been moved to BDF(LOCAL).

**BDF(LEGAL)                      BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES**

To coordinate with the recommended changes to the local policy at this code, the subtopic has been changed from Citizen Advisory Committees to Advisory Committees.

**BDF(LOCAL)                      BOARD INTERNAL ORGANIZATION: ADVISORY COMMITTEES**

This new local policy is recommended for inclusion to coordinate with the changes at BDB. The subtopic of this code has been changed from Citizen Advisory Committees to Advisory Committees. Language has been moved here from BDB(LOCAL) and updated to clarify how advisory committees are formed and the parameters of their responsibilities. A section on Dissolution of the committees is also recommended for inclusion.

# Explanatory Notes

## TASB Localized Policy Manual Update 125

### **Copperas Cove ISD**

#### **BJB(LLEGAL)**

#### **SUPERINTENDENT: RECRUITMENT AND APPOINTMENT**

New rules at 19 Administrative Code 103.1213 regarding the Sentinel system were adopted on December 13, 2024, and a new section on required reporting in that system after a superintendent change has been added to this legal framework.

#### **CBA(LLEGAL)**

#### **STATE AND FEDERAL REVENUE SOURCES: STATE**

Revisions reflect amendments at 19 Administrative Code 61.1034, effective April 13, 2025, to clarify the criteria a district must meet to be eligible for the New Instructional Facility Allotment (NIFA). Additional information about NIFA has also been included to outline eligibility provisions and the application process. NIFA was created in 1999 for districts to provide for operational expenses associated with the opening of a new instructional facility and is available to all public school districts that meet the requirements of the statute and rule.

#### **CKA(LLEGAL)**

#### **SAFETY PROGRAM/RISK MANAGEMENT: SAFETY AND SECURITY AUDITS AND MONITORING**

New rules at 19 Administrative Code 103.1213, effective December 15, 2024, relating to the Sentinel system prompted revisions to this legal framework on safety and security audits and monitoring. A section on Reporting Through Sentinel has been added, and additional changes reflecting new reporting requirements for vulnerability assessments and intruder detection audits have been made.

#### **CKC(LLEGAL)**

#### **SAFETY PROGRAM/RISK MANAGEMENT: EMERGENCY PLANS**

The new rules regarding the Sentinel system necessitated additional language regarding the Texas School Safety Center's uploading of multihazard emergency operation plans to that system. The new rules became effective December 15, 2024, and are found at 19 Administrative Code 103.1213.

#### **CLA(LLEGAL)**

#### **BUILDINGS, GROUNDS, AND EQUIPMENT MANAGEMENT: SECURITY**

New requirements have been added at Human Trafficking Warning Signs to reflect a new rule adopted at 19 Administrative Code 103.1403, effective December 11, 2024.

#### **CMD(LLEGAL)**

#### **EQUIPMENT AND SUPPLIES MANAGEMENT: INSTRUCTIONAL MATERIALS CARE AND ACCOUNTING**

Changes at 19 Administrative Code 67.1315, effective December 15, 2024, prompted revisions relating to the requirement for districts to adopt an open education resource instructional materials plan unless otherwise exempt.

#### **CNB(LLEGAL)**

#### **TRANSPORTATION MANAGEMENT: DISTRICT VEHICLES**

A cross-reference to CNC has been added at School Bus Advertising for clarity regarding reporting requirements for crashes involving buses with advertising.

#### **CNC(LLEGAL)**

#### **TRANSPORTATION MANAGEMENT: TRANSPORTATION SAFETY**

At Annual Report to TEA, revisions to this legal framework were required after 19 Administrative Code 61.1028 was repealed and provisions moved to the new 19 Administrative Code 103.1231, effective March 10, 2025. Other revisions have been made for clarity.

# Explanatory Notes

## TASB Localized Policy Manual Update 125

### **Copperas Cove ISD**

#### **DEAB(LLEGAL)**

#### **COMPENSATION PLAN: WAGE AND HOUR LAWS**

At Exempt Employees — Academic Administrators, the salary/fee rate has been removed and replaced with a reference to the established weekly threshold to prevent the need for continuous updating as the Fair Labor Standards Act rules are amended over time.

#### **DMA(LLEGAL)**

#### **PROFESSIONAL DEVELOPMENT: REQUIRED STAFF DEVELOPMENT**

A citation change at Child Abuse, Trafficking, and Maltreatment reflects provisions from the Administrative Code that were repealed on December 11, 2024, and moved to 19 Administrative Code 103.1401. At Mental Health, provisions have been added to reflect the adoption of 19 Administrative Code 153.1015, effective December 2, 2024.

#### **EHBAA(LLEGAL)**

#### **SPECIAL EDUCATION: IDENTIFICATION, EVALUATION, AND ELIGIBILITY**

At Evaluation for Change in Eligibility, provisions have been removed to reflect amendments to 19 Administrative Code 89.1070, adopted November 1, 2024. A cross-reference to EIF has been added for clarity.

#### **EHBAD(LLEGAL)**

#### **SPECIAL EDUCATION: TRANSITION SERVICES**

Provisions at Graduation have been revised to reflect amendments to 19 Administrative Code 89.1070, adopted November 1, 2024.

#### **EHBAF(LLEGAL)**

#### **SPECIAL EDUCATION: VIDEO/AUDIO MONITORING**

19 Administrative Code 61.1051 was repealed on December 6, 2024, but 19 Administrative Code 103.1301, which references the repealed rule, was not amended. The requirements in the repealed provision were moved to 19 Administrative Code 103.1401. A Note has been added at Confidentiality — Duty to Report to clarify the location of the requirements.

#### **EHBE(LLEGAL)**

#### **SPECIAL PROGRAMS: BILINGUAL EDUCATION/ESL**

Extensive revisions throughout this legal framework reflect amendments to numerous Administrative Code rules, effective February 7, 2025, relating to bilingual and ESL programs.

#### **EHDE(LLEGAL)**

#### **ALTERNATIVE METHODS FOR EARNING CREDIT: DISTANCE LEARNING**

Changes throughout this legal framework reflect amendments to the Administrative Code adopted on February 14, 2025.

#### **EI(LOCAL)**

#### **ACADEMIC ACHIEVEMENT**

At Partial Credit, recommended revisions replace the phrase "combined grade for" with "average of" to more accurately reflect the determination of awarding credit when a student earns a passing grade in only half of a course.

#### **EIF(LLEGAL)**

#### **ACADEMIC ACHIEVEMENT: GRADUATION**

Revisions to this legal framework are a result of amendments to 19 Administrative Code 89.1070, adopted November 1, 2024.

#### **FDA(LLEGAL)**

#### **ADMISSIONS: INTERDISTRICT TRANSFERS**

A paragraph has been added at Discipline and Threat Assessment Records as a result of the new Sentinel rules found at 19 Administrative Code 103.1213, effective December 15, 2024.

Explanatory Notes  
TASB Localized Policy Manual Update 125

**Copperas Cove ISD**

**FDE(LOCAL)                      ADMISSIONS: SCHOOL SAFETY TRANSFERS**

At Safe Schools Data, “bullying” is recommended for inclusion as an offense for which the district must collect and maintain data. The revision aligns with the Unsafe School Choice Option Guidance Handbook.

**FEC(LOCAL)                      ATTENDANCE: ATTENDANCE FOR CREDIT**

This local policy has been impacted by the district’s innovation plan. Please contact your policy consultant to discuss your renewed or revised innovation plan and any potential policy revisions.

**FFAC(LEGAL)                      WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

Extensive changes throughout this legal framework have been made for clarity and to reflect new Department of State Health Services rules on Maintenance and Administration of Medication for Respiratory Distress.

**FFAC(LOCAL)                      WELLNESS AND HEALTH SERVICES: MEDICAL TREATMENT**

The revisions to the legal framework at this code reflect the new Department of State Health Services rules on unassigned medication for respiratory distress. If your district currently maintains medication that can be used when a person is experiencing respiratory distress, please contact your policy consultant for appropriate text to include in your local policy.

**FFB(LEGAL)                      STUDENT WELFARE: CRISIS INTERVENTION**

A section on Use of Sentinel Assessment Instrument, Manual, and Field Guide has been added to reflect the new Sentinel rules found at 19 Administrative Code 103.1213, effective December 15, 2024.

**FOC(LEGAL)                      STUDENT DISCIPLINE: PLACEMENT IN A DISCIPLINARY  
ALTERNATIVE EDUCATION SETTING**

Revisions to this legal framework at Determination of Violent Conduct reflect new language at 19 Administrative Code 103.1205, effective October 29, 2024.

**FOF(LEGAL)                      STUDENT DISCIPLINE: STUDENTS WITH DISABILITIES**

A new section on Peace Officer or Security Personnel Use of Restraint or Taser has been added to reflect new language at 19 Administrative Code 89.1053, effective October 7, 2024.



# 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



## Dual Credit Agreement 2025-2027 Emergency Medical Technician (EMT)

This Dual Credit Agreement (hereinafter referred to as “Agreement”) is made and entered into by and between the Central Texas College, at 6200 West Central Texas Expressway, Killeen, Texas 76549, (hereinafter referred to as “CTC”), and **Copperas Cove Independent School District**, located at 408 South Main Street, Copperas Cove, Texas 76522 (hereinafter referred to as “ISD”), collectively referred to as the “Parties”, pursuant to the authority granted in compliance with section 29.908 of the Texas Education Code.

### 1) TERM

This Agreement shall be in effect from August 1, 2025 to July 31, 2027.

### 2) OVERVIEW

CTC is dedicated to serving students and communities by fostering collaborative partnerships with school districts. A major initiative promoting a college-going and college graduation culture is the Central Texas College Dual Credit Program, which complies with the rules set forth by the State of Texas [TAC title 19, Chapter 4, Subchapter D, Rule §4.84] for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

### 3) PURPOSE

The purpose of this Agreement is to specify the roles and responsibilities of CTC and the School District participating in the Dual Credit Program.

### 4) DUAL CREDIT PROGRAM DEFINITION

- A) Dual Credit: a program for eligible high school students to complete college course(s) and receive credit from both the college and the high school under Texas Education Code, §130.008, and/or complete college courses offered by an institution of higher education, for which a high school student may earn credit toward satisfaction of:
1. a career and technical education course that satisfies a requirement necessary to obtain an industry-recognized credential or certificate or an associate degree;
  2. a foreign language requirement at an institution of higher education
  3. a requirement in the core curriculum, as that term is defined by Texas Education Code, §61.821, at an institution of higher education; or
  4. a requirement in a field of study curriculum developed by the coordinating board under Texas Education Code, §61.823.

### 5) COLLABORATION

- A) It is mutually recognized that CTC and ISD have certain objectives in common:

1. educating and training students in preparation for future education and future employment.
  2. providing ISD students with the highest quality educational opportunities.
  3. ensuring accessibility to education in the most economical means possible.
- B) CTC and the ISD agree as follows:
1. CTC and ISD officials will work collectively to provide the necessary information to ensure that an effective college course schedule is created and maintained.
  2. Adjustments to the schedule will be made as needed. CTC reserves the right to cancel courses due to low enrollment. Course cancellation decision will be made prior the first day of class. Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.
  3. The course minimum for college courses taught during the school day, by dual credit instructors is 8 students per section. The CTC liaison is the Associate Dean of Dual Credit Programs. The School District liaison is the Director of Dual Enrollment.
- C) Each semester, a CTC Dual Credit Registration Request Form must be used to document all students' requests for enrollment in college courses and follow the review and approval process established by CTC and the ISD. TSI scores and high school transcripts must be submitted with the Registration Request Form.

## **6) STUDENT ELIGIBILITY**

- A) Student eligibility is determined by the requirements outlined in the Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4 Subchapter D, §4.85 (b)1-5.
- B) The current Central Texas College Course Catalog shall determine all admission and registration requirements.
- C) CTC requires ISD to follow all CTC enrollment procedures and guidelines for dual credit students.
- D) Students may be enrolled in dual credit courses only with the consent of the ISD and approval by CTC.

## **7) ELIGIBLE COURSES**

- A) In accordance with Texas Education Code 130.008(a) and 28.0095(a)(3), eligible dual credit courses must be:
  1. In the college core curriculum
  2. a career and technical education course listed in the Workforce Education Course Manual (WECM); or
  3. a foreign language course; or

4. a requirement in a field of study curriculum
- B) All college courses offered for dual credit shall:
1. Comply with the rules and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);
  2. Adhere to the descriptions and content as specified in the current edition of the Academic Course Guide Manual or the Workforce Education Course Manual; and
  3. Provide advanced academic instruction that enable students to master the Texas Essential Knowledge and Skills for the corresponding high school course.
  4. Developmental courses and those classified as remedial or orientation are not eligible for dual credit.
- C) An approved list of dual credit offerings shall be provided by CTC and the ISD and included as an attachment to this agreement. The list shall be amended annually by CTC, in partnership with the ISD, and any revisions are hereby incorporated into this Agreement.
- D) All students shall be placed on a CTC degree plan or certificate of completion plan, as applicable. The number of credits required for a CTC degree shall not exceed 60 credits, and full-time dual credit students may complete an associate degree within two years. Under special circumstances, dual credit eligible students may be permitted to earn more than 60 credits with prior written approval from both CTC and the ISD.

## **8) EMERGENCY MEDICAL TECHNICIAN PROGRAM**

- A) Program Application
1. Students must complete and submit EMS program application with associated release forms to the EMS program clerk no later than November prior to the spring semester.
- B) Verification Letter
1. ISD must provide a letter of verification acknowledging that enrolled students are in good standing with no violence or drug offenses at school.
- C) Required Student Immunizations
1. One dose of rubella after the first birthday
  2. Tetanus/Diphtheria/Pertussis booster within 10 years,
  3. Hepatitis B series (takes 6 months to complete),
  4. Documentation of negative screening results for tuberculosis, must complete TB test no more than 90 days prior to the program start date: 2-Step Tuberculin Skin Test.
  5. Proof of 2 doses of measles vaccine administered on or after the 1<sup>st</sup> birthday and at least 30 days apart,
  6. One dose of mumps vaccine administered after the 1<sup>st</sup> birthday,
  7. Proof of varicella vaccination, and

8. Other immunizations as determined to be medically necessary.
9. Many clinical sites require proof of Covid19 vaccination. Students should expect this requirement.

D) Physical

1. Students must complete a current physical within six months of the start of class. Completed physicals will be submitted to the CTC EMS program clerk. The student has to be cleared for unlimited EMS job-related, physical activity or they cannot attend clinical. Physicals can be completed by the school nurse or completed with athletic physical (must be on CTC form).

**9) LOCATION OF CLASS AND TEACHING ENVIRONMENT**

A) Location

1. CTC offers dual credit courses to ISD at the CTC campus located at 6200 West Central Texas Expressway, Killeen, Texas, 76549.

B) Teaching Environment

1. CTC will provide classroom space, equipment and other peripherals on its campus as needed and applicable to enhance the education process.

**10) STUDENT COMPOSITION OF CLASS**

- A) A dual credit course may be composed of dual credit students only or of a mixture of dual credit and college students. All such enrollments shall be governed by the criteria set forth in Title 19, Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4, Subchapter D, Section 4.85(d)1-3 and SACSCOC rules relating to Dual Credit.

**11) FACULTY SELECTION, SUPERVISION, EVALUATION, DEVELOPMENT**

- A) Faculty members must meet the minimum requirements of CTC and the Southern Association of Colleges and Schools, Commission on Colleges. Approval procedures outlined in CTC Instructor Qualification and Approval Procedures, Human Resources Policy #160 will be followed. CTC will hire or qualify all instructors, to teach the courses subject to the terms of this Agreement. Each approved Dual Credit Instructor will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with CTC's policies and procedures, in accordance with the standards established by the State of Texas and SACSCOC.
- B) ISD faculty approved as Dual Credit Instructors will be cleared by CTC's office of Human Resources to teach college courses.
- C) The certification process outlined in Texas Education Code Chapter 22, administered by the Texas Department of Public Safety, is a mandatory requirement for all Dual Credit Instructors. CTC will confirm ISD campus assignment of dual credit teachers with the ISD campus administration prior to notifying the teacher of assignment.

- D) Dual Credit Instructors will submit all required reporting documents such as roster verifications, student learning outcome results, syllabi/section outlines, and submission of grades (pass/fail and numeric) by deadline(s) set by CTC.
- E) Dual Credit Instructors will provide students the course syllabus on the first day of class.
- F) Dual Credit Instructors will alert the department chair immediately if there is an issue with equipment or textbooks.
- G) Dual Credit Instructors will follow the curriculum provided by CTC.
- H) Dual Credit Instructors will follow the protocol for communicating with the department chair on any grading or student concerns.
- I) Dual Credit Instructors will maintain communication with the department chair throughout the semester.
- J) Dual Credit Instructors will attend training provided by CTC.
- K) Dual Credit Instructors must comply with CTC faculty training/certification requirements.
- L) Dual Credit Instructors must communicate with dual credit students through CTC email or Blackboard.
- M) CTC will pay all dual credit faculty for each section taught pursuant to CTC's current part-time teaching rate. Payment will be twice a month as published on the CTC Payroll Calendar. All instructors paid by CTC will be obligated to sign a CTC adjunct instructor Part Time Employment Agreement.
- N) All dual credit faculty will conform to all CTC policies and procedures.

## **12) COURSE CURRICULUM, INSTRUCTION, AND GRADING**

- A) CTC will ensure that all dual credit courses, whether taught at CTC, online, blended or at the ISD are equivalent with respect to curriculum, materials, instruction, method, and rigor as those courses offered at the CTC Central Campus. The quality and rigor of the dual credit courses will be sufficient to ensure student success in subsequent courses.
- B) CTC will report numerical grades for courses to designated ISD staff based upon an agreed-upon grade reporting calendar provided by the ISD. If an instructor misses the grade report deadline, the ISD will be notified, and grades will be sent upon receipt from the instructor. Grade changes will be reported by student name and course. CTC and ISD utilize different grading scales. As a result, students receiving a final grade of 60 or higher in the college course will receive high school credit for the course.
- C) CTC will provide a list of textbooks 21 days in advance of the start of the semester for college courses taught by CTC instructors at the high school campus to ensure purchase prior to the school year/term.
- D) The ISD will ensure that all dual credit students have books on the first day of class.
- E) To accommodate exchange of information among CTC, ISD teachers instructing college courses will receive e-mail accounts from respective institutions.

### **13) ACADEMIC POLICIES, ADVISING, AND STUDENT SUPPORT SERVICES**

- A) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit students.
- B) Course performance will be part of students' permanent academic records at CTC and ISD.
- C) Students are subject to the rules of conduct, plagiarism, and disciplinary standards published in the CTC Course Catalog and are subject to the penalties defined by such standards.
- D) Students must adhere to CTC's census date policy by completing an academically related activity (graded or non-graded) prior to the census date. Students that do not adhere to the policy are subject to being dropped.
- E) Students are required to provide their valid social security number on their admission application. If student is not a U.S. citizen or permanent resident, student must provide the state-approved alternative student identification number. Refer to Data Sharing section for additional information that ISD is required to provide.
- F) CTC Academic advising will be available to all students throughout their enrollment with CTC. In addition, CTC support services, such as the library services, tutoring, etc. are offered to students as needed and applicable, with the goal being student successfully completing the dual credit courses.
- G) ISD will ensure that the registered courses for students are in the students' Individual Graduation Plan.
- H) ISD will ensure approved CTC courses count toward required credit for high school graduation.
- I) CTC and ISD shall coordinate and participate jointly in parent and student information sessions, college visits, counselor training workshops, and other activities as set forth herein.
- J) CTC will provide an orientation for first-time dual credit students.
- K) CTC's Disability Support Services (DSS) office provides reasonable accommodations to students in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. In order for students with disabilities to receive accommodations from CTC, student must initiate contact to and provide CTC's, DSS office with the current (within three years of enrollment at CTC) documentation of disability. Documentation consists of a statement or evaluation from an appropriate and recognized health professional. The Individualized Education Plan used for public school students does not qualify as a substitute for documentation from an appropriate and recognized health care professional.

High school personnel will ensure students are aware of these requirements and instruct students who wish to seek accommodations to contact DSS at (254) 501-3006 to set up an appointment for evaluation of the student's needs.

- L) Information about the dual credit program shall be made readily available by both CTC and the ISD through their marketing materials and shall also be available on a designated dual credit page on the Central Texas College website, [www.ctcd.edu](http://www.ctcd.edu) .

**14) TRANSCRIPTION OF CREDIT**

- A) For dual credit courses, high school as well as college credit should be transcribed immediately upon a student’s completion of the performance required in the course.
- B) The ISD transcription of grades for courses may differ from CTC’s based on Texas Education Association policies, specifically those relating to courses required to have the End of Course State of Texas Assessment of Academic Readiness exams.

**15) FUNDING**

- A) The ISD will claim contact hours for purposes of state reporting. CTC will claim all other funding for all students receiving college credit in dual credit courses.
- B) FAST Eligible Students: Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. FAST eligible students shall not be responsible for tuition and book fees. The criteria for determining whether a students is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1)(2) and the rules promulgated by the Texas Higher Education Coordinating Board. There is no cost to ISD for tuition regarding FAST eligible students, ISD is however responsible for the cost of books, instructional materials, fees and supplies such as computing devices or other items not specifically provided for within this agreement. Invoices billed to ISD are payable net 30 days.
- C) Non-FAST Eligible Students: For students that do not meet the criteria for FAST eligibility as prescribed above, the FAST tuition rate will be prescribed by the Texas Higher Education Coordinating Board and approved by the Central Texas College Board of Trustees. ISD will be billed per student the current FAST tuition rate, supplies, fees, and books for up to 60 credit hours over the course of the student’s high school enrollment as approved by ISD. If the ISD does not cover tuition costs, tuition, fees, supplies, and books will be the responsibility of the non-FAST eligible students. Tuition, fees, supplies, and books for additional courses will be billed to the student for courses and materials outside of this agreement. For any and all refunds where a student withdraws from a course or program, refunds are administered according to the CTC refund schedule. Refunds for student withdrawal are calculated effective the date the Dual Credit Programs Office or CTC Site Director receives notification of student withdrawal from the ISD.

- D) ISD at its sole discretion may choose to require reimbursement from any ISD student that is not FAST eligible for tuition, fees, books, or other course materials paid for by the ISD. Student reimbursement shall not be a condition of the ISD's payment for the amounts billed by CTC to the ISD. The ISD may not require reimbursement for any costs from students that are FAST eligible.
- E) If applicable, ISD is responsible for all costs of transportation of students.
- F) When applicable, the use of free or low-cost open educational resources will be considered as a means to enhance accessibility and reduce financial barriers for learners.

## **16) DATA SHARING**

- A) Data shall be provided by ISD to CTC. Data will be transmitted using secure methods that adhere to accepted cybersecurity standards. Information needed is listed as items 1-7, all information will be provided in a timely manner to meet reporting deadlines set forth by the Texas Higher Education Coordinating Board.
  - 1. Enrollment information for all students: First Name, Last Name, Middle Initial; Date of Birth (DOB); Social Security Number (SSN) for all U.S. Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, provide the state-approved alternative student identification number.
  - 2. High school attending;
  - 3. Date of high school graduation;
  - 4. Endorsement areas of each student;
  - 5. Special group identification, for example Early College Program or STEM;
  - 6. Cumulative GPAs; and
  - 7. Texas Student Data System (TSDS) Unique ID

## **17) ACCREDITATION AND STANDARDS**

The educational partners to the agreement are independent agencies accredited by various state and regional accrediting agencies. Each institution is responsible for meeting the standards established by the accrediting agencies under whose authority it awards degrees and certificates. No provision of this agreement shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

## **18) RENEWAL AND TERMINATION**

- A) This Agreement shall be in effect from August 1, 2025 to July 31, 2027.
- B) This Agreement supersedes any prior Agreement(s).
- C) This Agreement may be terminated in whole or in part by either party providing ninety (90) calendar days written notice to the other party. Such notice shall be sent by certified mail, return receipt requested, to the address of the respective parties listed above. However, such termination shall not take effect with regard to the students already enrolled, until such time as those students have completed

their respective courses. At the time of such termination, both parties should immediately cease to enroll students beyond the final term in which students are enrolled.

**19) LIABILITY**

- A) To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each party agrees to be responsible for its own acts or failure to act, including acts of negligence, which may arise in connection with any and all claims for damages, costs, and expenses to person or persons and property that may arise out of or be occasioned by this Agreement or any of its activities or from any act or omission of any employee or invitee of the parties of the Agreement. The provisions in this paragraph are solely for the benefit of the parties of this Agreement and are not intended to create or grant any rights, contractually or otherwise to any third party.
- B) For breach of any provision herein, the liability of the defaulting party shall be limited to direct actual damages only and all other damages and remedies are waived. In no event shall either party be liable to the other party for consequential, incidental, or indirect damages in tort, contract, under any indemnity provision or otherwise.
- C) This Agreement shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.
- D) This Agreement contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This Agreement may be revised or modified in any fashion only by signed written agreement between the parties.

CENTRAL TEXAS COLLEGE

COPPERAS COVE INDEPENDENT  
SCHOOL DISTRICT



Dr. Tamara Clunis  
Vice Chancellor  
Instruction and Workforce Education

\_\_\_\_\_  
Dr. Brent Hawkins  
Superintendent

6/27/25  
Date

\_\_\_\_\_  
Date

Attachment 1

Courses and Costs

**Courses toward EMT-Paramedic (EMP15.CC1)**

**Certificate of Completion**

**Endorsement Public Safety**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1 (Spring)</b>				
Emergency Medical Technician	EMSP 1401	4	Extended Practicum in Law, Public Safety, Corrections, and Security	3
Clinical- Emergency Medical Technology/Technician	EMSP 1160	1	EMTB Clinical	1

Upon successful completion of EMSP 1401 and EMSP 1160, students are eligible to sit for the National Registry Emergency Medical Technician (EMT) exam.

**EMT Cost Chart**

Item Description	Unit Cost	Quantity	Totals
EMT Uniform Shirt	\$37.25	Per student	\$37.25
EMT Uniform Pants	\$50.00	Per student	\$50.00
EMT Uniform Boots	\$50.00	Per student	\$50.00
Textbook bundle	\$322.75	Per student	\$322.75
Stethoscope	\$61.25	Per student	\$61.25
<b>TOTAL</b>			\$521.25
Current FAST Tuition	\$58.52 for 2025-2026 SY	Per SCH	\$292.60



## Dual Credit Agreement 2025-2027

This Dual Credit Agreement (hereinafter referred to as “Agreement”) is made and entered into by and between the Central Texas College, at 6200 West Central Texas Expressway, Killeen, TX 76549, (hereinafter referred to as “CTC”), and **Copperas Cove Independent School District**, located at 408 South Main Street, Copperas Cove, Texas 76522 (hereinafter referred to as “ISD”), collectively referred to as the “Parties”, pursuant to the authority granted in compliance with section 29.908 of the Texas Education Code.

### 1) TERM

This Agreement shall be in effect from August 1, 2025 to July 31, 2027.

