



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING AGENDA

Date: Thursday, January 15, 2026
Time: Immediately following TAPR Hearing
Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

AGENDA

1. Call the meeting to order and establish a quorum.
2. Pledge of Allegiance
3. Principal's Report
4. Recognitions
5. Public Comments
6. Superintendent's Report
7. CONSENT AGENDA:
 - A. Consider and Approve the Board of Trustees Meeting Minutes for the Regular Meeting held December 11, 2025.
 - B. Approve the Monthly Bills and Financial Statements
 - C. Budget Amendment
8. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:
 - A. Consider and Approve a Temple Junior College Memorandum of Understanding for the 2026-2027 School Year
 - B. Consider and Approve a Coastal Bend College MOU for the 2026-2027 School Year
 - C. Consider and Approve a Tarleton State University (Tarleton Today Program) MOU for Dual Enrollment for the 2026-2027 School Year
 - D. Consider and Approve a Lamar State College Orange MOU for Dual Enrollment for the 2026-2031 School Year

- E. Consider and Approve Designating the Superintendent as an Approved Signer for Memorandums of Understanding with Institutions of Higher Education for the 2026-2027 School Year.
 - F. Items exceeding \$25,000- Consider and Approve the Purchase of Staff Computers for CJHHS
 - G. Consider and Approve Using Small, Rural School Achievement (SRSA) Program Funds to Purchase Promethean Boards and Carts
 - H. Consider and Approve Using Small, Rural School Achievement (SRSA) Program Funds to Purchase Student Computers
 - I. Consider, Discuss, and Possibly Approve the Appointment of a New Board Member to Fill the Existing Vacancy
 - J. Consider and take Action to Accept a Board Member Resignation
 - K. Discuss and Take Action to Approve Board Operating Procedures
 - L. Consider and Take Action to Adopt a Resolution for the Commitment of Fund Balance for the 2025-2026 Fiscal Year
 - M. Consider and Take Action to Approve Extracurricular and Signing Stipends for 2026-2027
 - N. Consider and Take Action on Low Attendance Waivers for Dec. 15-19, 2025
9. Discussion Items
- A. Discuss Future Action and Discussion items
 - B. Board training for calendar year 2026
 - C. Budget Plan/Timeline
 - D. Next Steps for Coupland ISD
 - CSS Planning Calendar
 - CJH/HS Registration Celebration - March 4, 2026
 - Next Steps
 - E. Policy Review
 - F. SB8 and Regulation CSA
 - G. Discuss Future Required Action on SB 11
 - H. 2026-2027 School Calendar DRAFT
 - ADSY
 - I. CR 460 Construction Update
 - J. Facility Repair
10. Future Board Meeting Dates
- February 12, 2026 - Regular Board Meeting
11. Executive Session:
- As determined by the Board of Trustees, there may be an executive session pursuant to the Texas Open meetings Act (Texas Gov't Code Chapter 551). An Executive Session - may occur at any time during the meeting as permitted

under the Open Meetings Act. The list of topics below are some, but not an exhaustive list, of items that would be considered in an executive session:

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

Any action will be taken in a public session.

- A. Discuss New Hires
 - B. Discuss Evaluation of Superintendent of Schools
 - C. Discuss Superintendent Contract
12. ACTION ITEMS:
(Action Items post executive session are items that must be discussed in executive session. All actions must be taken in an open session.)
- A. New Hire Recommendations
 - B. Consider and Act to Evaluate the Superintendent of Schools
 - C. Consider and Act on the Contract of the Superintendent of Schools
13. Report Items
14. ADJOURNMENT:

This agenda was posted on the front door of the school building and on the school district website at: This agenda was posted on the 9th day of January 2026 at 12:00p.m. on the front door of the school building and the school district website.