### 2) OVERVIEW

CTC is dedicated to serving students and communities by fostering collaborative partnerships with school districts. A major initiative promoting a college-going and college graduation culture is the Central Texas College Dual Credit Program, which complies with the rules set forth by the State of Texas [TAC title 19, Chapter 4, Subchapter D, Rule §4.84] for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

### 3) PURPOSE

The purpose of this Agreement is to specify the roles and responsibilities of CTC and the School District participating in the Dual Credit Program.

### 4) DUAL CREDIT PROGRAM DEFINITION

A) Dual Credit: a program for eligible high school students to complete college course(s) and receive credit from both the college and the high school under Texas Education Code, §130.008, and/or complete college courses offered by an institution of higher education, for which a high school student may earn credit toward satisfaction of:

1. a career and technical education course that satisfies a requirement necessary to obtain an industry-recognized credential or certificate or an associate degree;
2. a foreign language requirement at an institution of higher education
3. a requirement in the core curriculum, as that term is defined by Texas Education Code, §61.821, at an institution of higher education; or
4. a requirement in a field of study curriculum developed by the coordinating board under Texas Education Code, §61.823.

## 5) COLLABORATION

- A) It is mutually recognized that CTC and ISD have certain objectives in common:
  - 1. educating and training students in preparation for future education and future employment.
  - 2. providing ISD students with the highest quality educational opportunities.
  - 3. ensuring accessibility to education in the most economical means possible.
- B) CTC and the ISD agree as follows:
  - 1. CTC and ISD officials will work collectively to provide the necessary information to ensure that an effective college course schedule is created and maintained.
  - 2. Adjustments to the schedule will be made as needed. CTC reserves the right to cancel courses due to low enrollment. Course cancellation decision will be made prior the first day of class. Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.
  - 3. The course minimum for college courses taught during the school day by dual credit instructors is 8 students per section.
  - 4. The CTC liaison is the Associate Dean of Dual Credit Programs. The School District liaison is the Director of Dual Enrollment.
- C) Each semester, a CTC Dual Credit Registration Request Form must be used to document all students' requests for enrollment in college courses and follow the review and approval process established by CTC and the ISD. TSI scores and high school transcripts must be submitted with the Registration Request Form.

## 6) STUDENT ELIGIBILITY

- A) Student eligibility is determined by the requirements outlined in the Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4 Subchapter D, §4.85 (b)1-5.
- B) The current Central Texas College Course Catalog shall determine all admission and registration requirements.
- C) CTC requires ISD to follow all CTC enrollment procedures and guidelines for dual credit students.
- D) Students may be enrolled in dual credit courses only with the consent of the ISD and approval by CTC.
- E) Students who are Dual Enrollment who wish to take courses not listed in this agreement are subject to standard tuition, fees and instructional material costs.

## 7) ELIGIBLE COURSES

- A) In accordance with Texas Education Code 130.008(a) and 28.0095(a)(3), eligible dual credit courses must be:

1. In the college core curriculum
  2. a career and technical education course listed in the Workforce Education Course Manual (WECM); or
  3. a foreign language course; or
  4. a requirement in a field of study curriculum
- B) All college courses offered for dual credit shall:
1. Comply with the rules and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);
  2. Adhere to the descriptions and content as specified in the current edition of the Academic Course Guide Manual or the Workforce Education Course Manual; and
  3. Provide advanced academic instruction that enable students to master the Texas Essential Knowledge and Skills for the corresponding high school course.
  4. Developmental courses and those classified as remedial or orientation are not eligible for dual credit.
- C) An approved list of dual credit offerings shall be provided by CTC and the ISD and included as an attachment to this agreement. The list shall be amended annually by CTC, in partnership with the ISD, and any revisions are hereby incorporated into this Agreement.
- D) All students shall be placed on a CTC degree plan or certificate of completion plan, as applicable. The number of credits required for a CTC degree shall not exceed 60 credits, and full-time dual credit students may complete an associate degree within two years. Under special circumstances, dual credit eligible students may be permitted to earn more than 60 credits with prior written approval from both CTC and the ISD.

## **8) LOCATION OF CLASS AND TEACHING ENVIRONMENT**

### **A) Location**

1. CTC offers dual credit distance learning courses to ISD on the high school campus located at 400 South 25<sup>th</sup> Street, Copperas Cove, Texas 76522.
2. CTC offers dual credit courses to ISD through in-person instruction on the high school campus located at 400 South 25<sup>th</sup> Street, Copperas Cove, Texas 76522.
3. CTC offers dual credit courses to ISD at the CTC campus located at 6200 West Central Texas Expressway, Killeen, Texas, 76549.

### **B) Teaching Environment**

1. The ISD will provide classroom space, equipment and other peripherals on its campus as needed and applicable to enhance the education process.
2. The ISD will provide computers for instructional coursework for CTC distance learning courses.

3. CTC will provide classroom space, equipment and other peripherals on its campus as needed and applicable to enhance the education process.

**9) STUDENT COMPOSITION OF CLASS**

- A) Dual Credit Classes, held in-person on the high school campus, may only be taught with dual credit high school students enrolled.
- B) A dual credit course may be composed of dual credit students only or of a mixture of dual credit and college students. All such enrollments shall be governed by the criteria set forth in Title 19, Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4, Subchapter D, Section 4.85(d)1-3 and SACSCOC rules relating to Dual Credit.

**10) FACULTY SELECTION, SUPERVISION, EVALUATION, DEVELOPMENT**

- A) Faculty members must meet the minimum requirements of CTC and the Southern Association of Colleges and Schools, Commission on Colleges. Approval procedures outlined in CTC Instructor Qualification and Approval Procedures, Human Resources Policy #160 will be followed. CTC will hire or qualify all instructors to teach the courses subject to the terms of this Agreement. Each approved Dual Credit Instructor will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure quality of instruction and compliance with CTC's policies and procedures, in accordance with the standards established by the State of Texas and SACSCOC.
- B) ISD faculty approved as Dual Credit Instructors will be cleared by CTC's office of Human Resources to teach college courses.
- C) Dual Credit Instructors will need to go through the entire Texas Education Code Chapter 22 Certification process at Texas Department of Public Safety. CTC will confirm ISD campus assignment of dual credit teachers with the ISD campus administration prior to notifying the teacher of assignment
- D) Dual Credit Instructors will submit all required reporting documents such as roster verifications, student learning outcome results, syllabi/section outlines, and submission of grades (pass/fail and numeric) by deadline(s) set by CTC.
- E) Dual Credit Instructors will provide the course syllabus on the first day of class.
- F) Dual Credit Instructors will alert the department chair immediately if there is an issue with equipment or textbooks.
- G) Dual Credit Instructors will follow the curriculum provided by CTC.
- H) Dual Credit Instructors will follow the protocol for communicating with the department chair on any grading or student concerns.
- I) Dual Credit Instructors will maintain communication with the department chair throughout the semester.
- J) Dual Credit Instructors will attend training provided by CTC.
- K) Dual Credit Instructors must comply with CTC faculty training/certification requirements.

- L) Dual Credit Instructors must communicate with dual credit students through CTC email or Blackboard.
- M) CTC will pay all dual credit faculty for each section taught pursuant to CTC's current part-time teaching rate. Payment will be twice a month as published on the CTC Payroll Calendar. All instructors paid by CTC will be obligated to sign a CTC adjunct instructor Part Time Employment Agreement.
- N) All dual credit faculty will conform to all CTC policies and procedures.

## **11) COURSE CURRICULUM, INSTRUCTION, AND GRADING**

- A) CTC will ensure that all dual credit courses, whether taught at CTC, online, blended or at the ISD are equivalent with respect to curriculum, materials, instruction, method, and rigor as those courses offered at the CTC Central Campus. The quality and rigor of the dual credit courses will be sufficient to ensure student success in subsequent courses.
- B) CTC will report numerical grades for courses to designated ISD staff based upon an agreed-upon grade reporting calendar provided by the ISD. If an instructor misses the grade report deadline, the ISD will be notified, and grades will be sent upon receipt from the instructor. Grade changes will be reported by student name and course. CTC and ISD utilize different grading scales. As a result, students receiving a final grade of 60 or higher in the college course will receive high school credit for the course.
- C) CTC will provide a list of textbooks 21 days in advance of the start of the semester for college courses taught by CTC instructors at the high school campus to ensure purchase prior to the school year/term.
- D) The ISD will ensure that all dual credit students have books on the first day of class.
- E) To accommodate exchange of information among CTC, ISD teachers instructing college courses will receive e-mail accounts from respective institutions.

## **12) ACADEMIC POLICIES, ADVISING, AND STUDENT SUPPORT SERVICES**

- A) Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit students.
- B) Course performance will be part of students' permanent academic records at CTC and ISD.
- C) Students are subject to the rules of conduct, plagiarism, and disciplinary standards published in the CTC Course Catalog and are subject to the penalties defined by such standards.
- D) Students must adhere to CTC's census date policy by completing an academically related activity (graded or non-graded) prior to the census date. Students that do not adhere to the policy are subject to being dropped.
- E) Students are required to provide their valid social security number on their admission application. If student is not a U.S. citizen or permanent resident, student must provide the state-approved alternative student identification number.

Refer to Data Sharing section for additional information that ISD is required to provide.

- F) CTC Academic advising will be available to all students throughout their enrollment with CTC. In addition, CTC support services, such as the library services, tutoring, etc. are offered to students as needed and applicable, with the goal being student successfully completing the dual credit courses.
- G) ISD will ensure that the registered courses for students are in the students' Individual Graduation Plan.
- H) ISD will ensure approved CTC courses count toward required credit for high school graduation.
- I) CTC and ISD shall coordinate and participate jointly in parent and student information sessions, college visits, counselor training workshops, and other activities as set forth herein.
- J) CTC will provide an orientation for first-time dual credit students.
- K) CTC's Disability Support Services (DSS) office provides reasonable accommodations to students in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. In order for students with disabilities to receive accommodations from CTC, student must initiate contact to and provide CTC's, DSS office with the current (within three years of enrollment at CTC) documentation of disability. Documentation consists of a statement or evaluation from an appropriate and recognized health professional. The Individualized Education Plan used for public school students does not qualify as a substitute for documentation from an appropriate and recognized health care professional.  
High school personnel will ensure students are aware of these requirements and instruct students who wish to seek accommodations to contact DSS at (254) 501-3006 to set up an appointment for evaluation of the student's needs.
- L) Information about the dual credit program shall be made readily available by both CTC and the ISD through their marketing materials, and shall also be available on a designated dual credit page on the Central Texas College website, [www.ctcd.edu](http://www.ctcd.edu).

### **13) TRANSCRIPTION OF CREDIT**

- A) For dual credit courses, high school as well as college credit should be transcribed immediately upon a student's completion of the performance required in the course.
- B) The ISD transcription of grades for courses may differ from CTC's based on Texas Education Association policies, specifically those relating to courses required to have the End of Course State of Texas Assessment of Academic Readiness exams.

#### **14) FUNDING**

- A) The ISD will claim contact hours for purposes of state reporting. CTC will claim all other funding for all students receiving college credit in dual credit courses.
- B) FAST Eligible Students: Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. FAST eligible students shall not be responsible for tuition and book fees. The criteria for determining whether a student is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1)(2) and the rules promulgated by the Texas Higher Education Coordinating Board. There is no cost to ISD for tuition regarding FAST eligible students, ISD is however responsible for the cost of books, instructional materials, and supplies such as computing devices or other items not specifically provided for within this agreement. Invoices billed to ISD are payable net 30 days.
- C) Non-FAST Eligible Students: For students that do not meet the criteria for FAST eligibility as prescribed above, the FAST tuition rate will be prescribed by the Texas Higher Education Coordinating Board and approved by the Central Texas College Board of Trustees. ISD will be billed per student the current FAST tuition rate, fees, supplies and books for up to 60 credit hours over the course of the student's high school enrollment as approved by ISD. If the ISD does not cover tuition costs, tuition and books will be the responsibility of the non-FAST eligible students. Tuition, fees, and books for additional courses will be billed to the student for courses and materials outside of this agreement. For any and all refunds where a student withdraws from a course or program, refunds are administered according to the CTC refund schedule. Refunds for student withdrawal are calculated effective the date the Dual Credit Programs Office or CTC Site Director receives notification of student withdrawal from the ISD.
- D) ISD at its sole discretion may choose to require reimbursement from any ISD student that is not FAST eligible for tuition, fees, supplies, books, or other course materials paid for by the ISD. Student reimbursement shall not be a condition of the ISD's payment for the amounts billed by CTC to the ISD. The ISD may not require reimbursement for any costs from students that are FAST eligible.
- E) If applicable, ISD is responsible for all costs of transportation of students.
- F) When applicable, the use of free or low-cost open educational resources will be considered as a means to enhance accessibility and reduce financial barriers for learners.

#### **15) DATA SHARING**

- A) Data shall be provided by ISD to CTC. Information needed is listed as items 1-7. Data will be transmitted using secure methods that adhere to accepted cybersecurity standards. All information will be provided in a timely manner to meet reporting deadlines set forth by the Texas Higher Education Coordinating Board.
  - 1. Enrollment information for all students: First Name, Last Name, Middle Initial; Date of Birth (DOB); Social Security Number (SSN) for all U.S.

Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, provide the state-approved alternative student identification number.

2. High school attending;
3. Date of high school graduation;
4. Endorsement areas of each student;
5. Special group identification, for example Early College Program or STEM
6. Cumulative GPAs; and
7. Texas Student Data System (TSDS) Unique ID

## **16) ACCREDITATION AND STANDARDS**

The educational partners to the agreement are independent agencies accredited by various state and regional accrediting agencies. Each institution is responsible for meeting the standards established by the accrediting agencies under whose authority it awards degrees and certificates. No provision of this agreement shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

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## **18) LIABILITY**

- A) To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each party agrees to be responsible for its own acts or failure to act, including acts of negligence, which may arise in connection with any and all claims for damages, costs, and expenses to person or persons and property that may arise out of or be occasioned by this Agreement or any of its activities or from any act or omission of any employee or invitee of the parties of the Agreement. The provisions in this paragraph are solely for the benefit of the parties of this Agreement and are not intended to create or grant any rights, contractually or otherwise to any third party.
- B) For breach of any provision herein, the liability of the defaulting party shall be limited to direct actual damages only and all other damages and remedies are waived. In no event shall either party be liable to the other party for

consequential, incidental, or indirect damages in tort, contract, under any indemnity provision or otherwise.

- C) This Agreement shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.
- D) This Agreement contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This Agreement may be revised or modified in any fashion only by signed written agreement between the parties.

CENTRAL TEXAS COLLEGE

COPPERAS COVE INDPENDENT SCHOOL DISTRICT

*Tamara Clunis*

Dr. Tamara Clunis  
Vice Chancellor  
Instruction and Workforce Education

\_\_\_\_\_  
Dr. Brent Hawkins  
Superintendent

*6/27/25*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Attachment  
Approved Programs**

**Interdisciplinary Studies (AA. IDS4)  
Endorsement Multidisciplinary Studies  
Associate of Arts Degree**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Public Speaking or Business and Professional Communication Or World Geography	SPCH 1315 or SPCH 1321 Or GEOG 1303	3	Professional Communication Or World Geography	0.5  1
Creative Arts – Fine Arts Appreciation	HUMA 1315	3	Art Appreciation	1
United States History	History 1301 and HIST 1302	6	US History A and US History B	1
<b>Suggested Year 2</b>				
Composition I and II	ENGL 1301 and ENGL 1302	6	English 3A or 4A or English 3B or 4B	2
College Electives	2 College Electives	6	High School Elective	2
Government and Political Science	GOVT 2305 and GOVT 2306	6	Government DC and Social Studies Advanced Studies	2
Social & Behavioral Science	ECON 2301	3	Economics	1
College Elective	College Elective	3	High School Elective	1
<b>Suggested Year 3</b>				
Language/Philosophy/Culture	ENGL 2322	3	English 4B	1
Life and Physical Science Options	2 Science Options BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	8	Scientific Research & Design or Scientific Research & Design I Or Scientific Research & Design or Scientific Research & Design II	1
College Algebra	MATH 1314 or MATH 1414	3,4	College Algebra A or College Algebra B	1
College Electives	2 College Electives	6	High School Elective	2
College Elective (90)	College Elective	4	High School Elective	1
<b>Elective Options</b> <i>Students may select 18 semester credit hours from courses listed below.</i>				
AGRI 1415, ANTH 2351, ARTS 1303, ARTS 1304, BCIS 1305, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2420, BUSI 1301, CHEM 1406, CHEM 1407, CHEM 1411, CHEM 1412, COSC 1301, DRAM 1310, DRAM 2361, DRAM 2366, ECON 2302, ENGL 2322, ENGL 2327, ENVR 1401, GEOG 1301, GEOG 1302, GEOG 1303, GEOL 1403, GEOL 1404, GERM 1411, GERM 1412, HIST 2301, HIST 2311, HIST 2312, HIST 2321, HIST 2322, HIST 2381, MATH 1332, MATH 1342, MATH 2412, MATH 2413, MUSI 1306, MUSI 1307,				

PHIL 1301, PHIL 1304, PHIL 2306, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426, PSYC 2301, PSYC 2308, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319, SPAN 1411, SPAN 1412

**Air Conditioning and Refrigeration Technicians Assistant (ACR17.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Refrigeration Principles	HART 1407	4	HVAC and Refrigerant Tech	1
Basic Electricity for HVAC	HART1401	4	HVAC and Refrigerant Tech II A	1
Gas and Electric Heating	HART 1445	4	HVAC and Refrigerant Tech II B	1
Residential Air Conditioning	HART 1341	3	Practicum in Construction Tech I B	1
Air Conditioning Control Principles	HART 1403	4	Practicum in Construction Tech I A	1

**Automotive System Specialist (AUSS5.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Automotive Electronics	AUMT 2337	3	Auto Technology IB	1
Automotive Climate Control Systems	AUMT 1445	4	Auto Technology II	1
<b>Suggested Year 2</b>				
Automotive Drive Train and Axles	AUMT 2413	4	Practicum in Transportation Systems Ext IB	1.5
Automotive Automatic Transmission and Transaxle	AUMT 2425	4	Automotive Technology II: Automotive Service + Advanced Transportation Systems Laboratory	3
<b>Suggested Year 3</b>				
Automotive Engine Repair	AUMT 1319	3	Automotive Basics	1

**Baking (HMBK9.CC1)**  
**Restaurant Skills (HMR13.CC1)**  
**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Sanitation and Safety	CHEF 1305	3	Culinary Arts B	1
Basic Food Preparation	CHEF 1301	3	Culinary Arts A	1
Principles of Healthy Cuisine	CHEF 1302	3	Introduction to Culinary Arts	1
Introduction to Hospitality Industry	HAMG 1321	3	Principles of Hospitality and Tourism A	.5
<b>Suggested Year 2</b>				
Fundamentals of Baking	PSTR 1301	3	Practicum in Culinary Arts A	1
Principles of Food and Beverage Operations	HAMG 2301	3	Principles of Hospitality and Tourism B	.5
Menu Management	RSTO 1321	3	Menu Management	1
Cake Baking and Production	PSTR 1302	3	Culinary Arts	1

Upon completion of CHEF 1305, students are eligible to sit for the ServSafe exam.

**Basic Automotive Technician (AUB13.CC1)**  
**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Automotive Technology	AUMT 1405	4	Automotive Basics B	0.5
Theory of Automotive Engines	AUMT 2305	3	Automotive Basics A	0.5
<b>Suggested Year 2</b>				
Automotive Electrical Systems	AUMT 1407	4	Automotive Technology IA	1
Automotive Brake Systems	AUMT 1410	4	Practicum in Transportation Systems Ext IA	1
<b>Suggested Year 3</b>				
Automotive Suspension and Steering Systems	AUMT 1416	4	Automotive Technology II Automotive Service	2

**Biology (BIO24.AS)**  
**Associate of Science Degree**  
**Endorsement STEM**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
College Algebra (Calculus Path)	MATH 1414	4	College Algebra B	1
Biology for Science Majors I	BIOL 1406	4	Scientific Research & Design	1

Composition I	ENGL 1301	3	ENGL 3A OR 3B	1
United States History I	HIST 1301	3	US History A	.5
Learning Frameworks	EDUC 1100	1	College Readiness & Study Skills	.5
Biology for Science Majors II	BIOL 1407	4	Scientific Research & Design	1
SPCH 1315, SPCH 1318 or SPCH 1321	SPCH	3	Professional Communication	.5
United States History II	HIST 1302	3	US History B	.5
General Chemistry	CHEM 1411	4	Scientific Research & Design I, II, III	1
Language, Philosophy and Culture	ENGL 2322	3	English 4B	1
<b>Suggested Year 2</b>				
<b>Organismal Biology Focus Courses</b>	<b>Take 3 courses</b> BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, CHEM 1412, ENVR 1401, PHYS 1401	12	Special Topics in Science, Anatomy and Physiology (SEM.1), Environmental Science, Scientific Research & Design I,II,III	3
<b>Human Biology Focus Courses</b>	<b>Take BIOL 2401 AND 2 courses</b> listed: BIOL 1413 OR BIOL 2402, CHEM 1412, or PHYS 1401	8	Anatomy and Physiology, Special Topics in Science, Scientific Research & Design I, II, III	3
Federal Government	GOVT 2305	3	Government	1
Sociology or Psychology	SOCI 1301 or PSYC 2301	3	Sociology or Psychology	1
Microbiology for Sciences Selection	BIOL 2421	4	Medical Microbiology or Special Topics in Science	1
Texas Government	GOVT 2306	3	Social Studies Advanced Studies	1
Creative Arts	HUMA 1315	3	Art Appreciation	1

### **Business Administration (BUB15.AS)**

#### **Associate of Science Degree**

#### **Endorsement Business and Industry**

<b>College Course Description</b>	<b>College Course</b>	<b>Credit Value</b>	<b>High School Description</b>	<b>Credit Value</b>
<b>Suggested Year 1</b>				
Business Principles	BUSI 1301	3	Principles of Business, Marketing & Finance	1
Life and Physical Science Options	2 Science Options BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	8	Scientific Research & Design or Scientific Research & Design I Or Scientific Research & Design or Scientific Research & Design II	1

United States History I	HIST 1301	3	US History A	.5
Composition I and II	ENGL 1301 and ENGL 1302	6	English 3A or 4A or English 3B or 4B	2
Business Computer Applications	BCIS 1305	3	Business Information Mgmt. I	1
United States History II	HIST 1302	3	US History B	.5
College Algebra	MATH 1314	3	College Algebra A	1
<b>Suggested Year 2</b>				
Principles of Macroeconomics	ECON 2301	3	Economics	1
Principles of Financial Accounting	ACCT 2301	3	Accounting 1	1
Principles of Managerial Accounting	ACCT 2302	3	Accounting 2	1
Government and Political Science	GOVT 2305 and GOVT 2306	6	Government DC and Social Studies Advanced Studies	2
Introduction to Philosophy	PHIL 1301	3	Special Topics in Language and Culture	1.0
Component Elec (90)	Component Elective (90)	3	High School Elective	.5
Principles of Microeconomics	ECON 2302	3	Economics Advanced Studies	1
Communications	SPCH 1321	3	Prof. Communication	.5
Fine Arts Appreciation	HUMA 1315	3	Art Appreciation	1

### **Carpentry Trades (MTC15.CC1)**

#### **Certificate of Completion**

#### **Endorsement Business and Industry**

<b>College Course Description</b>	<b>College Course</b>	<b>Credit Value</b>	<b>High School Description</b>	<b>Credit Value</b>
<b>Suggested Year 1</b>				
Introduction to Carpentry	CRPT 1429	4	Principles of Construction	1
Floor Systems	CRPT 1423	4	Construction Tech I	2

<b>Suggested Year 2</b>				
Wall Systems	CRPT 1415	4	Construction Tech II	2
Roof Systems	CRPT 1411	4	Practicum in Construction Tech	3
<b>Suggested Year 3</b>				
Interior and Exterior Paint and Refinishing	CBFM 1334	3	Practicum in Construction Tech	3

**Computer Science (CS17.AS)**

**Associate of Science Degree**

**Endorsement Science, Technology, Engineering, Mathematics**

<b>College Course Description</b>	<b>College Course</b>	<b>Credit Value</b>	<b>High School Description</b>	<b>Credit Value</b>
<b>Suggested Year 1</b>				
Introduction to Computing	COSC 1301	3	Principles of IT	1
Introduction to Computer Programming	COSC 1315	3	Introduction to Programming Applications	1
Composition I	ENGL 1301	3	English 3	1
Mathematics	MATH	3	College Algebra	1
United States History I	HIST 1301	3	US History A	.5
Programming Fundamentals I	COSC 1336	3	Computer Science I	1
Speech	SPCH 1318 or 1321	3	Professional Communication	0.5
Life and Physical Sciences Options	BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	4	Scientific Research & Design or Scientific Research	1
Language, Philosophy and Culture	HUMA 1315	3	Art Appreciation	1
United States History II	HIST 1302	3	US History B	.5
<b>Suggested Year 2</b>				
Programming Fundamentals II	COSC 1337	3	Computer Science II	1
Computer Organization	COSC 2325	3	Independent Studies in Technology Applications	1
Creative Arts-Fine Arts Appreciation	HUMA 1315	3	Art Appreciation	1
Federal Government	GOVT 2305	3	Government DC	1
Social and Behavioral Sciences	ECON 2301	3	Economics	1
<b>Suggested Year 3</b>				
Programming Fundamentals III	COSC 2336	3	Independent Studies in Technology Applications	1
Texas Government	GOVT 2306	3	Government DC	1
Life and Physical Sciences	BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	4	Scientific Research & Design or Scientific Research	1
Core Elective	Core Elective	4	High School Elective	1

**Courses toward Agriculture Production (AGP14.AAS)**

**Associate of Applied Science Degree**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introductory Animal Science	AGRI 1419	4	Adv. Animal Science	1
Animal Health	AGAH 1343	3	Veterinary Medical Application	1

**Courses toward Basic Diesel Technician (DESP7.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Shop Safety and Procedures	DEMR 1301	3	Practicum in Transportation Systems Ext 2A	1
Basic Electrical Systems	DEMR 1405	4	Diesel Equip. Tech II A	1
Diesel Engine I	DEMR 1306	3	Practicum in Transportation Systems Ext 2B	1
Diesel Engine Testing and Repair I	DEMR 1410	4	Auto Tech 2 Lab B	1

**Courses toward Business Management (BUBM5.AAS)**

**Associate of Applied Science Degree**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Principles of Retailing	MRKG 1302	3	Retail Management	1
Principles of Marketing	MRKG 1311	3	Marketing	1
Principles of Financial Accounting	ACCT 2301	3	Accounting 1	1
Principles of Managerial Accounting	ACCT 2302	3	Accounting 2	1

**Courses toward Construction Trades (MTCO.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Residential Wiring	ELPT 1429	4	Electrical Technology II	2
Residential Construction Plumbing I	PFPB 2409	4	Plumbing Tech I Dual Credit	1
Residential Construction Plumbing II	PFPB 2445	4	Plumbing Tech II	2

**Courses toward Criminal Justice Studies with Specialization (CJCJ.CC1)**

**Certificate of Completion**

**Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Criminal Justice	CRIJ 1301	3	Criminal Justice	1
Court System and Practices	CRIJ 1306	3	Court System and Practices	1
<b>Suggested Year 2</b>				
Criminal Investigation	CRIJ 2314	3	Criminal Investigation	1

**Courses toward Diesel System Specialist (DES15.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Basic Hydraulics	DEMR 1416	4	Auto Tech 2 Lab A	1
Power Train II	DEMR 1447	4	Diesel Equip Tech 1 B	1
Basic Brake Systems	DEMR 1417	4	Diesel Equip Tech II B	1
Heating, Ventilation and Air Conditioning, Troubleshooting and Repair	DEMR 1423	4	Diesel Equip Tech 1 A	1

**Courses toward EMT-Paramedic (EMP15.CC1)**

**Certificate of Completion**

**Endorsement Public Safety**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Emergency Medical Technician	EMSP 1401	4	Extended Practicum in Law, Public Safety, Corrections, and Security	3
Clinical- Emergency Medical Technology/Technician	EMSP 1160	1	EMTB Clinical	1

Upon successful completion of EMSP 1401 and EMSP 1160, students are eligible to sit for the National Registry Emergency Medical Technician (EMT) exam.

**Courses toward Engineering (ENGF4.AS)**

**Associate of Science Degree**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Engineering	ENGR 1201	2	Intro to Engineering & Design	1
Engineering Mechanics Dynamics Statistics	ENGR 2301	3	Engineering Math	1
Engineering Mechanics Dynamics	ENGR 2302	3	Scientific Research & Design	1
Mechanics of Material	ENGR 2332	3	Civil Engineering & Architecture	1

**Courses toward Horticulture Development (AGH14.AAS)**

**Associate of Applied Science Degree**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introductory Animal Science	AGRI 1419	4	Adv. Animal Science	1
Agronomy	AGRI 1407	4	Range Ecology & Management	1
<b>Suggested Year 2</b>				
Horticulture	AGRI 1415	4	Horticulture Science	1
Horticultural Food Crops	HALT 2307	3	Horticulture Science/Lab	2
<b>Suggested Year 3</b>				
Soil Science	AGCR 2318	3	Advanced Plant and Soil Science	1
Greenhouse Management	HALT 2308	3	Greenhouse Operations	1

**Earth Science (ESC23.AS)**  
**Associate of Science Degree**  
**Endorsement STEM**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Composition I	ENGL 1301	3	English 3A or 4A	1
United States History I	HIST 1301	3	US History A	.5
College Algebra (Calculus Path)	MATH 1414	4	College Algebra B	1
Component Area Option (090)	COSC 1301	3	Principles of IT	1
Environmental Science	ENVR 1401	4	Environmental Science	1
SPCH 1315, SPCH 1318 or SPCH 1321	SPCH	3	Professional Communication	.5
United States History II	HIST 1302	3	US History B	.5
<b>Environmental Science Focus Courses</b>	<b>Take 4</b> courses listed: BIOL 1406, BIOL 1407, BIOL 1411, BIOL 1413, CHEM 1411, CHEM 1412, PHYS 1401, or PHYS 1402	16	Scientific Research & Design, Special Topics in Science, Scientific Research & Design I, II, III	4
<b>Geology Focus Courses</b>	<b>Take</b> GEOG 1401 <b>AND 3</b> courses listed: BIOL 1407, CHEM 1411, CHEM 1412, PHYS 1401, or PHYS 1402	12	Special Topics in Science, Scientific Research & Design I, II, III,	3
<b>Suggested Year 2</b>				
Physical Geology	GEOL 1403	4	Special Topics in Social Studies	1
Federal Government	GOVT 2305	3	Government	1
Creative Arts	HUMA 1315	3	Art Appreciation	1
Texas Government	GOVT 2306	3	Social Studies Advanced Studies	1
Language, Philosophy and Culture	ENGL 2322	3	English 4B	1
Social/Behavioral Sciences Selection	ECON 2301	3	Economics	1
Component Area Option	ANTH 2351	3	Discovering Languages and Cultures	1

**Farm and Ranch (WLFR9.CC1)****Certificate of Completion****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Welding Safety, Tools, and Equipment	WLDG 1323	3	Dual Credit Welding	1
Introduction to Oxy-Fuel Welding and Cutting	WLDG 1425	4	Dual Credit Welding	1
Introduction to Shielded Metal Arc Welding (SMAW)	WLDG 1428	4	Advanced Dual Credit Welding	1.5
Intermediate Shielded Metal Arc Welding (SMAW)	WLDG 1457	4	Advanced Dual Credit Welding	1.5
<b>Suggested Year 2</b>				
Introduction to Blueprint Reading for Welders	WLDG 1313	3	Blueprint Reading for Manufacturing Applications	1

**Graphics and Printing Technology Graphic Design (GPGF5.CC1)****Certificate of Completion****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Graphic Arts & Printing	GRPH 1305	3	Principles of Arts, Audio/Video Technology, and Communications	1
Digital Publishing I	ARTC 1313	3	Printing and Imaging Technology	1
Digital Imaging I	ARTC 1302	3	Printing and Imaging Technology	1
Digital Publishing II	ARTC 2313	3	Printing and Imaging Technology II	2
Digital Imaging II	ARTC 2305	3	Printing and Imaging Technology II	2
Digital Publish III	ARTC 2348	3	Practicum in Printing and Imaging Technology	2

**IT Core Fundamentals (ITC24.CC1)****Certificate of Completion****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Computing	COSC 1301	3	Principles of IT	1
Business Computer Applications	BCIS 1305	3	Business Information Mgmt. I	1

Fundamentals of Networking Technologies	ITNW 1325	3	Computer Maintenance Lab	2
Introduction to the Internet	ITNW 1337	3	Computer Science 1	1
Information Technology Security	ITSY 1342	3	Practicum in IT	3
<b>Suggested Year 2</b>				
Implementing & Supporting Client Operating Systems	ITNW 1308	3	Computer Science 2	1
Fundamentals of Cloud Computing	ITNW 1309	3	Advanced Cloud Computing	2
Introduction to Computer Programming	COSC 1315	3	Introduction to C# Programming Application	1
Personal Computer Hardware	ITSC 1325	3	Computer Maintenance	2
IT Project Management	ITSC 1315	3	Computer Science 3	1

### **Residential Heating, Air Conditioning and Refrigeration (HAC17.CC1)**

#### **Certificate of Completion**

#### **Endorsement Business and Industry**

<b>College Course Description</b>	<b>College Course</b>	<b>Credit Value</b>	<b>High School Description</b>	<b>Credit Value</b>
<b>Suggested Year 1</b>				
Heat Pumps	HART 2449	4	Practicum in Construction Tech 2 A	1
Air Conditioning Installation and Startup	HART 2438	4	Practicum in Construction Tech 2 B	1
Advanced Electricity for HVAC	HART 2431	4	Electrical Technology II	2
Air Conditioning Troubleshooting	HART 2436	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	1
Residential Air Conditioning System Design	HART 2445	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology II	2
Air Conditioning Troubleshooting	HART 2436	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	1

**Robotics Technology (RBT19.CC1)****Certificate of Completion****Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Robotic Fundamentals	RBTC 1305	3	Robotics I	1
<b>Suggested Year 2</b>				
Robotic Mechanisms	RBTC 1351	3	Robotics II	1
<b>Suggested Year 3</b>				
Robot Application, Set-Up & Testing	RBTC 2345	3	Practicum in Science, Technology, Engineering and Math	1
Electro-Mechanical Devices	RBTC 1347	3	Practicum in Science, Technology, Engineering and Math	1
Robot Programming and Diagnostics	RBTC 2339	3	Practicum in Science, Technology, Engineering and Math	1
Pneumatics	RBTC 1309	3	Practicum in Science, Technology, Engineering and Math	1

**Structural Welding Technology (WLS19.CC1)****Certificate of Completion****Endorsement Business and Industry****Requires Completion of WLFR9.CC1 prior to enrollment**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Advanced Shielded Metal Arc Welding (SMAW)	WLDG 2443	4	Welding I or Welding II + Welding II Lab	2 or 3
Introduction to Gas Metal Arc (GMAW) Welding	WLDG 1430	4	Introduction to Welding	1
Advanced Gas Metal Arc Welding (GMAW)	WLDG 2447	4	Welding I or Welding II + Welding II Lab	2 or 3
Introduction to Gas Tungsten Arc (GTAW) Welding	WLDG 1434	4	Introduction to Welding	1
<b>Suggested Year 2</b>				
Advanced Gas Tungsten Welding (GTAW)	WLDG 2451	4	Welding I or Welding II + Welding II Lab	2 or 3

**Exhibit 2: Comprehensive List of Approved Courses**

<b>CTC</b>	<b>CTC</b>	<b>CTC Credits</b>	<b>ISD</b>	<b>ISD Credits</b>
ACCT 2301	Principles of Financial Accounting	3	Accounting 1	1.0
ACCT 2302	Principles of Managerial Accounting	3	Accounting 2	1.0
AGAH 1343	Animal Health	3	Veterinary Medical Application	1.0
AGCR 2318	Soil Science	3	Advanced Plant and Soil Sc.	1.0
AGRI 1407	Agronomy	4	Range Ecology & Management	1.0
AGRI 1415	Horticulture	4	Horticulture Science	1.0
AGRI 1419	Introductory Animal Science	4	Adv. Animal Science	1.0
ANTH 2301	Physical Anthropology	3	Special Topics in Language and Culture	1.0
ANTH 2351	Cultural Anthropology	3	Discovering Languages and Cultures	1.0
ARTC 1313	Digital Publishing I	3	Printing and Imaging Technology	1.0
ARTC 1302	Digital Imaging I	3	Printing and Imaging Technology	1.0
ARTC 2313	Digital Publishing II	3	Printing and Imaging Technology II	2.0
ARTC 2305	Digital Imaging II	3	Printing and Imaging Technology II	2.0
ARTC 2348	Digital Publish III	3	Practicum in Printing and Imaging Technology	2.0
ARTS 1303	Art History I	3	Art I Appreciation (SEM. 1)	1.0
ARTS 1304	Art History II	3	Art I Appreciation (SEM. 2)	1.0
AUMT 1319	Automotive Engine Repair	3	Automotive Basics	1.0
AUMT 1405	Introduction to Automotive Technology	4	Automotive Basics A	0.5
AUMT 1407	Automotive Electrical System	4	Auto Technology I A	1.0
AUMT 1410	Automotive Brake Systems	4	Practicum in Transportation Systems Ext I A	1.5
AUMT 1445	Automotive Climate Control Systems	4	Auto Technology II	1.0
AUMT 2305	Automotive Engine Theory	3	Automotive Basics B	0.5
AUMT 2337	Automotive Electronics	3	Auto Technology I B	1.0
AUMT 2413	Automotive Drive Train and Axels	4	Practicum in Transportation Systems Ext 1B	1.5
AUMT 2425	Automotive Automatic Transmission and Transaxle	4	Automotive Technology II: Automotive Service + Advanced Transportation Systems Laboratory	3

BCIS 1305	Business Computer Applications	3	Business Information Mgmt. I	1.0
BIOL 1406	Biology for Science Majors I	4	Scientific Research & Design	1.0
BIOL 1407	Biology for Science Majors II	4	Scientific Research & Design	1.0
BIOL 1408	Biology for Non-Science Majors I	4	Scientific Research & Design I	1.0
BIOL 1409	Biology for Non-Science Majors II	4	Scientific Research & Design II	1.0
BIOL 1411	General Botany	4	Special Topics in Science	1.0
BIOL 1413	General Zoology	4	Special Topics in Science	1.0
BIOL 2401	Anatomy and Physiology I	4	Anatomy and Physiology (SEM. 1)	1.0
BIOL 2402	Anatomy and Physiology II	4	Anatomy and Physiology (SEM. 2)	1.0
BIOL 2420	Microbiology for Non-Science Majors	4	Medical Microbiology	1.0
BUSI 1301	Business Principles	3	Principles of Business, Marketing & Finance	1.0
BUSI 2301	Business Law	3	Business Law	1.0
CBFM 1334	Interior and Exterior Painting & Refinishing	3	Practicum in Const. Tech	3.0
CHEF 1301	Basic Food Preparation	3	Culinary Arts A	1.0
CHEF 1302	Principles of Healthy Cuisine	3	Introduction to Culinary Arts	1.0
CHEF 1305	Sanitation & Safety	3	Culinary Arts B	1.0
CHEF 1310	Garde Manger	3	Adv. Culinary Arts A	1.0
CHEF 2301	Intermediate Food Preparation	3	Adv. Culinary Arts B	1.0
CHEF 2302	Saucier	3	Practicum in Cul. Arts B	1.0
CHEM 1406	Introductory Chemistry I	4	Scientific Research & Design I, II, III	1.0
CHEM 1407	Introductory Chemistry II	4	Scientific Research & Design I, II, III	1.0
CHEM 1411	General Chemistry I	4	Scientific Research & Design I, II, III	1.0
CHEM 1412	General Chemistry II	4	Scientific Research & Design I, II, III	1.0
COSC 1301	Introduction to Computing	3	Principles of IT	1.0
COSC 1315	Introduction to Computer Programming	3	Introduction to C# Programming Application	1.0
COSC 1336	Programming Fundamentals I	3	Computer Science I	1.0
COSC 1337	Programming Fundamentals II	3	Computer Science II	1.0
COSC 2325	Computer Organization	3	Independent Studies in Technology Applications	1.0
COSC 2336	Programming Fundamentals III	3	Independent Studies in Technology Applications	1.0

CRIJ 1301	Introduction to Criminal Justice	3	Criminal Justice	1.0
CRIJ 2314	Criminal Investigation	3	Criminal Investigation	1.0
CRIJ 1306	Court Systems and Practices	3	Court Systems & Practices	1.0
CRPT 1411	Roof Systems	4	Practicum in Const. Tech	3.0
CRPT 1415	Wall Systems	4	Construction Tech II	2.0
CRPT 1423	Floor Systems	4	Construction Tech I	2.0
CRPT 1429	Introduction to Carpentry	4	Principles of Construction	1.0
DEMR 1301	Shop Safety and Procedures	3	Practicum in Transportation Systems Ext 2A	1.5
DEMR 1306	Diesel Engine I	3	Practicum in Transportation Systems Ext 2B	1.5
DEMR 1405	Basic Electrical Systems	4	Diesel Equip. Tech II A	1.0
DEMR 1410	Diesel Engine Testing and Repair	4	Auto Tech 2 Lab B	1.5
DEMR 1416	Basic Hydraulics	4	Auto Tech 2 Lab A	1.5
DEMR 1417	Basic Brake Systems	4	Diesel Equip. Tech II B	1.0
DEMR 1423	Heating Ventilation and Air Conditioning, Troubleshooting and Repair	4	Diesel Equip. Tech 1 A	1.0
DEMR 1447	Power Train II	4	Diesel Equip. Tech 1 B	1.0
DRAM 1310	Theater Appreciation	3	Visual Medial Analysis & Production	1.0
DRAM 2361	History of Theater I	3	Theatre I, Theatre Production I	1.0
DRAM 2366	Film Appreciation	3	Audio/Video Production I	1.0
ECON 2301	Principles of Macroeconomics	3	Economics	1.0
ECON 2302	Principles of Microeconomics	3	Economics Advanced Studies	1.0
EDUC 1100	Learning Frameworks	1	College Readiness & Study Skills	0.5
EDUC 1301	Introduction to the Teaching Profession	3	Instructional Practices in Education & Training	1.0
EDUC 2301	Introduction to Special Populations	3	Instructional Practices in Education & Training	2.0
ELPT 1429	Residential Wiring	4	Electrical Technology II	2.0
EMSP 1160	Clinical-Emergency Medical Technology/Technician	1	Clinical-Emergency Medical Technology/Technician	1.0
EMSP 1401	Emergency Medical Technician-Based	4	Emergency Medical Technician-Based	1.0
ENGL 1301	Composition I	3	English 3A or 4A	1.0
ENGL 1302	Composition II	3	English 3B or 4B	1.0
ENGL 2322	British Literature I	3	English 4A	1.0
ENGL 2323	British Literature II	3	English 4B	1.0
ENGL 2327	American Literature I	3	Independent Study of English	1.0
ENGR 1201	Introduction to Engineering	2	Intro to Engineering & Design	1.0

ENGR 2301	Engineering Mechanics Dynamics Statistics	3	Engineering Math	1.0
ENGR 2302	Engineering Mechanics Dynamics	3	Scientific Research & Design	1.0
ENGR 2332	Mechanics of Materials	3	Civil Engineering & Architecture	1.0
ENVR 1401	Environmental Science I	4	Environmental Science	1.0
GEOG 1301	Physical Geography	3	Special Topics in Social Studies	1.0
GEOG 1302	Human Geography	3	AP Human Geography	1.0
GEOG 1303	World Regional Geography	3	World Geography	1.0
GEOG 1403	Physical Geology	4	Special Topics in Social Studies	1.0
GEOG 1404	Historical Geology	4	Special Topics in Social Studies	1.0
GERM 1411	Beginning German I	4	German I	1.0
GERM 1412	Beginning German I	4	German III	1.0
GOVT 2305	Federal Government	3	Government	1.0
GOVT 2306	Texas Government	3	Social Studies Advanced Studies	1.0
GRPH 1305	Introduction to Graphic Arts & Printing	3	Principles of Arts, Audio/Video Technology, and Communications	1.0
HALT 2307	Horticultural-Food Crops	3	Horticulture Science/Lab	2.0
HALT 2308	Greenhouse Management	3	Greenhouse Operations	1.0
HAMG 1321	Introduction to the Hospitality Industry	3	Principles of Hospitality and Tourism A	1.0
HAMG 2301	Principles of Food & Beverage Operations	3	Principles of Hospitality and Tourism B	1.0
HART 1341	Residential Air Conditioning	3	Practicum in Const. Techn I B	1.0
HART 1401	Basic Electricity for HVAC	4	HVAC & Refrigerant Tech II A	1.0
HART 1403	Air Conditioning Control Principles	4	Practicum in Const. Techn 1A	1.0
HART 1407	Refrigeration Principles	4	HVAC and Refrigerant Tech	1.0
HART 1445	Gas and Electric Heating	4	HVAC & Refrigerant Tech II B	1.0
HART 2438	Air Conditioning Installation and Startup	4	Practicum in Const. Techn 2 B	1.0
HART 2449	Heat Pumps	4	Practicum in Const. Techn 2 A	1.0
HART 2431	Advanced Electricity for HVAC	4	Electrical Technology II	2.0
HART 2436	Air Conditioning Troubleshooting	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	1.0
HART 2445	Residential Air Conditioning System Design	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology II	2.0
HIST 1301	United States History I	3	US History A	0.5
HIST 1302	United States History II	3	US History B	0.5

HIST 2301	Texas History	3	Special Topics in Social Studies	1.0
HIST 2311	Western Civilization I	3	Social Studies Advanced Studies	1.0
HIST 2312	Western Civilization II	3	Social Studies Advanced Studies	1.0
HIST 2321	World Civilization I	3	World History I	0.5
HIST 2322	World Civilization II	3	World History II	0.5
HIST 2381	African-American History I	3	Ethnic Studies-African American Studies	1.0
HITT 1305	Medical Terminology I	3	Medical Terminology	1.0
HPRS 2300	Pharmacology for Health Professions	3	Pharmacology	1.0
HUMA 1315	Fine Arts Appreciation	3	Art Appreciation	1.0
IFWA 1318	Nutrition for the Food Service Professional	3	Lifetime Nutrition and Wellness	1.0
ITNW 1308	Implementing & Supporting Client Operating Systems	3	Computer Science 2	1.0
ITNW 1309	Fundamentals of Cloud Computing	3	Advanced Cloud Computing	2.0
ITNW 1325	Fundamentals of Networking Technologies	3	Computer Maintenance Lab	2.0
ITNW 1316	Network Administration	3	Comp. Tech Practicum	2.0
ITNW 1337	Introduction to the Internet	3	Computer Science 1	1.0
ITNW 1454	Implementing and Supporting Servers	4	Practicum in IT	2.0
ITSC 1315	Project Management Software	3	Computer Science 3	1.0
ITSC 1316	Linux Installation and Configuration	3	Networking Lab	2.0
ITSC 1325	Personal Computer Hardware	3	Computer Maintenance	1.0
ITSY 1342	Information Technology Security	3	Practicum in IT	3.0
ITSY 2401	Firewalls and Network Security	4	Practicum in IT	3.0
MATH 1314	College Algebra	3	College Algebra A	1.0
MATH 1324	Mathematics for Business and Social Sciences	3	Statistics and Business Decision Making	1.0
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3	Advanced Quantitative Reasoning	1.0
MATH 1342	Elementary Statistical Methods	3	Statistics	1.0
MATH 2318	Linear Algebra	3	Linear Algebra	1.0
MATH 1414	College Algebra	4	College Algebra B	1.0
MATH 2412	Precalculus Math	4	Precalculus	1.0
MATH 2413	Calculus I	4	Calculus	1.0
MATH 2414	Calculus II	4	Calculus II	1.0
MATH 2415	Calculus III	4	Calculus III	1.0

MRKG 1302	Principles of Retailing	3	Retail Management	1.0
MRKG 1311	Principles of Marketing	3	Marketing	1.0
MUSI 1306	Music Appreciation	3	Music Appreciation 1	1.0
MUSI 1307	Music Literature	3	Humanities	1.0
MUSI 1311	Music Theory I	3	Music Theory 1	1.0
MUSI 1312	Music Theory II	3	Music Theory 2	1.0
PFPB 2409	Residential Construction Plumbing I	4	Plumbing Tech. I Dual Credit	1.0
PFPB 2445	Residential Construction Plumbing II	4	Plumbing Tech II	2.0
PHIL 1301	Introduction to Philosophy	3	Special Topics in Language and Culture	1.0
PHIL 1304	Introduction to World Religions	3	Special Topics in Social Studies	1.0
PHIL 2306	Introduction to Ethics	3	Special Topics in Social Studies	1.0
PHYS 1401	College Physics I	4	Scientific Research & Design I, II, III	1.0
PHYS 1402	College Physics II	4	Scientific Research & Design I, II, III	1.0
PHYS 2425	University Physics I	4	Scientific Research & Design I, II, III	1.0
PHYS 2426	University Physics II	4	Scientific Research & Design I, II, III	1.0
PSTR 1301	Fundamentals of Baking	3	Practicum in Culinary Arts. A	1.0
PSTR 1302	Cake Baking and Production	3	Culinary Arts	1.0
PSYC 2301	General Psychology	3	Psychology	1.0
PSYC 2308	Child Psychology	3	Child Guidance	1.0
PSYC 2314	Life Span Growth and Development	3	Human & Growth Development	1.0
RBTC 1301	Programmable Logic Controllers	3	Practicum in Science, Technology, Engineering and Math	1.0
RBTC 1343	Robotics	3	Robotics I	1.0
RBTC 1351	Robotics Mechanisms	3	Robotics II	1.0
RBTC 1309	Pneumatics	3	Practicum in Science, Technology, Engineering and Math	1.0
RBTC 2339	Robot Programming and Diagnostics	3	Practicum in Science, Technology, Engineering and Mathematics	1.0
RBTC 2345	Robot Application, Set-up, and Testing	3	Practicum in Science, Technology, Engineering and Mathematics	1.0
RSTO 1321	Menu Management	2	Menu Management	1.0
SOCI 1301	Introduction to Sociology	3	Sociology	1.0
SOCI 2301	Marriage and The Family	3	Special Topics in Social Studies	1.0

SOCI 2319	Minority Students	3	Special Topics in Social Studies Ethnic Studies	1.0
SPAN 1411	Beginning Spanish I	4	Spanish 2	1.0
SPAN 1412	Beginning Spanish II	4	Spanish 3	1.0
SPAN 2311*	Intermediate Spanish I	4	Spanish 4	1.0
SPCH 1315	Public Speaking	3	Professional Communication	0.5
SPCH 1318	Interpersonal Communications	3	Professional Communication	0.5
SPCH 1321	Business and Professional Communications	3	Prof. Communication	0.5
WLDG 1313	Introduction to Blueprint Reading for Welders	3	Welding I A	1.0
WLDG 1323	Welding Safety, Tools and Equipment	3	DC Welding	1.0
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4	Welding I B	1.0
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	Welding II A	1.0
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4	Welding II B	1.0
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4	Welding I or Welding II + Welding II Lab	2 or 3
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4	Introduction to Welding	1
WLDG 2447	Advanced Gas Metal Arc Welding (GMAW)	4	Welding I or Welding II + Welding II Lab	2 or 3
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4	Introduction to Welding	1.0
WLDG 2451	Advanced Gas Tungsten Welding (GTAW)	4	Welding I or Welding II + Welding II Lab	2 or 3



## Facility Use Agreement

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This Agreement (Agreement) is between the **Copperas Cove Independent School District (CCISD)** with principal place of business at P.O. Box 580, Copperas Cove, Texas 76522 and Central Texas College District (CTC) with principal place of business at 6200 West Central Texas Expressway, Killeen, Texas 76549-4199.

### **General Terms and Conditions:**

1. **Term:** This Agreement becomes effective on the date all parties have signed the Agreement. Any party may terminate this Agreement upon thirty (30) days prior to written notice. The parties shall review this Agreement upon the anniversary each year to determine if revisions are required. This Agreement, and any addendum hereto, shall automatically renew annually until terminated by either party.
2. **Purpose:** The parties agree that CCISD shall be granted use of space as determined by CTC to allow CCISD to support its students taking courses on CTC Central Campus. Such space shall be utilized for the sole purpose of performing clerical activities or physical education at the buildings and room numbers identified within this agreement.
3. This Agreement contains the entire understanding between the parties, and nothing has been promised or agreed to that is not contained herein. Any revisions to this Agreement shall be agreed to in writing, signed by all parties and incorporated as an addendum to this Agreement.
4. Each party agrees to abide by all applicable federal, state, and local laws. This Agreement shall be governed by and construed in accordance with the laws of the State of Texas. Jurisdiction for any claim, dispute, or lawsuit shall be Bell County, Texas.
5. This Agreement does not create any rights, title, or interest in CTC property by CCISD or any entity other than the parties hereto, other than what is provided under the terms of this Agreement. This Agreement cannot be transferred to any third party absent prior to signature, written permission from the non-transferring party.
6. Each party acknowledges that the relationship with the other is that of an independent contractor, and neither is liable to the other for any employment responsibilities, rights or benefits.

7. Each party acknowledges that this Agreement does not prohibit the parties from engaging in additional educational initiatives with each other or with different entities.
8. Should any non-material provision of this Agreement be deemed unenforceable by a court of competent jurisdiction, such provision shall be stricken, and the Agreement will remain in full force and effect to the extent it can continue to be performed to the parties' intents.