Dr. Earl W. Parcell, Superintendent

Dr. Earl W. Parcell, Superintendent



Board of Trustees

Date of Meeting	
Item Type	

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

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address



COUPLAND ISD

620 S COMMERCE ST

COUPLAND, TX 78615

512-856-2422

REGULAR MEETING MINUTES

Date: Thursday, December 11, 2025

Time: 7:00 PM

Location: Coupland School Library
620 S. Commerce Street
Coupland, TX 78615

Board Members:

Crystal Ward – Present

Michael Roepke – Present

David Young – Present

Tessa Strider – Present

Susan Schmidt – ABSENT

Royce Hatch – ABSENT

Board Member - Vacancy

Superintendent:

Dr. Earl Parcell – Present

AGENDA

1. **Call the meeting to order and establish a quorum.** @ 7:00 pm

2. **Pledge of Allegiance**

Led by: Amelia Miranda Ponce

3. **Principal's Report**

Mr. Booker reported on the campus activities that have occurred over the last month, recognized the Cowboys of the Month and advertised for upcoming athletic events and family nights.

4. Recognitions

5. Public Comments

None

6. Construction Update:

**Claycomb and Associates (Architect)
Weaver & Jacobs (CMAR)**

Randy Boone (Weaver & Jacobs) and Christine Walker (Claycomb & Associates) provided updates on the Coupland Junior High and High School. They are continuing to work on the exterior wall finishes including some brick work on the west and north side of the building. The roof is almost completely dried in and storefront window are being installed throughout the building as well. The interior is looking like a building with metal studs installation wrapping up and dry wall installation beginning to be hung.

7. Annual Financial Report Presented by the district's external auditor - Singleton, Clark & Company, PC

Presentation given to the Board by Robert Gatillia. The district received a clean, unmodified audit.

8. Superintendent's Report

Dr. Parcell a short update on enrollment, attendance, and administrative walk-through tally for the year.

9. CONSENT AGENDA:

A. Consider and Approve the Board of Trustees Meeting Minutes for the Public Hearing for the FIRST Report and the Regular Meeting held November 13, 2025.

B. Approve the Monthly Bills, Financial Statements, and 1st Quarter Investment Report

I move that we Approve the Consent Agenda as presented.

Motion made by: Michael Roepke

Seconded by: Tessa Strider

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

Yea – 4; Nay – 0

10. APPROVAL OF ADDITIONAL ACTION ITEMS AS NEEDED:

A. Consider and Take Action to Accept Annual Financial Audit Report for the 2024/2025 Fiscal Year Ending 8/31/2025

I move that we Accept the Annual Financial Audit report for the 2024-2025 Fiscal Year ending 8/31/2025 as presented.

Motion made by: Michael Roepke

Seconded by: David Young

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

Yea – 4; Nay – 0

B. Items over \$25,000 - Classroom Furniture for CJH/HS from Lonestar Furnishings (BuyBoard Contract #767-25)

Board President, Crystal Ward, provide a comprehensive overview of the furniture chosen for the new campus. She provided a room by room PowerPoint with 2D and 3D renderings of the furniture layouts. Additionally, she provided themed, sample boards for the board and community to look at to see the colors and finishes for all the furniture pieces. A sample student desk, chair and science classroom table were also on display during the meeting. After the presentation and discussion, the board acted.

I move that we approve the purchase of furniture for Coupland Junior High and High School from Lone Star Furnishings (BuyBoard Contract #767-25) not to exceed \$355,308.40.

Motion made by: Michael Roepke

Seconded by: David Young

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

Yea – 4; Nay – 0

C. Discussion and possible action on the evaluation, ranking, and selection of a Design-Builder for the construction of a Multipurpose Building pursuant to Phase II Request for Proposal of the design-build two-step procurement process.

I move the Board to select Weaver & Jacobs Constructors as the Design-Builder for the Multipurpose Building, as presented by Administration. I further move the Board to delegate authority on the Superintendent to negotiate and execute a contract with Weaver & Jacobs Constructors up to the sum of \$335,000 in a form of agreement approved by legal counsel.