**CCISD Agrees:**

1. CCISD, and on behalf of its employees and students, agrees to abide by all CTC policies and procedures regarding safety, security, and professional conduct, specifically including CTC key use and replacement policy and requirements. CCISD acknowledges and agrees to CTC's authority to remove from CTC campuses any CCISD student, employee, invitee, and/or instructor not complying with CTC policies and procedures as described herein.
2. To the extent authorized under law, CCISD agrees to hold harmless and indemnify CTC, including attorney's fees and costs, for any and all losses of personal or commercial property, and all acts by its employees or agents, including personal injury and death, that result in any grievance, claim, or lawsuit against CTC.
3. CCISD shall not sublet or allow use by any third party or otherwise use of office for any other purpose than what is intended herein without prior signed, written consent from CTC.
4. CCISD to pay actual cost for all toll and long-distance phone calls within ten (10) days of receipt of invoice from CTC.
5. CCISD agrees to not post any signage, banners, or posters without prior written permission from CTC's Associate Vice Chancellor, Facilities and Construction.
6. CCISD to utilize CTC office furniture and white boards as approved by CTC. CCISD shall supply their own computers, photocopiers, printers and all other office equipment. Move-in and move-out of such office equipment shall be performed by CCISD personnel after coordination with and permission from CTC Associate Vice Chancellor, Facilities and Construction, or designee. Within ten (10) days of taking possession, CCISD shall present to CTC a list of all CTC furniture being used and agrees to immediately update this list throughout its tenancy with any changes. CTC to verify such list and provide written approval for use of such furniture. Should certain furniture not be approved by CTC, CCISD shall immediately remove the furniture under the provisions of this section.
7. Liability Insurance:
  - a. CCISD shall obtain the following minimum coverage amounts as applicable:
    - two million dollars (\$2,000,000.00) in general liability insurance;

- two million dollars (\$2,000,000.00) in sexual molestation liability coverage if any minor children will be on Campus as part of the activity; and
- Appropriate bailee coverage for rental of equipment (specifically including, but not limited to, nursing equipment) as determined by CTCD based on what equipment CCISD will use.

All insurance coverage supplied by CCISD shall be approved by CTCD and will cover the dates and all activities planned during the term of this Contract. The certificate[s] of insurance must show the policy number, effective dates, the type and amount of insurance coverage, and CTCD must be named as “additional insured” for the term of this Contract and for all activities undertaken.

- b. CCISD shall provide its own property contents insurance for all of its equipment and its employees’ personal belongings and provide CTC with a Certificate of Insurance naming CTC as an additional insured for the duration of this Agreement. CCISD agrees that failure to provide this Certificate of Insurance is a material condition to this Agreement and failure to provide such Certificate initially and upon insurance renewal is grounds for termination of tenancy.
8. CCISD agrees to abide by CTC’s computer usage policies.
  9. Before utilizing CTC parking, CCISD agrees that its employees and students will obtain a parking permit from the CTC Police Department. Failure to have a valid CTC parking permit could result in the parker being ticketed and/or towed. Reserved parking applies to CCISD instructors only.
  10. CCISD will be responsible for damage to CTC property beyond general wear and tear.
  11. CCISD shall inform CTC of the name and contact information of all employees it authorizes to use the facilities, up to the total number of individuals authorized by CTC as stated herein.
  12. Any costs incurred by CCISD to perform under this agreement that are not specifically articulated herein as payable by CTC will be borne by CCISD.

**13. Contacts:**

CCISD

Dr. Brent Hawkins  
 CCISD  
 408 S. Main St.  
 Copperas Cove, TX 76522  
 Phone: (254) 547-1227  
 e-mail: Hawkinsb@ccisd.com

## CTC

Dr. Tamara Clunis  
Central Texas College  
PO Box 1800  
Killeen, TX 76540-1800  
Phone: (254) 526-1196  
e-mail: Tamara.Clunis@ctcd.edu

### **CTC Agrees:**

1. CTC will provide office space appropriate for two (2) CCISD employees. The office space will be at no cost to CCISD.
2. CTC shall provide telephones and lines for two (2) CCISD employees.
3. CTC will permit CCISD staff to utilize CTC for wired and wireless networks to connect CCISD-provided computers and printers. Unfiltered internet access is also provided by CTC. CTC shall provide CCISD with access information to CTC's computer access policies and requirements. To safely provide wired network access for machines CTC does not own or administer, CTC will provide a separate network which may limit access to certain internal CTC resources.
4. CTC shall invoice CCISD for all toll and long-distance calls.
5. CTC shall provide electricity and regular custodial services at no cost to CCISD.
6. CTC shall provide, at no cost, one standard sign at the door of the office identifying the office as occupied by CCISD.
7. CTC shall provide an appropriate number of keys to CCISD pursuant to CTC's policy and requirements for key use and replacement. CTC to provide CCISD with access to CTC's key use and replacement policies and requirements. Exterior building access will be available during normal campus business hours.
8. CTC general parking is available at no cost, or reserved parking can be purchased which entitles CCISD to park in any reserved spot that is vacant at the time of need between 7:30am-6:00pm. Reserved spots are open to the public after 6:00pm. Before utilizing CTC parking, all CCISD employees and students are required to obtain a parking permit from the CTC Police Department. Failure to have a valid CTC parking permit could result in the parker being ticketed and/or towed.

CCISD

\_\_\_\_\_  
Signature

CENTRAL TEXAS COLLEGE

*Jamais Clunis*

\_\_\_\_\_  
Signature

Copperas Cove ISD Superintendent of Schools

\_\_\_\_\_  
Title

Vice Chancellor Instruction and Workforce  
Education

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*6/27/25*

\_\_\_\_\_  
Date

CTC AGREES AND AUTHORIZES CCISD TO UTILIZE THE FOLLOWING SPACE:

Building: 253W, Room 118,

Building: 545, Rooms 174, 149, 146, 141



## Early College Program Agreement 2025-2027

This Early College Program Agreement (hereinafter referred to as “Agreement”) is made and entered into by and between the Central Texas College, at 6200 West Central Texas Expressway, Killeen, TX 76549, (hereinafter referred to as “CTC”), and **Copperas Cove Independent School District**, located at 408 South Main Street, Copperas Cove, Texas 76522 (hereinafter referred to as “ISD”), collectively referred to as the “Parties”, pursuant to the authority granted in compliance with section 29.908 of the Texas Education Code.

### 1) TERM

This Agreement shall be in effect from August 1, 2025 to July 31, 2027.

### 2) OVERVIEW

CTC is dedicated to serving students and communities by fostering collaborative partnerships with school districts. A major initiative promoting a college-going and college graduation culture is the Central Texas College Dual Credit Program, which complies with the rules set forth by the State of Texas [TAC title 19, Chapter 4, Subchapter D, Rule § 4.84] for dual credit partnerships between secondary schools and Texas public colleges to offer dual credit to qualified students.

### 3) PURPOSE

The purpose of this Early College Program Agreement is to approve the mechanism for the establishment of an Early College Program partnership between CTC and ISD. The Early College Program Agreement is defined as an agreement between CTC and the ISD that sets forth the process by which a high school student will be allowed to earn both a high school diploma and an associate’s degree, or two years of college credit toward a bachelor’s degree, thus accelerating the transition from high school to post-secondary education. The Early College Program Agreement will specify the roles and responsibilities of CTC and the School District participating in the Early College Program.

### 4) DUAL CREDIT PROGRAM DEFINITION

A) **Dual Credit:** a program for eligible high school students to complete college course(s) and receive credit from both the college and the high school under Texas Education Code, §130.008, and/or complete college courses offered by an institution of higher education, for which a high school student may earn credit toward satisfaction of:

1. a career and technical education course that satisfies a requirement necessary to obtain an industry-recognized credential or certificate or an associate degree;
2. a foreign language requirement at an institution of higher education

3. a requirement in the core curriculum, as that term is defined by Texas Education Code, §61.821, at an institution of higher education; or
  4. a requirement in a field of study curriculum developed by the coordinating board under Texas Education Code, §61.823.
- B) Early College Program: refers to a program developed via an institutional agreement in partnership between a public institution of higher education and high schools or school districts in which a student enrolls in courses that are part of a defined sequence of courses. The program must:
1. provide for a course of study that enables a participating student to combine high school courses and college-level courses during grade levels 9 through 12;
  2. allow a participating student to complete high school and enroll in a program at an institution of higher education that will enable the student to, on or before the fifth anniversary of the date of the student's first day of high school, receive a high school diploma and either:
    - a. an applied associate degree, as defined by Texas Higher Education Coordinating Board rule; or
    - b. an academic associate degree, as defined the Texas Higher Education Coordinating Board rule, with a completed field of study curriculum developed under Section §61.823 (Field of Study Curriculum) that is transferable toward a baccalaureate degree at one or more general academic teaching institutions as defined by the Texas Education Code, §61.003.

## 5) COLLABORATION

- A) It is mutually recognized that CTC and ISD have certain objectives in common:
1. educating and training students in preparation for future education and future employment.
  2. providing ISD students with the highest quality educational opportunities.
  3. ensuring accessibility to education in the most economical means possible.
- B) CTC and the ISD agree as follows:
1. CTC and ISD officials will work collectively to provide the necessary information to ensure that an effective college course schedule is created and maintained.
  2. Adjustments to the schedule will be made as needed. CTC reserves the right to cancel courses due to low enrollment. Course cancellation decision will be made prior to the first day of class. Late registration for classroom courses is permitted for a limited time after class begins. Consult local schedules for exact dates. Students who complete registration after classes begin are not excused from meeting attendance or academic requirements and must arrange with the instructor to make up missed classes.

3. The minimum for college courses taught during the school day by dual credit instructors is 8 students per section.
  4. The CTC liaison is the Associate Dean of Dual Credit Programs. The School District liaison is the Director of Dual Enrollment.
- C) Each semester, a CTC Dual Credit Registration Request Form must be used to document all students' requests for enrollment in college courses and follow the review and approval process established by CTC and the ISD. TSI scores and high school transcripts must be submitted with the Registration Request Form.

## **6) STUDENT ELIGIBILITY**

- A) Student eligibility is determined by the requirements outlined in the Texas Administrative Code, *Rules Applying to All Public Institutions of Higher Education in Texas*, Chapter 4 Subchapter D, §4.85 (b)1-5.
- B) The current Central Texas College Course Catalog shall determine all admission and registration requirements.
- C) CTC requires ISD to follow all CTC enrollment procedures and guidelines for dual credit students.
- D) Students may be enrolled in dual credit courses only with the consent of the ISD and approval by CTC.

## **7) ELIGIBLE COURSES**

- A) In accordance with Texas Education Code §130.008(a) and §28.0095(a)(3), eligible dual credit courses must be:
  1. In the college core curriculum
  2. a career and technical education course listed in the Workforce Education Course Manual (WECM); or
  3. a foreign language course; or
  4. a requirement in a field of study curriculum
- B) All college courses offered for dual credit shall:
  1. Comply with the rules and regulations of the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC);
  2. Adhere to the descriptions and content as specified in the current edition of the Academic Course Guide Manual or the Workforce Education Course Manual; and
  3. Provide advanced academic instruction that enables students to master the Texas Essential Knowledge and Skills for the corresponding high school course.
  4. Developmental courses and those classified as remedial in orientation are not eligible for dual credit.
- C) An approved list of dual credit offerings shall be provided by CTC and the ISD and included as Exhibit 1 and Exhibit 2 to this agreement. The list shall be

amended annually by CTC, in partnership with the ISD, and any revisions are hereby incorporated into this Agreement.

- D) All students shall be placed on a CTC degree plan or certificate of completion plan, as applicable. The number of credits required for a CTC degree shall not exceed 60 credits, and full-time dual credit students may complete an associate degree within two years. Under special circumstances, dual credit eligible students may be permitted to earn more than 60 credits with prior written approval from both CTC and ISD.

## **8) LOCATION OF CLASS AND TEACHING ENVIRONMENT**

### **A) Location**

1. CTC offers dual credit distance learning courses to ISD on the high school campus located at 400 South 25<sup>th</sup> Street, Copperas Cove, Texas 76522.
2. CTC offers dual credit courses to ISD through in-person instruction on the high school campus located at 400 South 25<sup>th</sup> Street, Copperas Cove, Texas 76522.
3. CTC offers dual credit courses to ISD at the CTC campus located at 6200 West Central Texas Expressway, Killeen, Texas, 76549.

### **B) Teaching Environment**

1. The ISD will provide classroom space, equipment, and other peripherals on its campus as needed and applicable to enhance the education process.
2. The ISD will provide computers for instructional coursework for CTC distance learning courses.
3. CTC will provide classroom space, equipment and other peripherals on its campus as needed an applicable to enhance the education process.

## **9) STUDENT COMPOSITION OF CLASS**

- A) Early College Program Classes, held in-person on the high school campus, may only be taught with college students enrolled.
- B) A dual credit course may be composed of dual credit students only or of a mixture of dual credit and college students. All such enrollments shall be governed by the criteria set forth in Title 19, Texas Administrative Code, Rules Applying to All Public Institutions of Higher Education in Texas, Chapter 4, Subchapter D, Section 4.85(d)1-3 and SACSCOC rules relating to Dual Credit.

## **10) FACULTY SELECTION, SUPERVISION, EVALUATION, DEVELOPMENT**

- A) Faculty members must meet the minimum requirements of CTC and the Southern Association of Colleges and Schools, Commission on Colleges. Approval procedures outlined in CTC Instructor Qualification and Approval Procedures; Human Resources Policy #160 will be followed. CTC will hire or qualify all instructors to teach the courses subject to the terms of this Agreement. Each approved Dual Credit Instructor will be supervised by the College's respective department chair or designee and be evaluated and monitored to ensure quality of

instruction and compliance with CTC's policies and procedures, in accordance with the standards established by the State of Texas and SACSCOC.

- B) ISD faculty approved as Dual Credit Instructors will be cleared by CTC's office of Human Resources to teach college courses.
- C) The certification process outlined in Texas Education Code Chapter 22, administered by the Texas Department of Public Safety, is a mandatory requirement for all Dual Credit Instructors. CTC will confirm ISD campus assignment of dual credit teachers with the ISD campus administration prior to notifying the teacher of assignment
- D) Dual Credit Instructors will submit all required reporting documents such as roster verifications, student learning outcome results, syllabi/section outlines, and submission of grades (pass/fail and numeric) by deadline(s) set by CTC.
- E) Dual Credit Instructors will provide students the course syllabus on the first day of class.
- F) Dual Credit Instructors will alert the department chair immediately if there is an issue with equipment or textbooks.
- G) Dual Credit Instructors will follow the curriculum provided by CTC.
- H) Dual Credit Instructors will follow the protocol for communicating with the department chair on any grading or student concerns.
- I) Dual Credit Instructors will maintain communication with the department chair throughout the semester.
- J) Dual Credit Instructors will attend training provided by CTC.
- K) Dual Credit Instructors must comply with CTC faculty training/certification requirements.
- L) Dual Credit Instructors must communicate with dual credit students through CTC email or Blackboard.
- M) CTC will pay all dual credit faculty for each section taught pursuant to CTC's current part-time teaching rate. Payment will be twice a month as published on the CTC Payroll Calendar. All instructors paid by CTC will be obligated to sign a CTC adjunct instructor Part Time Employment Agreement.
- N) All dual credit faculty will conform to all CTC policies and procedures.

## **11) COURSE CURRICULUM, INSTRUCTION, AND GRADING**

- A) CTC will ensure that all Early College Program courses, whether taught at CTC, online, blended or at the ISD are equivalent with respect to curriculum, materials, instruction, method, and rigor as those courses offered at the CTC Central Campus. The quality and rigor of the Early College Program courses will be sufficient to ensure student success in subsequent courses.
- B) CTC will report numerical grades for courses to designated ISD staff based upon an agreed-upon grade reporting calendar provided by the ISD. If an instructor misses the grade report deadline, the ISD will be notified, and grades will be sent upon receipt from the instructor. Grade changes will be reported by student name and course. CTC and ISD utilize different grading scales. As a result, students

receiving a final grade of 60 or higher in the college course will receive high school credit for the course.

- C) CTC will provide a list of textbooks 21 days in advance of the start of the semester for college courses taught by CTC instructors at the high school campus to ensure purchase prior to the school year/term.
- D) The ISD will ensure that all Early College Program students have books on the first day of class.
- E) To accommodate exchange of information among CTC, ISD teachers instructing college courses will receive e-mail accounts from respective institutions.

## **12) ACADEMIC POLICIES, ADVISING, AND STUDENT SUPPORT SERVICES**

- A) Regular academic policies and procedures applicable to regular college courses, and students will also apply to Early College Program students.
- B) Course performance will be part of students' permanent academic records at CTC and ISD.
- C) Students are subject to the rules of conduct, plagiarism, and disciplinary standards published in the CTC Course Catalog and are subject to the penalties defined by such standards.
- D) Students must adhere to CTC's census date policy by completing an academically related activity (graded or non-graded) prior to the census date. Students that do not adhere to the policy are subject to being dropped.
- E) Students are required to provide their valid social security number on their admission application. If student is not a U.S. citizen or permanent resident, student must provide the state-approved alternative student identification number. Refer to the Data Sharing section for additional information that ISD is required to provide.
- F) CTC Academic advising will be available to all students throughout their enrollment with CTC. In addition, CTC support services, such as the library services, tutoring, etc. are offered to students as needed and applicable, with the goal being student successfully completing the Early College Program courses.
- G) ISD will ensure that the registered courses for students are in the students' Individual Graduation Plan.
- H) ISD will ensure approved CTC courses count toward required credit for high school graduation.
- I) CTC and ISD shall coordinate and participate jointly in parent and student information sessions, college visits, counselor training workshops, and other activities as set forth herein.
- J) CTC will provide an orientation for first-time Early College Program students.
- K) CTC's Disability Support Services (DSS) office provides reasonable accommodations to students in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. In order for students with disabilities to receive accommodations from CTC, student must initiate contact to and provide CTC's, DSS office with the current (within three years of enrollment

at CTC) documentation of disability. Documentation consists of a statement or evaluation from an appropriate and recognized health professional. The Individualized Education Plan used for public school students does not qualify as a substitute for documentation from an appropriate and recognized health care professional.

High school personnel will ensure students are aware of these requirements and instruct students who wish to seek accommodation to contact DSS at (254) 501-3006 to set up an appointment for evaluation of the student's needs.

- L) Information about the Early College Program shall be made readily available by both CTC and the ISD through their marketing materials and shall also be available on a designated dual credit page on the Central Texas College website, [www.ctcd.edu](http://www.ctcd.edu).

### **13) TRANSCRIPTION OF CREDIT**

- A) For Early College Program courses, high school as well as college credit should be transcribed immediately upon a student's completion of the performance required in the course.
- B) The ISD transcription of grades for courses may differ from CTC's based on Texas Education Association policies, specifically those relating to courses required to have the End of Course State of Texas Assessment of Academic Readiness exams.

### **14) FUNDING**

- A) The ISD will claim contact hours for purposes of state reporting. CTC will claim all other funding for all students receiving college credit in Early College Program courses.
- B) FAST Eligible Students: Financial Aid for Swift Transfer (FAST) is defined in accordance with Texas Education Code section 28.0095. FAST eligible students shall not be responsible for tuition and book fees. The criteria for determining whether a student is FAST eligible will be held in accordance with Texas Education Code section 28.0095(c)(1)(2) and the rules promulgated by the Texas Higher Education Coordinating Board. There is no cost to ISD for tuition regarding FAST eligible students, ISD is however responsible for the cost of books, instructional materials, and supplies such as computing devices or other items not specifically provided for within this agreement. Invoices billed to ISD are payable net 30 days.
- C) Non-FAST Eligible Students: For students that do not meet the criteria for FAST eligibility as prescribed above, the FAST tuition rate will be prescribed by the Texas Higher Education Coordinating Board and approved by the Central Texas College Board of Trustees. ISD will be billed per student the current FAST tuition rate, fees, supplies and books for up to 60 credit hours over the course of the student's high school enrollment as approved by ISD. If the ISD does not cover tuition costs, tuition and books will be the responsibility of the non-FAST eligible

students. Tuition, fees, and books for additional courses will be billed to the student for courses and materials outside of this agreement. For any and all refunds where a student withdraws from a course or program, refunds are administered according to the CTC refund schedule. Refunds for student withdrawal are calculated effective the date the Dual Credit Programs Office or CTC Site Director receives notification of student withdrawal from the ISD.

- D) ISD at its sole discretion may choose to require reimbursement from any ISD student that is not FAST eligible for tuition, fees, supplies, books, or other course materials paid for by the ISD. Student reimbursement shall not be a condition of the ISD's payment for the amounts billed by CTC to the ISD. The ISD may not require reimbursement for any costs from students that are FAST eligible.
- E) If applicable, ISD is responsible for all costs of transportation of students.
- F) When applicable, the use of free or low-cost open educational resources will be considered as a means to enhance accessibility and reduce financial barriers for learners.

## **15) DATA SHARING**

- A) Data shall be provided by ISD to CTC. Data will be transmitted using secure methods that adhere to accepted cybersecurity standards. Information needed is listed as items 1-7, all information will be provided in a timely manner to meet reporting deadlines set forth by the Texas Higher Education Coordinating Board.
  - 1. Enrollment information for all students: First Name, Last Name, Middle Initial; Date of Birth (DOB); Social Security Number (SSN) for all U.S. Citizens and permanent residents. If student is not a U.S. Citizen or permanent resident, provide the state-approved alternative student identification number.
  - 2. High school attending;
  - 3. Date of high school graduation;
  - 4. Endorsement areas of each student;
  - 5. Special group identification, for example Early College Program or STEM;
  - 6. Cumulative GPAs; and
  - 7. Texas Student Data System (TSDS) Unique ID

## **16) ACCREDITATION AND STANDARDS**

The educational partners to the agreement are independent agencies accredited by various state and regional accrediting agencies. Each institution is responsible for meeting the standards established by the accrediting agencies under whose authority it awards degrees and certificates. No provision of this agreement shall be construed to limit the authority of any educational partner to meet its accreditation obligations.

## **17) RENEWAL AND TERMINATION**

- A) This Agreement shall be in effect from August 1, 2025 to July 31, 2027.

- B) This Agreement supersedes any prior Agreement(s).
- C) This Agreement may be terminated in whole or in part by either party providing ninety (90) calendar days written notice to the other party. Such notice shall be sent by certified mail, return receipt requested, to the address of the respective parties listed above. However, such termination shall not take effect with regard to the students already enrolled, until such time as those students have completed their respective courses. At the time of such termination, both parties should immediately cease to enroll students beyond the final term in which students are enrolled.

**18) LIABILITY**

- A) To the extent permitted under Texas law and without waiving any defenses including governmental immunity, each party agrees to be responsible for its own acts or failure to act, including acts of negligence, which may arise in connection with any and all claims for damages, costs, and expenses to person or persons and property that may arise out of or be occasioned by this Agreement or any of its activities or from any act or omission of any employee or invitee of the parties of the Agreement. The provisions in this paragraph are solely for the benefit of the parties of this Agreement and are not intended to create or grant any rights, contractually or otherwise to any third party.
- B) For breach of any provision herein, the liability of the defaulting party shall be limited to direct actual damages only and all other damages and remedies are waived. In no event shall either party be liable to the other party for consequential, incidental, or indirect damages in tort, contract, under any indemnity provision or otherwise.
- C) This Agreement shall not be assigned to any third person or entity without the express written and signed consent of the non-assigning party.
- D) This Agreement contains the entire understanding and agreement between the parties and neither is relying on any promises or representations not contained herein. This Agreement may be revised or modified in any fashion only by signed written agreement between the parties.

CENTRAL TEXAS COLLEGE

COPPERAS COVE INDPENDENT SCHOOL DISTRICT

*Tamara Clunis*

Dr. Tamara Clunis  
 Vice Chancellor  
 Instruction and Workforce Education

\_\_\_\_\_  
 Dr. Brent Hawkins  
 Superintendent

*6/27/25*  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

**Exhibit 1**  
**Approved Programs**

**Associate of Arts Degree**  
**Interdisciplinary Studies (AA. IDS4)**  
**Endorsement Multidisciplinary Studies**

<b>College Course Description</b>	<b>College Course</b>	<b>Credit Value</b>	<b>High School Description</b>	<b>Credit Value</b>
<b>Suggested Year 1</b>				
Public Speaking or Business and Professional Communication Or World Geography	SPCH 1315 or SPCH 1321 Or GEOG 1303	3	Professional Communication Or World Geography	0.5  1
Creative Arts – Fine Arts Appreciation	HUMA 1315	3	Art Appreciation	1
United States History	History 1301 and HIST 1302	6	US History A and US History B	1
<b>Suggested Year 2</b>				
Composition I and II	ENGL 1301 and ENGL 1302	6	English 3A or 4A or English 3B or 4B	2
College Electives	2 College Electives	6	High School Elective	2
Government and Political Science	GOVT 2305 and GOVT 2306	6	Government DC and Social Studies Advanced Studies	2
Social & Behavioral Science	ECON 2301	3	Economics	1
College Elective	College Elective	3	High School Elective	1
<b>Suggested Year 3</b>				
Language/Philosophy/Culture	ENGL 2322	3	English 4B	0.5
Life and Physical Science Options	2 Science Options BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	8	Scientific Research & Design or Scientific Research & Design I Or Scientific Research & Design or Scientific Research & Design II	1
College Algebra	MATH 1314 or MATH 1414	3,4	College Algebra A or College Algebra B	1
College Electives	2 College Electives	6	High School Elective	2
College Elective (90)	College Elective Component Area	3,4	High School Elective	1
<b>Elective Options</b> <i>Students may select 18 semester credit hours from courses listed below.</i>				

AGRI 1415, ANTH 2351, ARTS 1303, ARTS 1304, BCIS 1305, BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, BIOL 2420, BUSI 1301, CHEM 1406, CHEM 1407, CHEM 1411, CHEM 1412, COSC 1301, DRAM 1310, DRAM 2361, DRAM 2366, ECON 2302, ENGL 2322, ENGL 2327, ENVR 1401, GEOG 1301, GEOG 1302, GEOG 1303, GEOL 1403, GEOL 1404, GERM 1411, GERM 1412, HIST 2301, HIST 2311, HIST 2312, HIST 2321, HIST 2322, HIST 2381, MATH 1332, MATH 1342, MATH 2412, MATH 2413, MUSI 1306, MUSI 1307, PHIL 1301, PHIL 1304, PHIL 2306, PHYS 1401, PHYS 1402, PHYS 2425, PHYS 2426, PSYC 2301, PSYC 2308, PSYC 2314, SOCI 1301, SOCI 2301, SOCI 2319, SPAN 1411, SPAN 1412

**Air Conditioning and Refrigeration Technicians Assistant (ACR17.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Refrigeration Principles	HART 1407	4	HVAC and Refrigerant Tech	1
Basic Electricity for HVAC	HART1401	4	HVAC and Refrigerant Tech II A	1
Gas and Electric Heating	HART 1445	4	HVAC and Refrigerant Tech II B	1
Residential Air Conditioning	HART 1341	3	Practicum in Construction Tech I B	1
Air Conditioning Control Principles	HART 1403	4	Practicum in Construction Tech I A	1

**Automotive System Specialist (AUSS5.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Automotive Electronics	AUMT 2337	3	Auto Technology IB	1
Automotive Climate Control Systems	AUMT 1445	4	Auto Technology II	1
<b>Suggested Year 2</b>				
Automotive Drive Train and Axles	AUMT 2413	4	Practicum in Transportation Systems Ext IB	1
Automotive Automatic Transmission and Transaxle	AUMT 2425	4	Automotive Technology II: Automotive Service + Advanced Transportation Systems Laboratory	3
<b>Suggested Year 3</b>				
Automotive Engine Repair	AUMT 1319	3	Automotive Basics	1

**Baking (HMBK9.CC1)**  
**Restaurant Skills (HMR13.CC1)**  
**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Sanitation and Safety	CHEF 1305	3	Culinary Arts B	1
Basic Food Preparation	CHEF 1301	3	Culinary Arts A	1
Principles of Healthy Cuisine	CHEF 1302	3	Introduction to Culinary Arts	1
Introduction to Hospitality Industry	HAMG 1321	3	Principles of Hospitality and Tourism A	.5
<b>Suggested Year 2</b>				
Fundamentals of Baking	PSTR 1301	3	Practicum in Culinary Arts A	1
Principles of Food and Beverage Operations	HAMG 2301	3	Principles of Hospitality and Tourism B	.5
Menu Management	RSTO 1321	3	Menu Management	1
Cake Baking and Production	PSTR 1302	3	Culinary Arts	1

Upon completion of CHEF 1305, students are eligible to sit for the ServSafe exam.

**Basic Automotive Technician (AUB13.CC1)**  
**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Automotive Technology	AUMT 1405	4	Automotive Basics B	.5
Theory of Automotive Engines	AUMT 2305	3	Automotive Basics A	.5
<b>Suggested Year 2</b>				
Automotive Electrical Systems	AUMT 1407	4	Automotive Technology IA	1
Automotive Brake Systems	AUMT 1410	4	Practicum in Transportation Systems Ext IA	1
<b>Suggested Year 3</b>				
Automotive Suspension and Steering Systems	AUMT 1416	4	Automotive Technology II Automotive Service	2

**Biology (BIO24.AS)**

**Associate of Science Degree**

**Endorsement Science, Technology, Engineering, Mathematics**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
College Algebra (Calculus Path)	MATH 1414	4	College Algebra B	1
Biology for Science Majors I	BIOL 1406	4	Scientific Research & Design	1
Composition I	ENGL 1301	3	ENGL 3A OR 3B	1
United States History I	HIST 1301	3	US History A	.5
Learning Frameworks	EDUC 1100	1	College Readiness & Study Skills	.5
Biology for Science Majors II	BIOL 1407	4	Scientific Research & Design	1
SPCH 1315, SPCH 1318 or SPCH 1321	SPCH	3	Professional Communication	.5
United States History II	HIST 1302	3	US History B	.5
General Chemistry	CHEM 1411	4	Scientific Research & Design I, II, III	1
Language, Philosophy and Culture	ENGL 2322	3	English 4B	1
<b>Suggested Year 2</b>				
<b>Organismal Biology Focus Courses</b>	<b>Take 3 courses</b> BIOL 1411, BIOL 1413, BIOL 2401, BIOL 2402, CHEM 1412, ENVR 1401, PHYS 1401	12	Special Topics in Science, Anatomy and Physiology (SEM.1), Environmental Science, Scientific Research & Design I,II,III	3
<b>Human Biology Focus Courses</b>	<b>Take BIOL 2401 AND 2 courses listed:</b> BIOL 1413 OR BIOL 2402, CHEM 1412, or PHYS 1401	8	Anatomy and Physiology, Special Topics in Science, Scientific Research & Design I, II, III	3
Federal Government	GOVT 2305	3	Government	1
Sociology or Psychology	SOCI 1301 or PSYC 2301	3	Sociology or Psychology	1
Microbiology for Sciences Selection	BIOL 2421	4	Medical Microbiology or Special Topics in Science	1
Texas Government	GOVT 2306	3	Social Studies Advanced Studies	1
Creative Arts	HUMA 1315	3	Art Appreciation	1

**Business Administration (BUB15.AS)**  
**Associate of Science Degree**  
**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Business Principles	BUSI 1301	3	Principles of Business, Marketing & Finance	1
Life and Physical Science Options	2 Science Options BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	8	Scientific Research & Design or Scientific Research & Design I Or Scientific Research & Design or Scientific Research & Design II	1
United States History I	HIST 1301	3	US History A	.5
Composition I and II	ENGL 1301 and ENGL 1302	6	English 3A or 4A or English 3B or 4B	2
Business Computer Applications	BCIS 1305	3	Business Information Mgmt. I	1
United States History II	HIST 1302	3	US History B	.5
College Algebra	MATH 1314	3	College Algebra A	1
<b>Suggested Year 2</b>				
Principles of Macroeconomics	ECON 2301	3	Economics	1
Principles of Financial Accounting	ACCT 2301	3	Accounting 1	1
Principles of Managerial Accounting	ACCT 2302	3	Accounting 2	1
Government and Political Science	GOVT 2305 and GOVT 2306	6	Government DC and Social Studies Advanced Studies	1
Introduction to Philosophy	PHIL 1301	3	Special Topics in Language and Culture	1.0
Component Elec (90)	Component Elective (90)	3	High School Elective	1
Principles of Microeconomics	ECON 2302	3	Economics Advanced Studies	1
Communications	SPCH 1321	3	Prof. Communication	.5
Fine Arts Appreciation	HUMA 1315	3	Art Appreciation	1

**Carpentry Trades (MTC15.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Carpentry	CRPT 1429	4	Principles of Construction	1
Floor Systems	CRPT 1423	4	Construction Tech I	2
<b>Suggested Year 2</b>				
Wall Systems	CRPT 1415	4	Construction Tech II	2
Roof Systems	CRPT 1411	4	Practicum in Construction Tech	3
<b>Suggested Year 3</b>				
Interior and Exterior Paint and Refinishing	CBFM 1334	3	Practicum in Construction Tech	3

**Computer Science (CS17.AS)**

**Associate of Science Degree**

**Endorsement Science, Technology, Engineering, Mathematics**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Computing	COSC 1301	3	Principles of IT	1
Introduction to Computer Programming	COSC 1315	3	Introduction to Programming Applications	1
Composition I	ENGL 1301	3	English 3	1
Mathematics	MATH	3	College Algebra	1
United States History I	HIST 1301	3	US History A	0.5
Programming Fundamentals I	COSC 1336	3	Computer Science I	1
Speech	SPCH 1318 or 1321	3	Professional Communication	0.5
Life and Physical Sciences Options	BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	4	Scientific Research & Design or Scientific Research	1
Language, Philosophy and Culture	HUMA 1315	3	Art Appreciation	1
United States History II	HIST 1302	3	US History B	0.5
<b>Suggested Year 2</b>				
Programming Fundamentals II	COSC 1337	3	Computer Science II	1
Computer Organization	COSC 2325	3	Independent Studies in Technology Applications	1
Creative Arts-Fine Arts Appreciation	HUMA 1315	3	Art Appreciation	1
Federal Government	GOVT 2305	3	Government DC	1
Social and Behavioral Sciences	ECON 2301	3	Economics	1
<b>Suggested Year 3</b>				

Programing Fundamentals III	COSC 2336	3	Independent Studies in Technology Applications	1
Texas Government	GOVT 2306	3	Government DC	1
Life and Physical Sciences	BIOL 1406 or BIOL 1408 BIOL 1407 or BIOL 1409	4	Scientific Research & Design or Scientific Research	1
Core Elective	Core Elective	4	High School Elective	1
Principles of Managerial Accounting	ACCT 2302	3	Accounting 2	1

### Courses toward EMT-Paramedic (EMP15.CC1)

#### Certificate of Completion

#### Endorsement Public Safety

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Emergency Medical Technician	EMSP 1401	4	Extended Practicum in Law, Public Safety, Corrections, and Security	3
Clinical- Emergency Medical Technology/Technician	EMSP 1160	1	EMTB Clinical	1

Upon successful completion of EMSP 1401 and EMSP 1160, students are eligible to sit for the National Registry Emergency Medical Technician (EMT) exam.

### Earth Science (ESC23.AS)

#### Associate of Science Degree

#### Endorsement Science, Technology, Engineering, Mathematics

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Composition I	ENGL 1301	3	English 3A or 4A	1
United States History I	HIST 1301	3	US History A	.5
College Algebra (Calculus Path)	MATH 1414	4	College Algebra B	1
Component Area Option (090)	COSC 1301	3	Principles of IT	1
Environmental Science	ENVR 1401	4	Environmental Science	1
SPCH 1315, SPCH 1318 or SPCH 1321	SPCH	3	Professional Communication	.5

United States History II	HIST 1302	3	US History B	.5
<b>Environmental Science Focus Courses</b>	<b>Take 4</b> courses listed: BIOL 1406, BIOL 1407, BIOL 1411, BIOL 1413, CHEM 1411, CHEM 1412, PHYS 1401, or PHYS 1402	16	Scientific Research & Design, Special Topics in Science, Scientific Research & Design I, II, III	4
<b>Geology Focus Courses</b>	<b>Take</b> GEOG 1401 <b>AND 3</b> courses listed: BIOL 1407, CHEM 1411, CHEM 1412, PHYS 1401, or PHYS 1402	12	Special Topics in Science, Scientific Research & Design I, II, III,	3
<b>Suggested Year 2</b>				
Physical Geology	GEOL 1403	4	Special Topics in Social Studies	1
Federal Government	GOVT 2305	3	Government	1
Creative Arts	HUMA 1315	3	Art Appreciation	1
Texas Government	GOVT 2306	3	Social Studies Advanced Studies	1
Language, Philosophy and Culture	ENGL 2322	3	English 4B	1
Social/Behavioral Sciences Selection	ECON 2301	3	Economics	1
Component Area Option	ANTH 2351	3	Discovering Languages and Cultures	1

### Farm and Ranch (WLFR9.CC1)

#### Certificate of Completion

#### Endorsement Business and Industry

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Welding Safety, Tools, and Equipment	WLDG 1323	3	Dual Credit Welding	1
Introduction to Oxy-Fuel Welding and Cutting	WLDG 1425	4	Dual Credit Welding	1
Introduction to Shielded Metal Arc Welding (SMAW)	WLDG 1428	4	Advanced Dual Credit Welding	1
Intermediate Shielded Metal Arc Welding (SMAW)	WLDG 1457	4	Advanced Dual Credit Welding	1
<b>Suggested Year 2</b>				
Introduction to Blueprint Reading for Welders	WLDG 1313	3	Blueprint Reading for Manufacturing Applications	1

**Graphics and Printing Technology Graphic Design (GPGF5.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Graphic Arts & Printing	GRPH 1305	3	Principles of Arts, Audio/Video Technology, and Communications	1
Digital Publishing I	ARTC 1313	3	Printing and Imaging Technology	1
Digital Imaging I	ARTC 1302	3	Printing and Imaging Technology	1
Digital Publishing II	ARTC 2313	3	Printing and Imaging Technology II	2
Digital Imaging II	ARTC 2305	3	Printing and Imaging Technology II	2
Digital Publish III	ARTC 2348	3	Practicum in Printing and Imaging Technology	2

**IT Core Fundamentals (ITC24.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Introduction to Computing	COSC 1301	3	Principles of IT	1
Business Computer Applications	BCIS 1305	3	Business Information Mgmt. I	1
Fundamentals of Networking Technologies	ITNW 1325	3	Computer Maintenance Lab	2
Introduction to the Internet	ITNW 1337	3	Computer Science 1	1
Information Technology Security	ITSY 1342	3	Practicum in IT	3
<b>Suggested Year 2</b>				
Implementing & Supporting Client Operating Systems	ITNW 1308	3	Computer Science 2	1
Fundamentals of Cloud Computing	ITNW 1309	3	Advanced Cloud Computing	2
Introduction to Computer Programming	COSC 1315	3	Introduction to C# Programming Application	1
Personal Computer Hardware	ITSC 1325	3	Computer Maintenance	1
IT Project Management	ITSC 1315	3	Computer Science 3	1

**Residential Heating, Air Conditioning and Refrigeration (HAC17.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Heat Pumps	HART 2449	4	Practicum in Construction Tech 2 A	1
Air Conditioning Installation and Startup	HART 2438	4	Practicum in Construction Tech 2 B	1
Advanced Electricity for HVAC	HART 2431	4	Electrical Technology II	2
Air Conditioning Troubleshooting	HART 2436	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	1
Residential Air Conditioning System Design	HART 2445	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology II	2
Air Conditioning Troubleshooting	HART 2436	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	1

**Robotics Technology (RBT19.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Robotic Fundamentals	RBTC 1305	3	Robotics I	1
<b>Suggested Year 2</b>				
Robotic Mechanisms	RBTC 1351	3	Robotics II	1
<b>Suggested Year 3</b>				
Robot Application, Set-Up & Testing	RBTC 2345	3	Practicum in Science, Technology, Engineering and Math	1
Electro-Mechanical Devices	RBTC 1347	3	Practicum in Science, Technology, Engineering and Math	1
Robot Programming and Diagnostics	RBTC 2339	3	Practicum in Science, Technology, Engineering and Math	1
Pneumatics	RBTC 1309	3	Practicum in Science, Technology, Engineering and Math	1

**Structural Welding Technology (WLS19.CC1)**

**Certificate of Completion**

**Endorsement Business and Industry**

**Requires Completion of WLFR9.CC1 prior to enrollment**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Advanced Shielded Metal Arc Welding (SMAW)	WLDG 2443	4	Welding I or Welding II + Welding II Lab	2 or 3
Introduction to Gas Metal Arc (GMAW) Welding	WLDG 1430	4	Introduction to Welding	1
Advanced Gas Metal Arc Welding (GMAW)	WLDG 2447	4	Welding I or Welding II + Welding II Lab	2 or 3
Introduction to Gas Tungsten Arc (GTAW) Welding	WLDG 1434	4	Introduction to Welding	1
<b>Suggested Year 2</b>				
Advanced Gas Tungsten Welding (GTAW)	WLDG 2451	4	Welding I or Welding II + Welding II Lab	2 or 3

**Teacher Education (TEAE2.AAT)**

**Associate of Arts in Teaching**

**Endorsement Public Service**

College Course Description	College Course	Credit Value	High School Description	Credit Value
<b>Suggested Year 1</b>				
Public Speaking or Business & Professional Communications	SPCH 1315 or SPCH 1321	3	Professional Communication	.5
Creative Arts Selection (From Core)	ARTS, DRAM, HUMA, MUSI Selection	3	Art Appreciation, Visual Media Analysis, Audio/Video Production, Art Appreciation, Music Appreciation	1
United States History I	HIST 1301	3	US History A	.5
United States History II	HIST 1302	3	US History B	.5
General Psychology	PSYC 2301	3	Psychology	1
<b>Suggested Year 2</b>				
Composition I	ENGL 1301	3	English 3A or 4A	1
Composition II	ENGL 1302	3	English 3B or 4B	1
Introduction to the Teaching Profession Or Social/Behavioral Science Selection	EDUC 1301	3	Instructional Practices in Education and Training	1
Biology or Chemistry Option (From Core)	CHEM or BIOL	4	Scientific Research and Design or Anatomy and Physiology Option	1
Federal Government	GOVT 2305	3	Government	1
Texas Government	GOVT 2306	3	Social Studies Advanced Studies	1

College Algebra	MATH 1314 or 1414	3,4	College Algebra A	1
<b>Suggested Year 3</b>				
Mathematics for Teacher I	MATH 1350	3	Independent Studies in Math	1
Mathematics for Teacher II	MATH 1351	3	Independent Studies in Math	1
Biology or Chemistry Option (From Core)	CHEM or BIOL	8	Scientific Research and Design or Anatomy and Physiology Option	1
American Literature I	ENGL 2327	3	Advanced Studies in English	1
American Literature II	ENGL 2328	3	Advanced Studies in English	1
Introduction to Special Populations	EDUC 2301	3	Instructional Practices in Education and Training	1

**Exhibit 2**  
**Comprehensive List of Approved Courses**

<b>CTC</b>	<b>CTC</b>	<b>CTC Credits</b>	<b>ISD</b>	<b>ISD Credits</b>
ACCT 2301	Principles of Financial Accounting	3	Accounting 1	1.0
ACCT 2302	Principles of Managerial Accounting	3	Accounting 2	1.0
AGAH 1343	Animal Health	3	Veterinary Medical Application	3.0
AGCR 2318	Soil Science	3	Advanced Plant and Soil Sc.	1.0
AGRI 1407	Agronomy	4	Range Ecology & Management	1.0
AGRI 1415	Horticulture	4	Horticulture Science	1.0
AGRI 1419	Introductory Animal Science	4	Adv. Animal Science	1.0
ANTH 2301	Physical Anthropology	3	Special Topics in Language and Culture	1.0
ANTH 2351	Cultural Anthropology	3	Discovering Languages and Cultures	1.0
ARTC 1313	Digital Publishing I	3	Printing and Imaging Technology	1.0
ARTC 1302	Digital Imaging I	3	Printing and Imaging Technology	1.0
ARTC 2313	Digital Publishing II	3	Printing and Imaging Technology II	2.0
ARTC 2305	Digital Imaging II	3	Printing and Imaging Technology II	2.0
ARTC 2348	Digital Publish III	3	Practicum in Printing and Imaging Technology	2.0
ARTS 1303	Art History I	3	Art I Appreciation (SEM. 1)	1.0
ARTS 1304	Art History II	3	Art I Appreciation (SEM. 2)	1.0
AUMT 1319	Automotive Engine Repair	3	Automotive Basics	1.0
AUMT 1405	Introduction to Automotive Technology	4	Automotive Basics A	0.5
AUMT 1407	Automotive Electrical System	4	Auto Technology I A	1.0
AUMT 1410	Automotive Brake Systems	4	Practicum in Transportation Systems Ext I A	1.5
AUMT 1445	Automotive Climate Control Systems	4	Auto Technology II	1.0
AUMT 2305	Automotive Engine Theory	3	Automotive Basics B	0.5
AUMT 2337	Automotive Electronics	3	Auto Technology I B	1.0
AUMT 2413	Automotive Drive Train and Axels	4	Practicum in Transportation Systems Ext 1B	1.5
AUMT 2425	Automotive Automatic Transmission and Transaxle	4	Automotive Technology II: Automotive Service +	3

			Advanced Transportation Systems Laboratory	
BCIS 1305	Business Computer Applications	3	Business Information Mgmt. I	1.0
BIOL 1406	Biology for Science Majors I	4	Scientific Research & Design	1.0
BIOL 1407	Biology for Science Majors II	4	Scientific Research & Design	1.0
BIOL 1408	Biology for Non-Science Majors I	4	Scientific Research & Design I	1.0
BIOL 1409	Biology for Non-Science Majors II	4	Scientific Research & Design II	1.0
BIOL 1411	General Botany	4	Special Topics in Science	1.0
BIOL 1413	General Zoology	4	Special Topics in Science	1.0
BIOL 2401	Anatomy and Physiology I	4	Anatomy and Physiology (SEM. 1)	1.0
BIOL 2402	Anatomy and Physiology II	4	Anatomy and Physiology (SEM. 2)	1.0
BIOL 2420	Microbiology for Non-Science Majors	4	Medical Microbiology or Special Topics in Science	1.0
BUSI 1301	Business Principles	3	Principles of Business, Marketing & Finance	1.0
BUSI 2301	Business Law	3	Business Law	1.0
CBFM 1334	Interior and Exterior Painting & Refinishing	3	Practicum in Const. Tech	3.0
CHEF 1301	Basic Food Preparation	3	Culinary Arts A	1.0
CHEF 1302	Principles of Healthy Cuisine	3	Introduction to Culinary Arts	1.0
CHEF 1305	Sanitation & Safety	3	Culinary Arts B	1.0
CHEF 1310	Garde Manger	3	Adv. Culinary Arts A	1.0
CHEF 2301	Intermediate Food Preparation	3	Adv. Culinary Arts B	1.0
CHEF 2302	Saucier	3	Practicum in Cul. Arts B	1.0
CHEM 1406	Introductory Chemistry I	4	Scientific Research & Design I, II, III	1.0
CHEM 1407	Introductory Chemistry II	4	Scientific Research & Design I, II, III	1.0
CHEM 1411	General Chemistry I	4	Scientific Research & Design I, II, III	1.0
CHEM 1412	General Chemistry II	4	Scientific Research & Design I, II, III	1.0
COSC 1301	Introduction to Computing	3	Principles of IT	1.0
COSC 1315	Introduction to Computer Programming	3	Introduction to C# Programming Application	1.0
COSC 1336	Programming Fundamentals I	3	Computer Science I	1.0
COSC 1337	Programming Fundamentals II	3	Computer Science II	1.0
COSC 2325	Computer Organization	3	Independent Studies in Technology Applications	1.0

COSC 2336	Programming Fundamentals III	3	Independent Studies in Technology Applications	1.0
CRIJ 1301	Introduction to Criminal Justice	3	Criminal Justice	1.0
CRIJ 2314	Criminal Investigation	3	Criminal Investigation	1.0
CRIJ 1306	Court Systems and Practices	3	Court Systems & Practices	1.0
CRPT 1411	Roof Systems	4	Practicum in Const. Tech	3.0
CRPT 1415	Wall Systems	4	Construction Tech II	2.0
CRPT 1423	Floor Systems	4	Construction Tech I	2.0
CRPT 1429	Introduction to Carpentry	4	Principles of Construction	1.0
DEMR 1301	Shop Safety and Procedures	3	Practicum in Transportation Systems Ext 2A	1.5
DEMR 1306	Diesel Engine I	3	Practicum in Transportation Systems Ext 2B	1.5
DEMR 1405	Basic Electrical Systems	4	Diesel Equip. Tech II A	1.0
DEMR 1410	Diesel Engine Testing and Repair	4	Auto Tech 2 Lab B	1.5
DEMR 1416	Basic Hydraulics	4	Auto Tech 2 Lab A	1.5
DEMR 1417	Basic Brake Systems	4	Diesel Equip. Tech II B	1.0
DEMR 1423	Heating Ventilation and Air Conditioning, Troubleshooting and Repair	4	Diesel Equip. Tech 1 A	1.0
DEMR 1447	Power Train II	4	Diesel Equip. Tech 1 B	1.0
DRAM 1310	Theater Appreciation	3	Visual Medial Analysis & Production	1.0
DRAM 2361	History of Theater I	3	Theatre I, Theatre Production I	1.0
DRAM 2366	Film Appreciation	3	Audio/Video Production I	1.0
ECON 2301	Principles of Macroeconomics	3	Economics	1.0
ECON 2302	Principles of Microeconomics	3	Economics Advanced Studies	1.0
EDUC 1100	Learning Frameworks	1	College Readiness & Study Skills	0.5
EDUC 1301	Introduction to the Teaching Profession	3	Instructional Practices in Education & Training	1.0
EDUC 2301	Introduction to Special Populations	3	Instructional Practices in Education & Training	2.0
ELPT 1429	Residential Wiring	4	Electrical Technology II	2.0
EMSP 1160	Clinical-Emergency Medical Technology/Technician	1	Clinical-Emergency Medical Technology/Technician	1.0
EMSP 1401	Emergency Medical Technician-Based	4	Emergency Medical Technician-Based	1.0
ENGL 1301	Composition I	3	English 3A or 4A	1.0
ENGL 1302	Composition II	3	English 3B or 4B	1.0
ENGL 2322	British Literature I	3	English 4A	1.0
ENGL 2323	British Literature II	3	English 4B	1.0
ENGL 2327	American Literature I	3	Independent Study of English	1.0

ENGR 1201	Introduction to Engineering	2	Intro to Engineering & Design	1.0
ENGR 2301	Engineering Mechanics Dynamics Statistics	3	Engineering Math	1.0
ENGR 2302	Engineering Mechanics Dynamics	3	Scientific Research & Design	1.0
ENGR 2332	Mechanics of Materials	3	Civil Engineering & Architecture	1.0
ENVR 1401	Environmental Science I	4	Environmental Science	1.0
GEOG 1301	Physical Geography	3	Special Topics in Social Studies	1.0
GEOG 1302	Human Geography	3	AP Human Geography	1.0
GEOG 1303	World Regional Geography	3	World Geography	1.0
GEOL 1403	Physical Geology	4	Special Topics in Social Studies	1.0
GEOL 1404	Historical Geology	4	Special Topics in Social Studies	1.0
GERM 1411	Beginning German I	4	German I	1.0
GERM 1412	Beginning German I	4	German III	1.0
GOVT 2305	Federal Government	3	Government	1.0
GOVT 2306	Texas Government	3	Social Studies Advanced Studies	1.0
GRPH 1305	Introduction to Graphic Arts & Printing	3	Principles of Arts, Audio/Video Technology, and Communications	1.0
HALT 2307	Horticultural-Food Crops	3	Horticulture Science/Lab	2.0
HALT 2308	Greenhouse Management	3	Greenhouse Operations	1.0
HAMG 1321	Introduction to the Hospitality Industry	3	Principles of Hospitality and Tourism A	1.0
HAMG 2301	Principles of Food & Beverage Operations	3	Principles of Hospitality and Tourism B	1.0
HART 1341	Residential Air Conditioning	3	Practicum in Const. Techn I B	1.0
HART 1401	Basic Electricity for HVAC	4	HVAC & Refrigerant Tech II A	1.0
HART 1403	Air Conditioning Control Principles	4	Practicum in Const. Techn 1A	1.0
HART 1407	Refrigeration Principles	4	HVAC and Refrigerant Tech	1.0
HART 1445	Gas and Electric Heating	4	HVAC & Refrigerant Tech II B	1.0
HART 2438	Air Conditioning Installation and Startup	4	Practicum in Const. Techn 2 B	1.0
HART 2449	Heat Pumps	4	Practicum in Const. Techn 2 A	1.0
HART 2431	Advanced Electricity for HVAC	4	Electrical Technology II	2.0
HART 2436	Air Conditioning Troubleshooting	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology I	1.0
HART 2445	Residential Air Conditioning System Design	4	Heating, Ventilation, and Air Conditioning (HVAC) and Refrigeration Technology II	2.0
HIST 1301	United States History I	3	US History A	0.5

HIST 1302	United States History II	3	US History B	0.5
HIST 2301	Texas History	3	Special Topics in Social Studies	1.0
HIST 2311	Western Civilization I	3	Social Studies Advanced Studies	1.0
HIST 2312	Western Civilization II	3	Social Studies Advanced Studies	1.0
HIST 2321	World Civilization I	3	World History I	0.5
HIST 2322	World Civilization II	3	World History II	0.5
HIST 2381	African-American History I	3	Ethnic Studies-African American Studies	1.0
HITT 1305	Medical Terminology I	3	Medical Terminology	1.0
HPRS 2300	Pharmacology for Health Professions	3	Pharmacology	1.0
HUMA 1315	Fine Arts Appreciation	3	Art Appreciation	1.0
IFWA 1318	Nutrition for the Food Service Professional	3	Lifetime Nutrition and Wellness	1.0
ITNW 1308	Implementing & Supporting Client Operating Systems	3	Computer Science 2	1.0
ITNW 1309	Fundamentals of Cloud Computing	3	Advanced Cloud Computing	2.0
ITNW 1325	Fundamentals of Networking Technologies	3	Computer Maintenance Lab	2.0
ITNW 1316	Network Administration	3	Comp. Tech Practicum	2.0
ITNW 1337	Introduction to the Internet	3	Computer Science 1	1.0
ITNW 1454	Implementing and Supporting Servers	4	Practicum in IT	2.0
ITSC 1315	Project Management Software	3	Computer Science 3	1.0
ITSC 1316	Linux Installation and Configuration	3	Networking Lab	2.0
ITSC 1325	Personal Computer Hardware	3	Computer Maintenance	1.0
ITSY 1342	Information Technology Security	3	Practicum in IT	3.0
ITSY 2401	Firewalls and Network Security	4	Practicum in IT	3.0
MATH 1314	College Algebra	3	College Algebra A	1.0
MATH 1324	Mathematics for Business and Social Sciences	3	Statistics and Business Decision Making	1.0
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3	Advanced Quantitative Reasoning	1.0
MATH 1342	Elementary Statistical Methods	3	Statistics	1.0
MATH 2318	Linear Algebra	3	Linear Algebra	1.0
MATH 1414	College Algebra	4	College Algebra B	1.0
MATH 2412	Precalculus Math	4	Precalculus	1.0
MATH 2413	Calculus I	4	Calculus	1.0
MATH 2414	Calculus II	4	Calculus II	1.0

MATH 2415	Calculus III	4	Calculus III	1.0
MRKG 1302	Principles of Retailing	3	Retail Management	1.0
MRKG 1311	Principles of Marketing	3	Marketing	1.0
MUSI 1306	Music Appreciation	3	Music Appreciation 1	1.0
MUSI 1307	Music Literature	3	Humanities	1.0
MUSI 1311	Music Theory I	3	Music Theory 1	1.0
MUSI 1312	Music Theory II	3	Music Theory 2	1.0
PFPB 2409	Residential Construction Plumbing I	4	Plumbing Tech. I Dual Credit	1.0
PFPB 2445	Residential Construction Plumbing II	4	Plumbing Tech II	2.0
PHIL 1301	Introduction to Philosophy	3	Special Topics in Language and Culture	1.0
PHIL 1304	Introduction to World Religions	3	Special Topics in Social Studies	1.0
PHIL 2306	Introduction to Ethics	3	Special Topics in Social Studies	1.0
PHYS 1401	College Physics I	4	Scientific Research & Design I, II, III	1.0
PHYS 1402	College Physics II	4	Scientific Research & Design I, II, III	1.0
PHYS 2425	University Physics I	4	Scientific Research & Design I, II, III	1.0
PHYS 2426	University Physics II	4	Scientific Research & Design I, II, III	1.0
PSTR 1301	Fundamentals of Baking	3	Practicum in Culinary Arts. A	1.0
PSTR 1302	Cake Baking and Production	3	Culinary Arts	1.0
PSYC 2301	General Psychology	3	Psychology	1.0
PSYC 2308	Child Psychology	3	Child Guidance	1.0
PSYC 2314	Life Span Growth and Development	3	Human & Growth Development	1.0
RBTC 1301	Programmable Logic Controllers	3	Practicum in Science, Technology, Engineering and Math	1.0
RBTC 1343	Robotics	3	Robotics I	1.0
RBTC 1351	Robotics Mechanisms	3	Robotics II	1.0
RBTC 1309	Pneumatics	3	Practicum in Science, Technology, Engineering and Math	1.0
RBTC 2339	Robot Programming and Diagnostics	3	Practicum in Science, Technology, Engineering and Mathematics	1.0
RBTC 2345	Robot Application, Set-up, and Testing	3	Practicum in Science, Technology, Engineering and Mathematics	1.0
RSTO 1321	Menu Management	2	Menu Management	1.0
SOCI 1301	Introduction to Sociology	3	Sociology	1.0
SOCI 2301	Marriage and The Family	3	Special Topics in Social Studies	1.0

SOCI 2319	Minority Students	3	Special Topics in Social Studies Ethnic Studies	1.0
SPAN 1411	Beginning Spanish I	4	Spanish 2	1.0
SPAN 1412	Beginning Spanish II	4	Spanish 3	1.0
SPAN 2311*	Intermediate Spanish I	4	Spanish 4	1.0
SPCH 1315	Public Speaking	3	Professional Communication	0.5
SPCH 1318	Interpersonal Communications	3	Professional Communication	0.5
SPCH 1321	Business and Professional Communications	3	Prof. Communication	0.5
WLDG 1313	Introduction to Blueprint Reading for Welders	3	Welding I A	1.0
WLDG 1323	Welding Safety, Tools and Equipment	3	DC Welding	1.0
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4	Welding I B	1.0
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4	Welding II A	1.0
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4	Welding II B	1.0
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4	Welding I or Welding II + Welding II Lab	2 or 3
WLDG 1430	Introduction to Gas Metal Arc (GMAW) Welding	4	Introduction to Welding	1
WLDG 2447	Advanced Gas Metal Arc Welding (GMAW)	4	Welding I or Welding II + Welding II Lab	2 or 3
WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4	Introduction to Welding	1.0
WLDG 2451	Advanced Gas Tungsten Welding (GTAW)	4	Welding I or Welding II + Welding II Lab	2 or 3



# 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

# Courses Identified for Exemption from “No Pass, No Play” for 2025-2026 - Copperas Cove High School

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- All College Board Advanced Placement (AP) courses offered in all disciplines are eligible for exemption of “No Pass, No Play”.
- All classes identified as Honors course are in the disciplines of ELA, Mathematics, Science, Social Studies, Economics, or Languages other than English are eligible for exemption from “No Pass, No Play”.
- All Dual Credit courses taken for ELA, Mathematics, Science, Social Studies, Economics, or Languages other than English as part of the Foundation School Program with an Endorsement are eligible for exemption from the “No Pass, No Play” rule.
- All Career and Technical Education (CTE) courses taken for Mathematics or Science credit as part of the Foundation School Program with an Endorsement are eligible for exemption from the “No Pass, No Play” rule.



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## CCISD 2025-2026

### Credit by Exam/Acceleration Schedule

Testing Window	Application Deadline
July 15 <sup>th</sup> - September 30 <sup>th</sup>	August 8, 2025
October 1 <sup>st</sup> – December 18 <sup>th</sup>	September 26, 2025
January 7 <sup>th</sup> - March 27 <sup>th</sup>	December 18, 2025
April 1 <sup>st</sup> - June 5 <sup>th</sup>	April 17, 2025



# Board of Trustees

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# Remote Conferencing Instruction/Remote Homebound Instruction

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## Remote Conferencing Instruction

Per the Student Attendance Accounting Handbook, Section 12.3.1, if a school district provides instruction through remote conferencing to a **regular education student due to a temporary medical condition**, the district may, with approval of a waiver request, count that instruction as classroom time for FSP funding purposes and count the student in attendance for FSP funding purposes, provided certain requirements are met.

Per the Student Attendance Accounting Handbook, Section 12.3.2, if a school district provides instruction through remote conferencing to a **special education student** for all or part of the school day, the district may count that instruction as classroom time for FSP funding purposes, including in the calculation of contact hours, provided certain requirements are met.

## Remote Homebound Instruction

Remote homebound instruction means remote instruction in which a student receives individualized instruction through the General Education Homebound (GEH) program or Compensatory Education Home Instruction (CEHI) program and in which all requirements of the program are met except for in-person instruction from the homebound teacher.

If a school district provides remote homebound instruction to an eligible **regular education student**, the district may, with the approval of a waiver request, count the student in attendance for FSP funding purposes provided that all requirements of the homebound program are met except for face-to-face instruction from the homebound teacher.

If a school district provides remote homebound instruction to a **special education student**, the district may, with the approval of a waiver request, count the student in attendance for FSP funding purposes, including weighted funding purposes, provided that certain requirements are met.



# Board of Trustees

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## Staff Development

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This waiver allows the district and charter schools to train staff on various educational strategies designed to improve student performance in lieu of student instruction during the school year. The waiver provides for a maximum of 2,100 total waiver minutes to use for professional development for districts and charter schools that provide operational and instructional minutes.

As noted in the 2024-2025 Student Attendance Accounting Handbook (SAAH), **effective with the 2025-2026 school year**, districts and open-enrollment charter schools that are four-day-school-week LEAs are not eligible to receive a staff development waiver.

Each district and open-enrollment charter school may choose how to apply their approved *Staff Development Minutes Waiver*. For instance, schools may choose to offer early release, late start, all day staff development, or a combination. However, the total waiver minutes for staff development shall not exceed 2,100 minutes per year.

This waiver is for staff development in place of student instruction; therefore, the waiver minutes are only applicable to staff development provided instead of student instruction during the school year. Effective with the 2018-2019 school year, the *Staff Development Minutes Waiver* may not be used prior to the first day of student instruction or after the last day of student instruction.

On staff development days when students are in attendance part of the day, in order to receive full ADA funding, the district or open-enrollment charter school must provide at least 120 minutes of student instruction. *Instructional* minutes are defined in the SAAH as the portion of the school day in which instruction takes place along with other exceptions. In addition to the 120 minutes of student instruction, any staff development waiver minutes reported must reflect actual staff development minutes provided.

Districts and charter schools should continually seek to provide high-quality staff development that will impact student outcomes.



# Board of Trustees

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E-Mail Address



# eDynamic Learning



**Digital Curriculum**  
Powered by eDynamic Learning



**Knowledge Matters**  
Powered by eDynamic Learning



**LearningBlade**  
Powered by eDynamic Learning

## Purchase Agreement

<b>Contract Start Date</b>	July 1, 2025	<b>Contract End Date</b>	June 30, 2026
<b>Billing Frequency</b>	Annual Pre-Pay	<b>LMS</b>	Buzz
		<b>LMS Type</b>	Hosted LMS
<b>Account Name</b>	Copperas Cove Independent School District	<b>Created Date</b>	March 25, 2025
<b>Billing Address</b>	703 W Avenue D Copperas Cove, Texas 76522-2000 United States	<b>Prepared By</b>	Tamara Hambrick

Pricing Line Item	Pricing Line Item Description	Quantity	Sales Price	Total Price
Implementation Essentials Workshop (Brick & Mortar School) Virtual PD	Professional Development. To be scheduled Back to School 2025	1	\$0.00	\$0.00
Site Enterprise - Course Access	Access to a single course title. Unlimited usage for the school year for students and teachers at a single campus. Principals of IT (2). Dollars and Sense (2). Professional Communication (2). Intro to Culinary Arts (2). Unlimited usage for the school year	8	\$0.00	\$0.00
TX High School Site License	Unlimited enrollments for students and teachers at an individual school campus for any courses listed in the CTE and Elective library. Includes approved Proclamation 2024 courses.	1	\$0.00	\$0.00
TX High School Site License	Unlimited enrollments for students and teachers at an individual school campus for any courses listed in the CTE and Elective library. Includes approved Proclamation 2024 courses.	1	\$19,900.00	\$19,900.00
TX Middle School Site License	Unlimited enrollments for students and teachers at an individual school campus for any courses listed in Middle School library. Includes approved Proclamation 2024 courses.	1	\$0.00	\$0.00
TX Middle School Site License	Unlimited enrollments for students and teachers at an individual school campus for any courses listed in Middle School library. Includes approved Proclamation 2024 courses.	1	\$5,600.00	\$5,600.00
			Grand Total	\$25,500.00

**Customer will be invoiced on the Contract start date and each anniversary of the agreement. If the Customer uses additional enrollments or student seats during the annual term, a reconciliation invoice will be sent to the Customer at the end of the annual term.**

*This quote is subject to eDynamic LP Standard [Terms and Conditions](#) ("Terms and Conditions"). By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without eDynamic Learning's written consent.*

**eDynamic LP**

\signature1\

\signature2\

\fullname1\

\fullname2\

Title \title1\

Title \title2\

Date \date1\

Date \date2\



# Board of Trustees

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Recommendation

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Contact Person

E-Mail Address

**Roofing Proposal Presented to:**

**Copperas Cove ISD**



**For:**

**Williams Ledger Elementary School**

**By:**



**&**



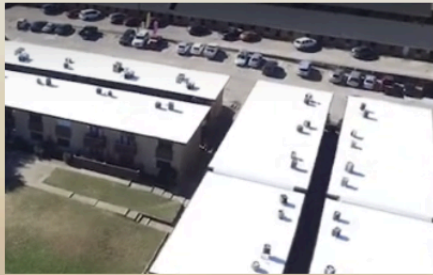


LEGEFY  
ROOFING LLC



### *Mission Statement*

*To provide Texas schools with a high quality roof at a much lower cost.*



Silicone Roof Restoration -



Quality Workmanship -

Established 2024

By Educators  
For Texas Schools

Does your school need a new roof? Have you been told you need a roof replacement? Let's talk! We have an alternative that might work for you at a fraction of the cost of a new roof replacement. A silicone roof application is hurricane-proof, completely inert, withstands ponding water, and does not break down due to UV rays or direct sunlight. It can even reduce your electricity costs! This silicone roof also comes with up to a 20-year labor and material warranty.

Our roofing crews are lead by certified, licensed applicators. They can get the job done in far less time than it would take to do a traditional roof replacement. And because silicone has low fumes, it is safe to apply while the building is occupied.



Date: 07/07/2025

To: Thomas Haire  
Director of Facilities & Maintenance  
Copperas Cove Independent School District  
JL Williams Elementary School & Lovett Ledger Intermediate School  
909 Courtney Lane  
Copperas Cove, TX 76522

Re: Roof report for Williams Ledger Elementary School

Mr. Haire,

On 06/16/2025, Legefy Roofing, LLC, conducted an inspection of Williams Ledger Elementary School. In the following pages are the findings and proposal to resolve existing roof issues. It will provide a 20 year no dollar limit warranty for labor on the existing roof, and a 50 year materials warranty.



## JL Williams Elementary School (Bldg 1)



Approx. 42,392 sf of roof surface

**ESTIMATE**

Legefey Roofing LLC  
PO Box 806  
Springtown, TX 76082-3846

dana@legefeyroofing.com  
+1 (817) 901-5475  
https://www.legefeyroofing.com/



**Bill to**  
Copperas Cove ISD  
408 S Main Street  
Copperas Cove, Texas 76522  
United States

**Ship to**  
Williams Ledger Elementary School  
909 Courtney Lane  
Copperas Cove, Texas 76522  
United States

**Estimate details**  
Estimate no.: 1051  
Estimate date: 07/07/2025

Roof System	Description	Amount
	TIPS Number: 25010401	
Silicone Membrane Installation	<p>JL WILLIAMS ELEMENTARY SCHOOL BLDG 1 (Approx. 42,392 sf) TPO APPLICATION.</p> <p>Pre-roof inspection (core sample, pull test, thermal scans) performed, as required by manufacturer.</p> <p>Pressure wash existing substrate to a clean, dry, workable surface, as required by manufacturer.</p> <p>Apply Progressive Materials P-151 Single Ply Primer, as required by manufacturer.</p> <p>Apply Progressive Materials Flashing Grade Mastic to all penetrations, fasteners and seams, as required by manufacturer.</p> <p>Apply Progressive Materials Silicone Roofing System HS 3201 to existing silicone mastic and entire roof surface area, as required by manufacturer.</p> <p>Progressive Materials manufacturer inspection of completed roof and all details. 20yr Labor Warranty and 50yr Material Warranty included.127176</p>	\$127,176.00
<b>Total</b>		<b>\$127,176.00</b>

**Note to customer**

50% due at contract initiation.  
50% due at job completion.

**Williams Ledger Elementary Bldg 2 (Commons Building)**



29,605 sf of roof surface  
1,374 sf parapet walls  
Total area for silicone treatment: 30,979 sf

# ESTIMATE

Legefey Roofing LLC  
PO Box 806  
Springtown, TX 76082-3846

dana@legefeyroofing.com  
+1 (817) 901-5475  
<https://www.legefeyroofing.com/>



**Bill to**  
Copperas Cove ISD  
408 S Main Street  
Copperas Cove, Texas 76522  
United States

**Ship to**  
Williams Ledger Elementary School  
909 Courtney Lane  
Copperas Cove, Texas 76522  
United States

### Estimate details

Estimate no.: 1038  
Estimate date: 06/18/2025

Roof System	Description	Amount
	TIPS Number: 25010401	
Silicone Membrane Installation	<p>WILLIAMS LEDGER ELEMENTARY SCHOOL BLDG 2 (Approx. 30,979 sf, includes 1,374sf of parapet walls) TPO APPLICATION</p> <p>Pre-roof inspection (core sample, pull test, thermal scans) performed, as required by manufacturer.</p> <p>Pressure wash existing substrate to a clean, dry, workable surface, as required by manufacturer.</p> <p>Apply Progressive Materials P-151 Single Ply Primer, as required by manufacturer.</p> <p>Apply Progressive Materials Flashing Grade Mastic to all penetrations, fasteners and seams, as required by manufacturer.</p> <p>Apply Progressive Materials Silicone Roofing System HS 3201 to existing silicone mastic and entire roof surface area, as required by manufacturer.</p> <p>Progressive Materials manufacturer inspection of completed roof and all details. 20yr Labor Warranty and 50yr Material Warranty included.</p>	\$92,937.00
<b>Total</b>		<b>\$92,937.00</b>

**Lovett Ledger Intermediate School**



Approx. 39,537 sf of roof surface

## ESTIMATE

Legefey Roofing LLC  
PO Box 806  
Springtown, TX 76082-3846

dana@legefeyroofing.com  
+1 (817) 901-5475  
<https://www.legefeyroofing.com/>



**Bill to**  
Copperas Cove ISD  
408 S Main Street  
Copperas Cove, Texas 76522  
United States

**Ship to**  
Williams Ledger Elementary School  
909 Courtney Lane  
Copperas Cove, Texas 76522  
United States

### Estimate details

Estimate no.: 1052  
Estimate date: 07/07/2025

Roof System	Description	Amount
	TIPS Number: 25010401	
Silicone Membrane Installation	<p>LOVETT LEDGER INTERMEDIATE SCHOOL BLDG 3 (Approx. 39,537 sf) TPO APPLICATION.</p> <p>Pre-roof inspection (core sample, pull test, thermal scans) performed, as required by manufacturer.</p> <p>Pressure wash existing substrate to a clean, dry, workable surface, as required by manufacturer.</p> <p>Apply Progressive Materials P-151 Single Ply Primer, as required by manufacturer.</p> <p>Apply Progressive Materials Flashing Grade Mastic to all penetrations, fasteners and seams, as required by manufacturer.</p> <p>Apply Progressive Materials Silicone Roofing System HS 3201 to existing silicone mastic and entire roof surface area, as required by manufacturer.</p> <p>Progressive Materials manufacturer inspection of completed roof and all details. 20yr Labor Warranty and 50yr Material Warranty included.</p>	\$118,611.00
	<b>Total</b>	<b>\$118,611.00</b>

### Note to customer

50% due at contract initiation.  
50% due at job completion.

**Total time expected to complete the project: approximately 3 weeks, unless delayed by weather or other unforeseen events.**

All work is to be completed in a workmanlike manner, according to standard practices. Any alteration or deviation from the above scope of work involving extra costs will be executed only upon written orders and will become an extra charge above and beyond this proposal.

JL Williams Elementary: \$127,176  
Williams Ledger Elementary Commons: \$92,937  
Lovett Ledger Intermediate School: \$118,611

**Total Proposal for all 3 roofs:**

**\$338,724.<sup>00</sup>**

Terms:

50% upon execution of PO

50% upon completion

**Thank you for your business!**

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Authorized Signature  
Copperas Cove ISD

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Dr. Stacy Ackley - Sales & Project Manager  
Legefey Roofing, LLC

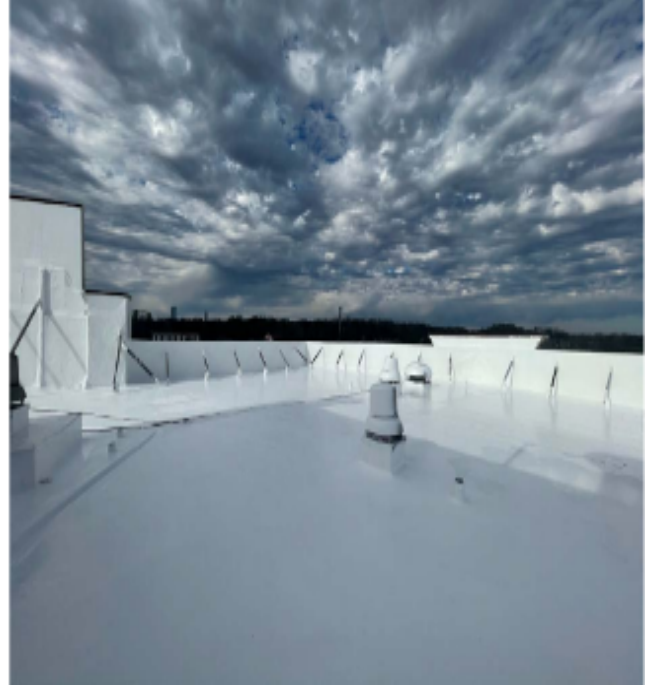
## **Benefits of Silicone Roof**

- Comes with a Manufacturer warranty of 50 years on material.
- Progressive Material gives a 10, 15, and 20 year no dollar limit labor & material warranty with this type of roof system.
- Withstands permanent ponding water.
- This qualifies your roof as a COOL roof system. (Many cities have rebates.)
- White silicone roof system is a highly reflective material that can contribute up to 7 LEED points to building efficiency.
- Will reduce air conditioning energy use, in turn A/C will run less thereby extending the life of the units.
- Quiet application means it can be applied during Business hours.
- Low fumes make it safe to apply while the building is occupied, unlike acrylics.
- Short application times compared to replacement of the existing roof.
- Very little debris or trash goes to landfills.
- After initial installation, the roof can be easily repaired and maintained.
- Dries relatively quickly – can be applied up to 2 hours before rain; is a moisture cure product.
- Product is completely inert after drying and will not deteriorate or break down under direct sunlight or UV rays.
- Resists grease and oils.
- Silicone creates a monolithic (seamless) roofing system across the entire field of roof.
- **Environmentally green solution.**

## The Science Behind the Silicone

### Silicone Background:

- New Building Technologies emerged in the 60's
- SPF was taking off and Silicone became a natural fit for commercial roofs
- Silicone roof coatings are moisture-curing, liquid-applied, rubber roof coatings designed specifically for roofing systems
- Silicone is made to fight UV ray damage and prevent premature aging of roofs.
- Silicone roof coating are applied onto failing roof systems to give them new life as opposed to tearing them off and having to put a new roof on



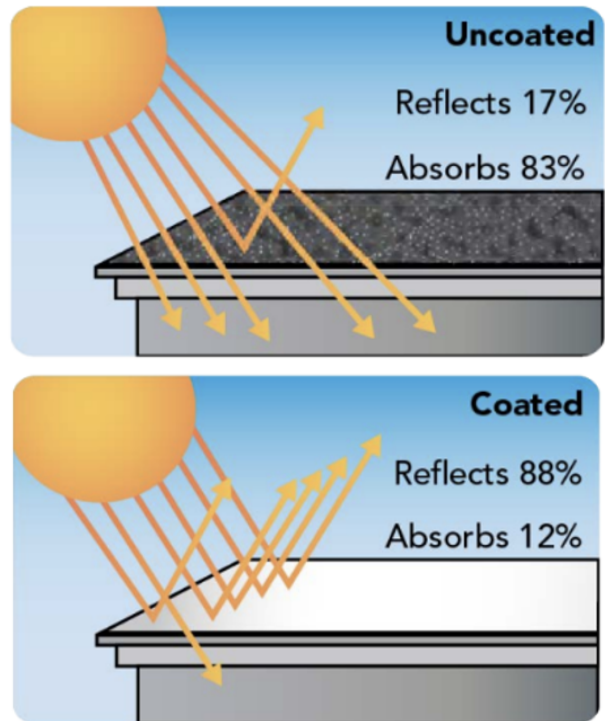
### Essential Facts:

- *Today* the RCR system offers building owners the opportunity to extend the life of their existing roof, rather than replacing it.
  - A 20 yr. Old BUR or 15 yr. old metal has life left in it
  - Significantly less expensive than replacement
  - No downtime in building
  - Quicker installation means less headache
  - Renewable at end of warranty
  - Reduced energy costs
- Greatly reduces landfill wastes



## Energy Efficiency:

- Keeps (literal) tons of waste out of landfills
- Reflects up to 88% of the sun's UV rays
- Keeps your building cool, lowering energy usage in your building
- Reduces wear and tear on your HVAC systems, making for more efficient equipment
- Can be coated over again, eliminating waste providing energy savings multiple times over.
- Low VOCs



## Benefits of Silicone:

- Seamless
- Elastomeric
- Reflective
- Fully-Adhered
- Low VOC
- Breathable
- Renewable
- Warranted
- UV Resistant

Durable in Extreme Weather



## **Advantages over other roofing systems & coatings:**

- Superior UV Stability & Performance
  - Silicone based
  - Maintains adhesion under ponding water
  - Will not chalk, degrade, or haze from UV exposure
- Easy to Use
  - Faster cure time
  - Moisture cured (humidity is a plus)
  - Apply in cold weather, extending roofing season
  - No risk of wash-off
- Single component



## **Fun Facts**

- #1 preferred roof in Miami Dade County Florida because it is Hurricane Proof
- Hail resistant
- Surface reflects up to 88% of the sun's UV rays
- Ponding water has no negative impact
- Roof has the ability to expand and shrink with varying temperatures, up 230% of the roof size
- 100% seamless
- According to the Department of Energy, a silicone roof can save up to \$0.50 per square foot per year
- Easy to repair and maintain warranty

## Company Websites



<https://www.legefyroofing.com/>



<https://pmsilicone.com/>



# Board of Trustees

Date of Meeting

Item Type

Item Name

District Goal

Summary  
(Purpose/  
Objective)

Fiscal Impact

Administrative  
Recommendation

Attachments

Contact Person

E-Mail Address



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### **Resolution to Declare a Good Cause Exception for House Bill 3 Armed Security Officer Requirement**

WHEREAS, Section 37.0814 of the Texas Education Code requires the board of trustees of each school district shall determine the appropriate number of armed security officers for each district campus;

WHEREAS, Section 37.0814(a) of the Texas Education Code requires the board to ensure that at least one armed security officer is present during regular school hours at each district campus;

WHEREAS, Section 37.0814(b) of the Texas Education Code requires that at least one armed security officer at each campus be a commissioned peace officer, namely a school district peace officer; a school resource officer; or a commissioned peace officer employed as security personnel under Section 37.081 of the Texas Education Code;

WHEREAS, Section 37.0814(c) of the Texas Education Code provides that if the board of trustees of a school district is unable to comply with this section, the board may claim a good cause exception if the district's noncompliance is due to the availability of funding or qualified personnel;

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of Copperas Cove ISD hereby determines that the School District is unable to ensure that at least one armed security officer, as defined by law, is present during regular school hours at each district campus;

BE IT FURTHER RESOLVED that the Board of Trustees determines that:

***The District's noncompliance is due to lack of available funding. In current budget plans the district projects that with the current Marshall Plan we expend \$1,000,000 more than the security revenue from the state. This is funds pulled from the basic allotment to ensure that we provide security on all campuses.***

FINALLY, BE IT RESOLVED that the Board of Trustees, having claimed a good cause exception, will develop and document an alternative standard with which the district is able to comply, in accordance with Sections 37.0814(d) and (e) of the Texas Education Code.

Adopted this July 15th day of 2025, by the Board of Trustees.

Presiding officer's signature: \_\_\_\_\_

Secretary's signature: \_\_\_\_\_

**COPPERAS COVE INDEPENDENT SCHOOL DISTRICT  
BOARD OF TRUSTEES**

Date:	<u>7/15/2025</u>	Presented By:	<u>Dr. Hawk</u>
Subject:	<u>Consideration to Approve the 2025- 2026 CCISD Salary Instrument</u>	Related Page(s)	<u>Attached Sheets</u>

**Action**

**BOARD GOAL:**

**GOAL II: OPERATIONS** (Performance Goals: 5—Management of Administrative, Fiscal, and Facilities Function)

- **GOAL:** The district will be good stewards of taxpayer funds. The administration will implement specific procedures for budget development and expenditures to monitor spending and live within projected resources.

**BACKGROUND INFORMATION:**

The district used Mr. Dale Dixon to conduct a review of the district's personnel and salaries. The district did so with the following purpose:

**PURPOSE/GOALS OF THE REVIEW**

As a result of this review and the subsequent implementation of changes that result in its overall compensation plan, CCISD hopes to achieve the following goals:

- To assess all employee pay based on job value;
- To compare pay for every position in the district with that of the same position in a group of competitive market districts to assess the level of competitiveness;
- To enable fiscal control for the board and administration over future employee compensation costs;
- To place every district employee in a pay grade with a pay structure having minimum, midpoint, and maximum control points;
- To identify and correct possible inequities in the existing system; and
- To develop a plan for implementing and maintaining the new system.

The following is an explanation of the data analysis of the report:

**SOURCES OF DATA**

Data sources for this project were:

- CCISD personnel and payroll files

- Districts in UIL District 12-6A
- Regional districts of similar enrollment and geographic proximity
- The Texas Association of School Boards (TASB) database resulting from their **2024-25 State Salary Surveys**
- Interviews with HR directors from some competitive districts
- Interviews with CCISD employee supervisors/department heads
- Other salary surveys with comparable intent and purpose
- Texas Education Agency (TEA) **PEIMS Standard Reports** data base.

## **MARKET COMPARISON DISTRICTS**

The competitive job market group was determined by the consultant with the input and approval of the CCISD administration. The selection criteria focused on UIL District 12-6A opponents, larger schools within Region 12, districts situated along the Interstate 35 corridor, and similarly sized districts across the state with enrollments ranging from 7,000 to 8,000 students. Nineteen (19) districts were selected: Group I is comprised of thirteen (13) districts based on enrollment; and Group II is comprised of six (6) districts based on geographical proximity and competition. The use of **median** values rather than average values for comparison purposes partially offsets any significant differences in the sizes of the comparison districts in some areas.

**CCISD non-campus administrative/ professional support personnel** are paid, on average, at the **86.4%** level of the comparison group market median. The pay grade midpoint agreement for all positions averages **88.4%**.

**CCISD campus administrative/ professional support personnel** are paid, on the average, at the **96.1%** level of the market median salaries of the comparison group. Additionally, there is a **97.3%** level of agreement between the midpoint salaries of CCISD and those of the comparison group. These high degrees of agreement indicate salaries and pay grade midpoints for Group III are very much on target.

**CCISD clerical/paraprofessional personnel** are paid, on the average, at the **84.6%** level of the comparison group market median. Of the 24 positions surveyed, there was a 90.5% agreement of CCISD midpoint wages with the comparison group.

**CCISD auxiliary personnel** are paid, on the average, at the **88.2%** level of the comparison group market median. Of the 24 positions surveyed, there was a 92.1% agreement of CCISD midpoint wages with the comparison group.

Positions that fall below the 80% agreement with the market group need to be reviewed by Administration in terms of job title, job description, pay grade assignment, pay grade range, and experience of the incumbent in that position.

### **RECOMMENDATION:**

The Administration recommends the approval of the 2025-2026 Salary Instrument as presented. This document should cycle for review each year with the scales moving based on the recommendation derived from a CPI and considered by future board action. The positions that are below market should be reviewed by administration and adjusted if warranted. The HB2 funds as

addressed in law will adjust the teacher pay scale. All other employees are recommended at a 3% of the midpoint of their salary scale. Employees that are outside of that salary scale will be frozen until the scale encumbers their salary range. Stipend adjustments should ensure that all stipends are within \$500 of the market group.

**BOARD ACTION REQUIRED**

Motion-Second-Vote

## EMPLOYEE GROUP I: TEACHERS

Minimum Salary	Midpoint	Maximum Salary
<b>\$56,000</b>	<b>\$69,000</b>	<b>\$82,000</b>

Salaries listed above are based on 10-month employment. Salary plans are for one year only and used for placement of new hires. **CCISD 25-26 Teacher Hiring Schedule does not represent future salaries for returning teachers.** Salary advancement is based on the annual pay raise budget approved by the Board of Trustees. (Board approved: date)

Salaries include HB2 supplements passed in the 89<sup>th</sup> Legislature and are valid as long as the allotment is funded in future legislatures.

**2024-2025 Proposed Administrative Pay Plan**  
Copperas Cove ISD

Pay Grade	Job Title	Calendar	Minimum	Midpoint	Maximum
<b>IT</b>			<b>Daily \$160.42</b>	<b>\$187.16</b>	<b>\$213.90</b>
	Interim Teaching Assignment	187	<b>187 Days</b> 30,000	35,000	40,000
	RISE Intern	187			
<b>1</b>			<b>Daily \$223.04</b>	<b>\$272.00</b>	<b>\$320.96</b>
	Asst Web Administrator	226	<b>187 Days</b> 41,708	50,864	60,020
	Assistant, Child Nutrition Director	226	<b>197 Days</b> 43,939	53,584	63,229
	Coordinator, AYPYN	197	<b>205 Days</b> 45,723	55,760	65,797
	Coordinator, PEIMS	226	<b>226 Days</b> 50,407	61,472	72,537
	Coordinator, Student Activity	205			
	Diagnostician, Apprentice	197			
	Facilitator, Certification	226			
	LSSP, Apprentice	197			
	LSSP, Intern	197			
	Manager, Technology Operations	226			
	School-Based Mental Health	226			
	School Liaison/Attendance Officer	197			
	Speech Assistant	187			
<b>2</b>			<b>Daily \$273.22</b>	<b>\$333.20</b>	<b>\$393.18</b>
	Coordinator, Assessment	226	<b>187 Days</b> 51,092	62,308	73,525
	Coordinator, Behavior/Au	215	<b>192 Days</b> 52,458	63,974	75,491
	Coordinator, Social & Emotional	192, 205	<b>197 Days</b> 53,824	65,640	77,456
	Counselor, Crossroads/DAEP	192	<b>205 Days</b> 56,010	68,306	80,602
	Counselor, ES	192	<b>210 Days</b> 57,376	69,972	82,568
	Counselor, HS	210	<b>215 Days</b> 58,742	71,638	84,534
	Counselor, JH	205	<b>226 Days</b> 61,748	75,303	88,859
	Diagnostician	197			
	Director, Communications	226			
	Director, Early College	226			
	Director, Federal Programs	226			
	District Technology Specialist	226			
	Facilitator, ARD	187, 197			
	Facilitator, At-Risk/504	192			
	LSSP	197			
	Occupational Therapist Assistant	187			
	Speech Pathologist	197, 210			

**3**

Asst Principal, ES	210
Coordinator, 504	226
Coordinator, Counselor	226
Coordinator, Digital Learning	215
Coordinator, Instruction	215
Coordinator, IPL	215
Coordinator, K-8 Math & Science	215
Coordinator, Special Ed	226
Coordinator, Varsity	226
Data Fellow, TCLAS	215
Director, TCLAS Expand Learn	215
Instructional Coach	215
Instructional Coach, Dyslexia	215
Network Engineer, Assoc	226
Reading Academy Cohort	226

Daily	\$286.89	\$349.86	\$412.83
<b>210 Days</b>	60,247	73,471	86,694
<b>215 Days</b>	61,681	75,220	88,758
<b>226 Days</b>	64,837	79,068	93,300

**4**

Asst Director, HR	226
Asst Principal, JH	210
Director, Assessment	226
Director, Bilingual/ESL	210
Director, Digital Learning	226

Daily	\$301.23	\$367.35	\$433.47
<b>210 Days</b>	63,258	77,144	91,029
<b>226 Days</b>	68,078	83,021	97,964

**5**

Asst Principal, Crossroads/DAEP	210
Asst Principal, HS	210
Director, Child Nutrition	226
Director, Health Services	226
Director, Maintenance	242
Director, Transportation	242
Director, Athletic Assistant	226
Director, Fine Arts	226
Director, CTE	226
Director of Safety Security	226

Daily	\$316.29	\$385.72	\$455.15
<b>210 Days</b>	66,421	81,001	95,582
<b>226 Days</b>	71,482	87,173	102,864
<b>242 Days</b>	76,542	93,344	110,146

**6**

Director, Counseling & Student Support	226
Network Engineer	226

Daily	\$340.21	\$405.01	\$469.81
<b>210 Days</b>	71,444	85,052	98,660
<b>226 Days</b>	76,887	91,532	106,177

<b>7</b>
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Assoc Principal, HS	226
Director, Finance & Accounting	226
Executive Director of HR	226
Occupational Therapist	197
Physical Therapist	197
Principal, Crossroads/DAEP	215
Principal, ES	215

<b>Daily</b>	<b>\$365.72</b>	<b>\$425.26</b>	<b>\$484.80</b>
<b>197 Days</b>	72,047	83,776	95,506
<b>215 Days</b>	78,630	91,431	104,232
<b>226 Days</b>	82,653	96,109	109,565

<b>8</b>
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Chief of Instructional Support	226
Chief Financial Officer	226
Director, Instrumental Music	226
Director, Special Education	226
Principal, JH	215
Chief of Administration	226
Chief of Staff	226

<b>Daily</b>	<b>\$391.33</b>	<b>\$455.03</b>	<b>\$518.73</b>
<b>215 Days</b>	84,136	97,831	111,527
<b>226 Days</b>	88,441	102,837	117,233

<b>9</b>
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Chief Technology Officer	226
Director, Athletics	226
Principal, HS	226

<b>Daily</b>	<b>\$457.86</b>	<b>\$532.39</b>	<b>\$606.92</b>
<b>226 Days</b>	103,476	120,320	137,164

<b>10</b>
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Deputy Superintendent, C & I	226
Deputy Superintendent, Operations	226

<b>Daily</b>	<b>\$508.22</b>	<b>\$590.95</b>	<b>\$673.68</b>
<b>226 Days</b>	114,858	133,555	152,252

**2024-2025 Proposed Clerical Pay Plan**  
Copperas Cove ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
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1	
Aide, ESL	187
Aide, ESSER	187
Aide, Instruction	187
Aide, Pre-K	187
Aide, Title Intervention	187
Campus Monitor	187

Hourly	\$12.58	\$15.10	\$17.62
<b>187 Days</b>	17,643	21,172	24,706

2	
Aide, Auditorium	187
Aide, Behavior Interventionist	187
Aide, Bilingual	187
Aide, Credit Recovery	187
Aide, Dual Credit	187
Aide, Instruction Behavior	187
Aide, ISS	187
Aide, Library	187, 197
Aide, Nurse	187
Aide, Nurse ESSER	187
Aide, Sped	187
Aide, Sped II	187
Clerk, IEP	187
Clerk, Multi-Purpose	197
Clerk, Textbooks/Workroom	210
Coordinator, Parent Community Outreach	187
Receptionist, Campus	197, 226
Secretary, Attendance HS	197
Switchboard Operator	197

Hourly	\$13.60	\$16.32	\$19.04
<b>187 Days</b>	19,074	22,889	26,704
<b>197 Days</b>	20,094	24,113	28,132
<b>210 Days</b>	22,848	27,418	31,987
<b>226 Days</b>	24,589	29,507	34,424

3	
Clerk, Sped Records	226
Coordinator, Substitutes	197
Receptionist, Admin/Clerk, Inventory	226
Secretary, Asst Principal JH	210
Secretary, PEIMS DAEP	210
Secretary, PEIMS ES	210
Secretary, Registrar ES	210
Secretary, Registrar HS	210

Hourly	\$14.18	\$17.02	\$19.86
<b>197 Days</b>	20,951	25,147	29,343
<b>210 Days</b>	23,822	28,594	33,365
<b>226 Days</b>	25,637	30,772	35,907

<b>4</b>	
Academic Advisors, ES	210
Academic Advisors, HS	205, 210
Academic Advisors, JH	205
Clerk, CN Eligibility/Position	226
Clerk, Sped Records & Scheduling	226
Secretary, Budget	226
Secretary, Football	215
Secretary, PEIMS HS	226
Secretary, PEIMS JH	210
Child Nutrition Admin Asst	216

<b>Hourly</b>	<b>\$16.15</b>	<b>\$19.38</b>	<b>\$22.61</b>
<b>205 Days</b>	\$26,486	\$31,783	\$37,080
<b>210 Days</b>	\$27,132	\$32,558	\$37,985
<b>215 Days</b>	\$27,778	\$33,334	\$38,889
<b>216 Days</b>	\$27,907	\$33,489	\$39,070
<b>226 Days</b>	\$29,199	\$35,039	\$40,879

<b>5</b>	
Secretary, Director Athletics	226
Secretary, Director Music	210
Secretary, Principal DAEP	210
Secretary, Principal ES	210
Secretary, Principal HS	226
Secretary, Principal JH	210
CN Menu & Marketing	226

<b>Hourly</b>	<b>\$17.15</b>	<b>\$20.58</b>	<b>\$24.01</b>
<b>210 Days</b>	28,812	34,574	40,337
<b>226 Days</b>	31,007	37,209	43,410

<b>6</b>	
Secretary, District Director	226
Secretary, Maintenance	226
Secretary, Special Education	226
Secretary, Technology	206, 226
Secretary, Transportation	205

<b>Hourly</b>	<b>\$18.15</b>	<b>\$21.78</b>	<b>\$25.41</b>
<b>205 Days</b>	29,766	35,719	41,672
<b>206 Days</b>	29,911	35,893	35,897
<b>226 Days</b>	32,815	39,378	45,941

<b>7</b>	
Clerk, Accounts Payable	226
Clerk, Time & Attendance	226
Licensed Vocational Nurse	192
Specialist, Benefits	226
Specialist, HR	226
Specialist, Records/Textbooks	226
Technician, Payroll	226
Child Nutrition Procurement Specialist	226

<b>Hourly</b>	<b>\$19.50</b>	<b>\$23.40</b>	<b>\$27.30</b>
<b>192 Days</b>	28,080	33,696	39,312
<b>226 Days</b>	35,256	42,307	49,358

<b>8</b>	
Secretary, Deputy Supt	226
Specialist, Campus Technology	226
Specialist, PEIMS Data	226

<b>Hourly</b>	<b>\$26.00</b>	<b>\$29.60</b>	<b>\$33.30</b>
<b>226 Days</b>	39,414	47,297	55,180

<b>9</b>	
Secretary, Superintendent	226
Technician, Network	226

<b>Hourly</b>	<b>\$27.00</b>	<b>\$32.40</b>	<b>\$37.80</b>
<b>226 Days</b>	48,816	58,579	68,342

## 2024-2025 Proposed Auxiliary Pay Plan

Copperas Cove ISD

Pay Grade	Job Title	Calendars	Minimum	Midpoint	Maximum
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1		Hourly	\$11.50	\$13.80	\$16.10
Attendant, Welcome Booth	187	175 Days	16,100	19,320	22,540
Bus Aide	180	180 Days	16,560	19,872	23,184
Bus Aide, Sped	180	183 Days	16,836	20,203	23,570
Cafeteria Aide	175	187 Days	17,204	20,645	24,086
Crossing Guard	175	260 Days	23,920	28,704	33,488
Custodian	260				
Custodian, Athletics	260				

2		Hourly	\$12.85	\$15.42	\$17.99
General Maintenance Worker I	260	175 Days	17,990	21,588	25,186
Electrician I	260	183 Days	18,812	22,575	26,337
HVAC I	260	260 Days	26,728	32,074	37,419
Crossing Guard II	175				
Groundskeeper I	260				
Floor Maintenance I	260				
Plumber I	260				
Locksmith I	260				
Carpenter I	260				

3		Hourly	\$13.85	\$16.62	\$19.39
Electrician II	260	183 Days	20,276	24,332	28,387
Locksmith II	260	187 Days	20,720	24,864	29,007
Plumber II	260	226 Days	25,041	30,049	35,057
Courier	226	260 Days	28,808	34,570	40,331
Custodian, Head	260				
Security Guard	187				
Groundskeeper II	260				
HVAC II	260				
Carpentry II	260				
General Maintenance Worker II	260				

4		Hourly	\$15.35	\$18.42	\$21.49
Bus Driver/Fueler	260	183 Days	22,472	29,983	31,461
General Maintenance Worker III	260	260 Days	31,928	38,314	44,699
HVAC III	260				
Locksmith III	260				
Carpenter III	260				
Groundskeeper III	260				

<b>5</b>
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General Maintenance IV	260
Grounds IV	260
Carpenter IV	260
Supervisor, Athletic Grounds/Equip Mgr	260
HVAC IV	260
Transportation Dispatcher	226
Electrician III	260
Plumber III	260
Locksmith IV	260

Hourly	\$16.85	\$20.22	\$23.59
<b>183 Days</b>	24,668	29,602	34,536
<b>226 Days</b>	30,465	36,558	42,651
<b>260 Days</b>	35,048	42,058	49,067

<b>6</b>
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General Maintenance V	260
Foreman, Zone	260
Lead Driver, Special Needs	222
Team Leader/Driver Trainer	202
Technician, Diesel	260
Electrician IV	260
Plumber IV	260
Grounds IV	260

Hourly	\$18.85	\$22.62	\$26.39
<b>202 Days</b>	30,462	36,554	42,646
<b>222 Days</b>	33,478	40,173	46,869
<b>260 Days</b>	39,208	47,050	54,891

<b>7</b>
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Foreman	260
HVAC V	260
Supervisor, Custodial/Crossing Guard	260
Locksmith V	260
Carpenter V	260
Uniformed School Marshall	187

Hourly	\$22.00	\$27.00	\$32.00
<b>260 Days</b>	44,928	53,914	62,899

<b>8</b>
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Asst Director, Operations	226
Foreman, Licensed	260
Electrician V	260
Plumber V	260

Hourly	\$24.85	\$29.82	\$34.79
<b>226 Days</b>	44,929	53,915	62,900
<b>260 Days</b>	51,688	62,026	72,363

<b>BD</b>
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Bus Driver	182
Bus Driver, SPED	182

Hourly	\$17.00	\$20.40	\$23.80
<b>182 Days</b>	15,470	18,564	21,658

**2024-2025 Proposed CN Pay Plan**  
Copperas Cove ISD

Pay Grade	Job Title	Calendar	Minimum	Midpoint	Maximum	
<b>1</b>	Cook	183	<b>Hourly</b>	<b>\$12.85</b>	<b>\$15.42</b>	<b>\$17.99</b>
			<b>180 Days</b>	18,504	22,205	25,906
			<b>183 Days</b>	18,812	22,575	26,337
<b>2</b>	Clerk, Point of Sale	183	<b>Hourly</b>	<b>\$13.85</b>	<b>\$16.62</b>	<b>\$19.44</b>
			<b>183 Days</b>	20,276	24,332	28,460
<b>3</b>	Asst Cafeteria Manager	183	<b>Hourly</b>	<b>\$15.35</b>	<b>\$18.42</b>	<b>\$21.49</b>
			<b>183 Days</b>	22,472	26,967	31,461
			<b>192 Days</b>	23,578	28,293	33,009
			<b>260 Days</b>	31,928	38,314	44,699
<b>3</b>	Cafeteria Manager, ES Small	192	<b>Hourly</b>	<b>\$15.35</b>	<b>\$18.42</b>	<b>\$21.49</b>
			<b>183 Days</b>	22,472	26,967	31,461
			<b>192 Days</b>	23,578	28,293	33,009
			<b>260 Days</b>	31,928	38,314	44,699
<b>3</b>	Warehouseman	260	<b>Hourly</b>	<b>\$15.35</b>	<b>\$18.42</b>	<b>\$21.49</b>
			<b>183 Days</b>	22,472	26,967	31,461
			<b>192 Days</b>	23,578	28,293	33,009
			<b>260 Days</b>	31,928	38,314	44,699
<b>4</b>	Cafeteria Manager, ES Large	192	<b>Hourly</b>	<b>\$16.85</b>	<b>\$20.22</b>	<b>\$23.59</b>
			<b>192 Days</b>	25,882	31,058	36,234
			<b>192 Days</b>	25,882	31,058	36,234
<b>4</b>	Cafeteria Manager, JH	192	<b>Hourly</b>	<b>\$16.85</b>	<b>\$20.22</b>	<b>\$23.59</b>
			<b>192 Days</b>	25,882	31,058	36,234
			<b>192 Days</b>	25,882	31,058	36,234
<b>5</b>	Cafeteria Manager, HS	192	<b>Hourly</b>	<b>\$18.85</b>	<b>\$22.62</b>	<b>\$26.39</b>
			<b>192 Days</b>	28,954	34,744	40,535
			<b>260 Days</b>	39,208	47,050	54,891
<b>5</b>	Technician, CN Maintenance	260	<b>Hourly</b>	<b>\$18.85</b>	<b>\$22.62</b>	<b>\$26.39</b>
			<b>192 Days</b>	28,954	34,744	40,535
			<b>260 Days</b>	39,208	47,050	54,891
<b>6</b>	Manager, Warehouse Services	260	<b>Hourly</b>	<b>\$21.00</b>	<b>\$25.20</b>	<b>\$29.40</b>
			<b>260 Days</b>	43,680	52,416	61,152



# 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



**ORDER OF ELECTION FOR COPPERAS COVE ISD BOARD OF TRUSTEES**

An election is hereby ordered to be held on November 4, 2025, for the purpose of Trustee positions designated as:

Place 3 (currently Mike Wilburn)- Full three-year term

Place 4 (currently Joan Manning) – Full three-year term

Place 5 (currently Heather Copeland) – Full three-year term

Applications for a place on the ballot shall be filed by **5:00 PM, August 18, 2025.**

**Early voting by personal appearance** will be conducted each weekday at:

**> For Coryell County Voters <**

**Location: TBD**

**Gatesville Main St. Annex**

800 E Main St, Ste B  
Gatesville, TX 76528

October 20-24, 2025	TBD
October 25, 2025	TBD
October 26, 2025	TBD
October 27-31, 2025	TBD

**> For Bell County Voter <**

**Belton - Bell County Belton Annex,**  
550 East 2nd Ave Belton, TX 76513

**Temple - Temple ISD Admin Building,** 401 Santa Fe Way, Temple, TX 76501

**Killeen - Bell County Annex,** 304 Priest Drive Killeen, TX 76541

**Salado - Salado Church of Christ,**  
217 North Stagecoach, Salado, TX 76571

**Killeen - Jackson Professional Learning Center,** 902 Rev R A Abercrombie Dr. Killeen, TX 76543

**Harker Heights - Parks & Recreation Center,** 307 Millers Crossing, HH, TX 76548

**Killeen - Senior Center @ Lions Club Park,** 1700 E. Stan Schlueter Loop, Killeen, TX 76542

**Morgan's Point Event Center,** 60 Morgan's Point Blvd Morgan's Point Resort TX 76513

October 20-24, 2025	8 am – 5 pm
October 25, 2025	7 am – 7 pm
October 26, 2025	12 pm -6 pm
October 27-31, 2025	7 am – 7 pm

## **Election Day November 4, 2025 - 7:00 am – 7:00 pm**

Election Day Polling Locations:

- ❖ These are county-wide vote centers. You may vote at any location regardless of the precinct where you live.

### **Coryell County Voters**

Copperas Cove Civic Center	1206 W. Ave. B	Copperas Cove
Holy Family Catholic Church	1001 Georgetown Rd.	Copperas Cove
Eastside Baptist Church	1202 ML King Jr., BLVD	Copperas Cove
Gatesville Civic Center	303 Veterans Memorial Loop	Gatesville
Evant City Hall	598 E Hwy 84	Evant
Flat Community Center	159 CR 334	Flat
Oglesby Community Center	118 Main St.	Oglesby
Turnersville Community Center	8115 FM 182	Gatesville

### **Bell County Voters**

#### **Bell County Polling Site Locations.**

Site #	Polling Site	Address	City	State	Zip Code
1	Belton Nazarene Church	1701 Sparta Road	Belton	TX	76513
2	North Belton Annex	1605 N. Main Street	Belton	TX	76513
3	Belton Senior Center	842 S. Mitchell Street	Belton	TX	76513
4	Morgan's Point Event Center (New Site) (EV)	60 Morgan's Point Blvd	Morgan's Point Resort	TX	76513
5	Bliss Community Center	109 S. Evans Street	Little River Academy	TX	76554
6	Liberty Christian Center	4107 Westcliff Road	Killeen	TX	76543
7	Bartlett City Hall	140 W. Clark Street	Bartlett	TX	76511
8	First Baptist Church Holland	506 Dixie Drive	Holland	TX	76534
9	Christian House of Prayer	3300 E. Stan Schlueter Loop	Killeen	TX	76542
10	Nolanville City Hall	101 N. 5th Street	Nolanville	TX	76559
11	Belton Annex (EV)	550 E. 2nd Avenue	Belton	TX	76513
12	VPW Post 3892	201 VFW Drive	Harker Heights	TX	76548
13	Harker Heights Parks & Recreation Center (EV)	307 Millers Crossing	Harker Heights	TX	76548
14	Salado Church of Christ Activities Center (EV)	217 N. Stagecoach	Salado	TX	76571
15	Lakeview Baptist Church	7717 HWY 317	Belton	TX	76513
16	Jackson Professional Learning Center (EV)	902 Rev R A Ambercrombie Drive	Killeen	TX	76543
17	Killeen Senior Center @ Lions Club Park (EV)	1700 E. Stan Schlueter Loop	Killeen	TX	76542
18	Grace Christian Center	1401 E. Elms Road	Killeen	TX	76542
19	St. Paul Chong Hasang Catholic Church	1000 E. FM 2410	Harker Heights	TX	76548
20	First Baptist Church of Trimmier	6405 Chapparral Road	Killeen	TX	76542
21	Troy Community Center	201 E. Main Street	Troy	TX	76579
22	VPW Post 1820	3302 Airport Road	Temple	TX	76504
23	Northside Church of Christ	3401 N. 3rd Street	Temple	TX	76501
24	House of Hope Outreach	5625 E. US Hwy 190	Temple	TX	76502
25	Cross Church on Birdcreek	2202 Birdcreek Drive	Temple	TX	76502
26	Immanuel Baptist Church	1401 W. Central Avenue	Temple	TX	76504
27	Temple ISD Admin Building (New Site) (EV)	401 Santa Fe Way	Temple	TX	76501
28	Temple College	130 E Marvin R Felder Drive	Temple	TX	76501
29	Grace Temple Ministries	801 S. 13th Street	Temple	TX	76504
30	St. Joseph Catholic Church Fellowship Hall	20220 FM 485	Burlington	TX	76519
31	First Baptist Church of Moffat	13929 Moffat Road	Temple	TX	76502
32	First Baptist Church of Rogers	5 Prairie Avenue	Rogers	TX	76569
33	First Church of the Nazarene	5000 S 31st Street	Temple	TX	76502
34	Boys Ranch Road	3275 Boys Ranch Road	Kempner	TX	76539
35	Triple 7 Fire Station	258 Triple 7 Trail	Killeen	TX	76542
36	Killeen Annex (EV)	304 Priest Drive	Killeen	TX	76541
37	Robert M. Shoemaker High School	3302 Clear Creek Road	Killeen	TX	76541
38	Skyline Baptist Church	906 Trimmier Road	Killeen	TX	76541
39	Westside Baptist Church	711 Stagecoach Road	Killeen	TX	76542
40	Killeen Utilities Department	210 W. Avenue C	Killeen	TX	76541
41	The Journey Church (New Site)	5300 Bunny Trail	Killeen	TX	76549
42	Sugar Loaf Elementary School	1517 Barbara Lane	Killeen	TX	76549

**Applications for ballot by mail shall be mailed to:**

For: **Coryell County**  
Coryell County: Justin Carothers  
P.O. Box 6  
Gatesville, TX 76528  
254-248-3144  
E-mail: [tac@coryelltax.com](mailto:tac@coryelltax.com)

For: **Bell County**  
Bell County: Dr. Desi Roberts  
P.O. Box 1629  
Belton, TX 76513  
254-933-5780  
E-mail: [desi.roberts@bellcounty.texas.gov](mailto:desi.roberts@bellcounty.texas.gov)

Applications for ballots by mail must be received no later than the close of business on **October 24, 2025.**

Issued this 15<sup>th</sup> day of July 2025

\_\_\_\_\_  
Signature of Presiding Officer

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

**Instruction Note: A copy of this election order must be delivered to the County Clerk/Elections Administrator and Voter Registrar not later than 60 days before Election Day.**



**ORDEN DE ELECCIÓN PARA LA JUNTA DE REGENTES DE COPPERAS COVE ISD**

Por la presente se ordena que se llevará a cabo una elección el 4 de noviembre 2025 con el propósito de:  
Regentes por puestos designado como  
número 3 (actualmente Mike Wilburn) – un término complete de tres años  
número 4 (actualmente Joan Manning) – un término complete de tres años  
número 5 (actualmente Heather Copeland) – un término complete de tres años

Solicitudes para un lugar en la boleta serán presentadas por: **5:00 p.m., el 18 de Agosto, 2025**  
La votación adelantada en persona se llevará a cabo:

**> Para Votantes del Condado de Coryell <**

**Lugar por determinar** **Gatesville Main St. Annex**  
800 E Main St, Ste B  
Gatesville, TX 76528

octubre 20-24, 2025	Tiempo por determinar
octubre 25, 2025	Tiempo por determinar
octubre 26, 2025	Tiempo por determinar
octubre 27-31, 2025	Tiempo por determinar

**> Para Votantes del Condado de Bell <**

**Belton - Bell County Belton Annex,**  
550 East 2nd Ave Belton, TX 76513

**Killeen - Bell County Annex,** 304  
Priest Drive Killeen, TX 76541

**Killeen - Jackson Professional Learning Center,** 902 Rev R A  
Abercrombie Dr. Killeen, TX 76543

**Killeen - Senior Center @ Lions Club Park,** 1700 E. Stan  
Schlueter Loop, Killeen, TX 76542

**Temple - Temple ISD Admin Building,** 401 Santa Fe Way, Temple, TX 76501

**Salado - Salado Church of Christ,**  
217 North Stagecoach, Salado, TX 76571

**Harker Heights - Parks & Recreation Center,** 307 Millers Crossing, HH, TX 76548

**Morgan's Point Event Center,** 60  
Morgan's Point Blvd Morgan's Point Resort TX 76513

octubre 20-24, 2025	8 am – 5 pm
octubre 25, 2025	7 am – 7 pm
octubre 26, 2025	12 pm -6 pm
octubre 27-31, 2025	7 am – 7 pm

## Día de votación 11/04/2025 7:00 am – 7:00 pm

### Sitio:

Estos son centros de votación en todo el condado. Puede votar en cualquier lugar, independientemente del precinto donde viva.

### Votantes del Condado de Coryell

Copperas Cove Civic Center	1206 W. Ave. B	Copperas Cove
Holy Family Catholic Church	1001 Georgetown Rd.	Copperas Cove
Eastside Baptist Church	1202 ML King Jr., BLVD	Copperas Cove
Gatesville Civic Center	303 Veterans Memorial Loop	Gatesville
Evant City Hall	598 E Hwy 84	Evant
Flat Community Center	159 CR 334	Flat
Oglesby Community Center	118 Main St.	Oglesby
Turnersville Community Center	8115 FM 182	Gatesville

### Votantes del Condado de Bell

#### Bell County Polling Site Locations.

Site #	Polling Site	Address	City	State	Zip Code
1	Belton Nazarene Church	1701 Sparta Road	Belton	TX	76513
2	North Belton Annex	1605 N. Main Street	Belton	TX	76513
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21	Troy Community Center	201 E. Main Street	Troy	TX	76579
22	FWF Post 1820	3302 Airport Road	Temple	TX	76504
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24	House of Hope Outreach	5625 E. US Hwy 190	Temple	TX	76502
25	Cross Church on Birdcreek	2202 Birdcreek Drive	Temple	TX	76502
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29	Grace Temple Ministries	801 S. 13th Street	Temple	TX	76504
30	St. Joseph Catholic Church Fellowship Hall	20220 FM 485	Burlington	TX	76519
31	First Baptist Church of Moffat	13929 Moffat Road	Temple	TX	76502
32	First Baptist Church of Rogers	5 Prairie Avenue	Rogers	TX	76569
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34	Boys Ranch Road	3275 Boys Ranch Road	Kempner	TX	76539
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38	Skyline Baptist Church	906 Trimmier Road	Killeen	TX	76541
39	Westside Baptist Church	711 Stagecoach Road	Killeen	TX	76542
40	Killeen Utilities Department	210 W. Avenue C	Killeen	TX	76541
41	The Journey Church (New Site)	5300 Bunny Trail	Killeen	TX	76549
42	Sugar Loaf Elementary School	1517 Barbara Lane	Killeen	TX	76549

*Las solicitudes para boletas que se votarán en ausencia por correo deberán enviarse a:*

**Por Condado de Coryell:**

Coryell County: Justin Carothers

P.O. Box 6

Gatesville, TX 76528

E-mail: [tac@coryelltax.com](mailto:tac@coryelltax.com)

mail: [desi.roberts@bellcounty.texas.gov](mailto:desi.roberts@bellcounty.texas.gov)

**Por Condado de Bell:**

Bell County: Dr. Desi Roberts

P.O. Box 1629

Belton, TX 76513

E-

*Las solicitudes para boletas que se votarán en ausencia por correo deberán recibirse para el fin de las horas de negocio el **24 de octubre 2025**.*

Emitido este día 15 de julio 2025

\_\_\_\_\_  
*Firma del Oficial que Preside*

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

*Nota de instrucción: Se deberá entregar una copia de esta orden de elección al/a la Secretario(a) del Condado/Administrador(a) de Elecciones y el/la Registrador(a) de Votantes a más tardar 60 días antes del día de elección.*



**Bell County**  
**The Office of Elections Administration**  
*Dr. Desi Roberts, Elections Administrator*

550 E. 2<sup>nd</sup> Ave  
P.O. Box 1629  
Belton, Texas 76513  
254.933.5774  
Fax 254.933.6754  
Elections@BellCounty.Texas.gov  
Voter.Registration@BellCounty.Texas.gov

**ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES**

THIS Uniform Election Agreement and Contract for Election Services (Contract) is made by and between the Bell County Elections Administrator (Elections Administrator) and political subdivisions (Participating Authority or Participating Authorities, namely Copperas Cove Independent School District located entirely inside the boundaries of Bell County.

This contract is made pursuant to the Texas Election Code Sections 31.092 and Texas Education Code Section 11.0581 for an election to be held on the uniform election date of **November 4th, 2025**, and administered by Dr. Desi Roberts, Bell County Elections Administrator. This contract supersedes all prior contracts and agreements regarding the conduct of elections between a Participating Authority and the Bell County Elections Department. **Participating Authorities who desire to utilize Bell County Elections Services shall return the signed contract for participation during the Uniform Election of November 4th, 2025, on or before August 8, 2025. Send all documents to [jeannette.compean@bellcounty.texas.gov](mailto:jeannette.compean@bellcounty.texas.gov) and [desi.roberts@bellcounty.texas.gov](mailto:desi.roberts@bellcounty.texas.gov).** Throughout this period, open accessibility and communication shall be maintained.

**RECITALS**

**WHEREAS**, each Participating Authority plans on holding an election on November 4th, 2025;

**WHEREAS**, Bell County owns an electronic voting system, the Election System and Software (ES&S) voting system, which includes the DS200 precinct scanner, the DS850 central scanner, and the ExpressVote ballot marking device and has been duly approved by the Secretary of State pursuant to Texas Election Code Chapter 122 as amended, and is compliant with the accessibility requirements for persons with disabilities set forth by Texas Election Code Section 61.012. The Participating Authorities express their desire to share the use of Bell County's electronic voting system, to compensate Bell County for such use, and to share in certain other expenses connected with this uniform election, in accordance with the applicable provisions of Chapters 31 of the Texas Election Code, and 281 of the Texas Health and Safety Code as amended, and

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

**I. ADMINISTRATION**

The Participating Authorities agree to participate in a Uniform Election with Bell County in accordance with the Texas Election Code, all other applicable Texas Codes or laws, and this Contract. The Elections Administrator shall coordinate, supervise, and administer all aspects of the Election as this contract provides. Each Participating Authority agrees to compensate the Elections Administrator for equipment, programming, election workers, supplies, services, and administrative costs as provided in this contract. The Elections Administrator shall serve as the Election Officer for this Uniform Election; however, each Participating Authority shall be held accountable for its information sharing and required documents necessary for the lawful conduct of this Uniform Election. The Elections Administrator shall obtain all required approval or authorization from the Bell County Commissioners' Court, the Elections Board, and Advisories from the Elections Department, Office of the Texas Secretary of State.

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

**II. LEGAL DOCUMENTS**

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



# Bell County

## The Office of Elections Administration

*Dr. Desi Roberts, Elections Administrator*

550 E. 2<sup>nd</sup> Ave  
P.O. Box 1629  
Belton, Texas 76513  
254.933.5774  
Fax 254.933.6754

Elections@BellCounty.Texas.gov  
Voter.Registration@BellCounty.Texas.gov

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

Preparation of the necessary materials for notices and the official ballot language shall be the responsibility of each Participating Authority, including providing the text in English and Spanish. Each Participating Authority shall provide a copy of its respective election orders and notices to the Elections Administrator. Participating Authorities shall adhere to detailed timelines established to maintain the progress of election preparation. A Participating Authority risks exclusion from ballot programming activities if deadlines are missed.

### III. NONPERFORMANCE

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

### IV. VOTING LOCATIONS

The Elections Administrator shall select and arrange for the use of and payment for all Election Day voting locations. Voting locations shall comply with the accessibility requirements established by Election Code Section 43.034 and the Americans with Disabilities Act (ADA). The proposed Election Day voting locations may be amended. In the event a voting location is not available or appropriate, the Elections Administrator will arrange for the use of an alternate site. The Elections Administrator shall notify the Participating Authorities.

If polling places for the November 4, 2025, Election are different from the polling place(s) used by a Participating Authority in its most recent Election the Elections Administrator agrees to post a notice no later than November 2, 2025, at the entrance to any previous polling places in the jurisdiction stating that the polling location has changed and listing the Participating Authority's polling place names and addresses in effect for the November 4, 2025, election. This notice shall be written in both English and Spanish.

### V. ELECTION JUDGES, CLERKS, AND OTHER ELECTION PERSONNEL

The Elections Administrator will compensate, train, and support all election workers.

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

The Elections Administrator shall arrange for the training and compensation of all election judges, clerks, and election personnel. The Elections Administrator shall arrange the date, time, and place for the presiding election judges to pick up their election supplies. As outlined in Sec. 32.009 of the Texas Election Code, each presiding election judge and an alternate presiding judge shall be given written notice of their appointment. The notice from the Elections Administrator will include the polling location and the number of election clerks the presiding judge may appoint. The number of poll workers will be based on the specific site; however, 4 to 6 poll workers are estimated.



# Bell County

## The Office of Elections Administration

*Dr. Desi Roberts, Elections Administrator*

550 E. 2<sup>nd</sup> Ave  
P.O. Box 1629  
Belton, Texas 76513  
254.933.5774

Fax 254.933.6754  
Elections@BellCounty.Texas.gov  
Voter.Registration@BellCounty.Texas.gov

Each election Judge and Clerk will receive compensation at the hourly rate established by Bell County pursuant to Texas Election Code Section 32.091. The election judge will be compensated for mandated training events, picking up the election supplies before Election Day, and returning the supplies and equipment to the central counting station after the polls close.

On the date of the drafting of this contract, the compensation rates established by Bell County are:

Early Voting – Deputy Early Voting Clerks (\$17 an hour), Assistant Clerks (\$15 an hour)  
Election Day – Presiding Judge (\$17.00 an hour), Alternate Judge (\$17.00 an hour), Clerk (\$15.00 an hour)

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

The Elections Administrator may employ other personnel as necessary for the proper administration of the Election, including such part-time help as is necessary to prepare for the Election, to ensure the timely delivery of supplies during Early Voting and on Election Day, for the efficient tabulation of ballots at the central counting station, and the post-election processes conducted by warehouse personnel. Part-time personnel supporting the Early Voting Ballot Board and/or central counting station on Election Night will be compensated at the hourly rate set by Bell County in accordance with Election Code Sections 88.005, 128.004, and 128.006.

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

## VI. PREPARATION OF SUPPLIES AND VOTING EQUIPMENT

The Elections Administrator shall arrange for all election supplies and voting equipment, including, but not limited to, Bell County's electronic voting system, ADA remediation equipment and equipment, official ballots, sample ballots, voter registration lists, and all forms, signs, maps, and other materials used by the election judges at the voting locations. The Elections Administrator shall ensure the availability of tables and chairs at each polling place. The Elections Administrator shall be responsible for conducting all required testing of the electronic equipment, as required by Chapters 128 and 129 of the Texas Election Code.

Participants shall share voting equipment and supplies to the extent possible. A single ballot containing all the offices or propositions stating measures to be voted on at a particular polling place may be used in a Uniform election. A voter may not be permitted to select a ballot containing an office or proposition stating a measure on which the voter is ineligible to vote. The Elections Administrator shall provide the necessary voter registration information, maps, instructions, and other information needed. The Elections Administrator shall ensure that all voting equipment is programmed with the appropriate ballot styles to conduct a fair election. The Elections Administrator will arrange for the transportation of all voting equipment and signage to the voting sites.

Within a designated timeframe Each Participating Authority shall furnish the Elections Administrator with a list of candidates and/or propositions showing the order and the exact manner in which the candidate names and/or proposition(s) are to appear on the official ballot (including titles of offices and text in both English and Spanish languages). The Participating Authorities are required to submit information in a format or template requested by the Elections Administrator. Each Participating Authority shall be responsible for proofreading and approving the ballot pertaining to that authority's candidates and/or propositions. Each Participating Authority shall also be responsible for proofing and approving the audio recording of the ballot insofar as it pertains to that authority's candidates and/or propositions. The Elections Administrator shall not delay the entire process for any delayed submission or approval.

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



# Bell County

## The Office of Elections Administration

*Dr. Desi Roberts, Elections Administrator*

550 E. 2<sup>nd</sup> Ave  
P.O. Box 1629  
Belton, Texas 76513  
254.933.5774

Fax 254.933.6754  
Elections@BellCounty.Texas.gov  
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Early Voting by Personal Appearance and/or the use of Vote Centers, Texas Election Code Section 43.008, on Election Day shall be conducted exclusively on Bell County's electronic voting system.

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

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

### VII. EARLY VOTING

The Election Administrator shall serve as the Early Voting Clerk per Sections 31.098 and 281.006, Texas Election Code. The Elections Administrator shall appoint Deputy Early Voting clerks to assist in the conduct of Early Voting as necessary, and these additional Deputy Early Voting clerks shall be compensated at an hourly rate set by Bell County pursuant to Section 83.052 of the Texas Election Code. Deputy Early Voting clerks who are permanent Bell County Elections Administration employees may be paid from the election services contract fund for contractual duties performed outside of regular business hours (Sec. 31.100(e), Texas Election Code.

Early Voting by personal appearance will be held at the designated locations, dates, and times. In the event a voting location is not available or appropriate, the Elections Administrator will arrange for the use of an alternate site. The Elections Administrator shall notify the Participating Authorities of any changes to the locations. Any Bell County qualified voter of the General Election may vote early by personal appearance at any one of the Early Voting locations.

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

Mailing Address  
Early Voting Clerk  
Bell County Elections Department  
P.O. Box 1629  
Belton, Texas 76513

Physical Location  
Early Voting Clerk  
550 East 2nd Avenue  
Belton, Texas 76513

After the first day of Early Voting, the Elections Administrator shall post on the Bell County Elections Office webpage the Early Voting turnout by Early Voting polling location by day and a cumulative final Early Voting turnout report following the close of Early Voting.

### VIII. EARLY VOTING BALLOT BOARD

The Bell County Early Voting Ballot Board (EVBB) shall process Early Voting results from the Uniform Election. The Presiding Judges, with the assistance of the Elections Administrator, shall appoint two or more additional members (clerks) to constitute the EVBB. The Elections Administrator shall determine the number of EVBB members required to efficiently process the Early Voting ballots. The date and time for convening the EVBB are recommended by the Presiding Judge and approved by the Elections Administrator.



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### IX. CENTRAL COUNTING STATION AND ELECTION RETURNS

The Elections Administrator will take the necessary steps to establish and operate the central counting station to receive and tabulate the voted ballots per the provisions of the Texas Election Code and this contract.

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

The Elections Administrator will prepare the unofficial canvass reports that are necessary for compliance with Election Code Section 68.004 after all precincts have been counted and will deliver a copy of the unofficial canvass to each Participating Authority as soon as possible after all returns have been tabulated. Each Participating Authority shall be responsible for the official canvass of its respective election. Each Participating Authority should ensure its canvass dates are scheduled after the Elections Administrator publishes the final tabulation.

The Elections Administrator will prepare the electronic results reports for uploading to the Secretary of State as required by Section 68.018 of the Election Code.

The Elections Administrator shall be responsible for conducting the post-election manual recount required by Section 128.201 of the Texas Election Code unless the Secretary of State grants a waiver. The notification will be posted on the official webpage.

### X. PARTICIPATING AUTHORITIES WITH TERRITORY OUTSIDE BELL COUNTY

Bell County Elections will not consider conducting elections in territories outside of Bell County.

### XI. RUNOFF ELECTIONS

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

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

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

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



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## XII. ELECTION EXPENSES AND ALLOCATION OF COSTS

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

1. Share of Election Costs. Each Participating Authority's share of election costs will be (i) a base fee of 10%, (ii) plus an equal share of the total of all costs incurred by the Elections Administrator in connection with the administration of elections of other entities held at the same time as the Election. The sum of the base charges from all Participating Authorities will be subtracted from the total of all costs before allocating the remaining costs to each Participating Authority. Each Participating Authority's share of the remaining (allocated) costs will be determined by dividing the total cost by the number of Participating Authorities. An itemized cost list is the basis for the final Total Cost report/invoice, which will be submitted to each Participating Authority after the Election. The result will be a charge to the Participating Authority of \$1,000.00 plus the Participating Authority's allocated share of county-wide election costs not covered by the sum of all base fees received.
2. Each Participating Authority's share of the staffing fee for election workers will be an even share among entities.
3. Lease of Voting Equipment. Per Texas Election Code Section 123.032(d), the following prices for leasing county-owned voting equipment:
  - ExpressVote Ballot Marking Device
  - DS200 Precinct Scanner;
  - DS850 Central Count scanner to cover the duration of the Election;
  - Electronic poll book.

The Participating Authority's share of voting equipment costs will be evenly divided. If applicable, the leasing cost will be calculated once for the Early Voting period and once for Election Day. If the County acquires additional equipment, different voting equipment, or upgrades existing equipment during the term of this contract, the charge for the use of the equipment may be reset or adjusted.

- a) **Administrative Fee.** Each Participating Authority agrees to pay the Bell County Elections Administrator an administrative fee equal to ten percent (10%) of its total billable costs, less than the staffing agency fee, in accordance with Section 31.100(d) of the Texas Election Code.
  - b) **Technical Support.** The Elections Administrator will contract with the elections equipment vendor to provide on-site support and consultation for Election Day at an estimated amount of \$5000.
4. Other charges may include, but are not limited to, printing fees and postage for ballot-by-mail.

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

## XIII. WITHDRAWAL FROM CONTRACT DUE TO CANCELLATION OF ELECTION

Any Participating Authority may withdraw from this contract, and the Election should it determine a cancellation of its Election is in accordance with Sections 2.051 - 2.053 of the Texas Election Code. Official written notification (ordinance canceling the election) should be forwarded to the Election Administrator within 48 hours.



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### **XIV. RECORDS OF THE ELECTION**

The Elections Administrator is appointed general custodian of the voted ballots and all Election records as authorized by Acts 2009, 81st Leg., R.S., Ch. 465 (S.B. 281), Sec. 2, eff. September 1, 2009, or Sec. 66.001. GENERAL CUSTODIAN OF ELECTION RECORDS.

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

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

### **XV. RECOUNTS OR CONTESTED ELECTION**

A recount may be obtained as provided by Title 13 of the Texas Election Code. By signing this document, the presiding officer of the contracting Participating Authority agrees that any recount shall take place at the offices of the Elections Administrator or a location approved by the Elections Administrator. The Elections Administrator shall serve as Recount Supervisor, and the Participating Authority's official or employee who performs the duties of a secretary under the Texas Election Code shall serve as Recount Coordinator.

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

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

### **XVI. MISCELLANEOUS PROVISIONS**

The Elections Administrator shall file copies of this document with the Bell County Treasurer and the Bell County Auditor in accordance with Section 31.099 of the Texas Election Code.

Nothing in this Contract prevents any party from taking appropriate legal action against any other party and/or other election personnel for a breach of this contract or a violation of the Texas Election Code.

This contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Bell County, Texas.

If one or more of the provisions contained in this contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.



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All parties shall comply with all applicable laws, ordinances, and codes of the State of Texas, all local governments, and any other entities with local jurisdiction.

The waiver by any party of a breach of any provision of this contract shall not operate as or be construed as a waiver of any subsequent breach.

Any amendments to this contract shall be of no effect unless in writing and signed by all parties hereto.

Participating Authority agrees to act in good faith in the performance of this agreement and shall immediately contact and notify the Elections Administrator of any potential problems or issues relevant to the subject matter of this contract.

**XVII. COST ESTIMATES AND PAYMENT OF FUNDS**

The total *estimated* cost for the November 4, 2025, Uniform Election is subject to change. Each Participating Authority's portion will be a cost-sharing approach, and all reasonable cost reduction methods will be adopted. As soon as reasonably possible after the Election, the Elections Administrator will submit an itemized invoice to each Participating Authority based on the actual expenses. The exact amount of each Participating Authority's obligation under the terms of this contract shall be calculated after the Election (or runoff election, if applicable). A final invoice from the Elections Administrator will be provided with the payable amount. Each Participating Authority shall make its payment within 45 days of receiving the invoice from the Elections Administrator. To expedite election preparation, **each Participating Authority should make every effort to return its signed copy of this contract within ten days of receipt.**

**XVIII. SIGNATURE PAGE**

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
Dr. Desi Roberts,  
*Elections Administrator*  
*Bell County, Texas*  
*desi.roberts@bellcounty.texas.gov*

WITNESS BY MY HAND THIS THE 15th DAY OF July, 2025.

**PARTICIPATING AUTHORITY:**

Name of Participating Authority: CCISD Board of Trustees

By: \_\_\_\_\_

Printed Name: Joan Manning

Official Title: Board President



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**TO:** Participating Entities  
**FROM:** Bell County Elections Department  
**RE:** Estimated cost for administering General Elections  
**Rev. Date:** 06.01.2025

**ITEMIZED EXPENSES**  
*This is an estimate*

Description	Unit Price	Amount
Administrative Fee	\$ 1000.00	\$ 1000.00
Poll Presiding and Alternate Judges ( <i>EV: 14 x 2 wk. 60 hrs? = \$14,280</i> )	86 x \$17.00 avg. x wk. 13 hrs.	\$ 19,006.00
Poll Workers (Clerks) ( <i>EV: 66 x 2 wk. 60 hrs? = \$59,400</i> )	190 x \$15.00 avg. x 2 wk. 13 hrs.	\$ 37,050.00
Technicians	5 x (\$15 avg((OT)). x 20 hrs.	\$ 1500.00
Polling Site Rental	3 x Sites	\$ 1000.00
Public L&A Test legal notice publication	\$1600	\$ 1600.00
Equipment Delivery	4 x \$30 avg. X 8 hours	\$ 960.00
<b>ELECTION EQUIPMENT</b>		
DS850 tabulating equipment as per TEC Sec.'s 214.044, 215.002	\$ 5000.00	\$ 5000.00
AT&T/Verizon Hot Spot Cards ( <b>86 x ePollbooks</b> )	\$ 4600.00	\$ 4600.00
<b>ELECTION PROGRAMMING (for 625 election equipment)</b>		
Candidate/Responses @ \$8.40	20	
ExpressVote ENG Candidates / Yes-No @ \$10.75	20	
ExpressVote ENG Contest/Issues @ \$17.85	20	
ExpressVote SPA Candidates / Yes-No @ \$10.75	20	
ExpressVote SPA Contest/Issues @ \$17.85	20	
Media Burn: Flashcard @ 5.00 each (250)	20	\$ 1250.00
ExpressVote ENG/SPA Props/Amends @ \$42.10	20	\$ 842.00
Use of DS200	\$ 10.00 each (11 days)	\$ 110.00
Use of Electronic Poll Books	\$ 10.00 each (11 days)	\$ 110.00
Use of ExpressVote	\$ 10.00 each (11 days)	\$ 110.00
Technical Support (2 days) (ES&S) for Central Count Station	\$ 5,000.00	\$ 5000.00
<b>BALLOTS</b>		
Official Election Day Ballots - Absentee	\$ 0.26	\$ 26.00
Official Election Day Ballots - Election Day	\$ 0.26	\$ 26.00
Official Election Day Ballots - Coding	\$ 0.26	\$ 26.00
Official Election Day Ballots - Sample	\$ 0.26	\$ 26.00
Official Election Day Ballots - Test	\$ 0.26	\$ 26.00
Printing Supplies	\$ 500.00	\$ 500.00
Ballot Card Stock (0.1050 per)	EV: ED:	\$ 300.00
Flat Fee for Supply Kits (EV: 7, ED: 42) \$25	\$ 1225.00	\$ 00
Elections Sites Supply Kits ( <i>EV: \$70 x # of sites &amp; ED: \$70 x # of sites</i> )	0	
Postage for Ballot By Mail	10000	\$ 24,000.00
Shipping & Handling	\$ 1000.00	\$ 300.00
<b>Amount Due</b>		<b>\$ 175,748.00</b>