Motion made by: Michael Roepke

Seconded by: Tessa Strider

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

Yea – 4; Nay – 0

D. Consider, Discuss, and Possibly Approve the Appointment of a New Board Member to Fill the Existing Vacancy

This item was tabled until the next board meeting on January 15, 2025.

11. Discussion Items

A. Discuss Future Action and Discussion items

B. Budget Plan/Timeline

C. Staff Appreciation Reflection

D. Next Steps for Coupland ISD

- **CSS Planning Calendar**
- **Logo Review**
 - **Gym Floor Design** – The board discussed the gym floor layout and the construction committee will iron out the fine details moving forward.
- **Next Steps** – The board discussed the pros and cons of signing stipends to be paid to teachers hired to work at CJH/HS.

E. Review Board Operating Procedures

The board discussed adding a section in the BOP to address how they would address appointing new board members in the future.

12. Future Board Meeting Dates

- **January 15, 2026 - Regular Board Meeting @ 7:00pm**

13. Executive Session:

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

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

Any action will be taken in a public session.

The Board went into executive session at 10:28 PM.

The Board came out of executive session at 10:51 PM.

A. Discuss New Hires

B. Discuss Evaluation of Superintendent of Schools

14. ACTION ITEMS:

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

A. New Hire Recommendations

I move that we approve the new hire recommendations.

Motion made by: Tessa Strider

Seconded by: Michael Roepke

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

Yea – 4; Nay – 0

15. Report Items

16. ADJOURNMENT:

I move that we Adjourn. @ 10:52 PM

Motion made by: Tessa Strider

Seconded by: Michael Roepke

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

Yea – 4; Nay – 0

Board President

Date

Board Secretary

Date



Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person E-Mail Address

COUPLAND INDEPENDENT SCHOOL DISTRICT

GENERAL FUND FINANCIAL STATEMENT

Fund 199

DECEMBER 2025



	2025-2026			2024-2025		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 2,345,971	\$ 617,883	26.34%	\$ 2,183,205	\$ 451,796	20.69%
State Program Revenues	2,816,981	2,047,561	72.69%	2,610,521	2,190,489	83.91%
Federal Program Revenues	54,500	-	0.00%	14,500	-	0.00%
Other Financing Sources	-	-	0.00%	-	-	0.00%
Total Revenues	\$ 5,217,452	\$ 2,665,445	51.09%	\$ 4,808,226	\$ 2,642,285	54.95%
EXPENDITURE SUMMARY BY FUNCTION:						
11 - Instructional	\$ 3,029,640	\$ 875,143	28.89%	\$ 2,885,322	\$ 945,198	32.76%
12 - Instructional Resources and Media Services	41,101	2,124	5.17%	7,850	5,579	71.07%
13 - Curriculum and Instructional Staff Development	21,200	258	1.22%	19,700	-	0.00%
21 - Instructional Leadership	15,000	3,000	20.00%	12,362	-	0.00%
23 - School Leadership	361,845	102,555	28.34%	320,173	102,323	31.96%
31 - Guidance, Counseling and Evaluation	238,603	55,078	23.08%	177,769	54,512	30.66%
33 - Health Services	3,550	489	13.76%	3,550	871	24.53%
34 - Student Transportation	157,349	50,083	31.83%	156,692	96,749	61.74%
36 - Cocurricular/Extra Curricular Activities	27,076	11,977	44.24%	27,714	6,761	24.39%
41 - General Administration	394,050	117,690	29.87%	368,356	125,963	34.20%
51 - Plant Maintenance and Facility Services	425,603	159,158	37.40%	363,425	128,465	35.35%
52 - Security and Monitoring Services	65,450	18,200	27.81%	48,750	6,682	13.71%
53 - Data Processing Services	313,232	104,481	33.36%	259,659	107,334	41.34%
61 - Community Services	1,000	312	31.22%	3,000	612	0.00%
71 - Debt Service	66,484	5,242	7.88%	66,436	5,718	8.61%
99 - Other intergovernmental Charges	27,500	11,418	41.52%	25,000	11,741	46.96%
Operating Transfer to Cafeteria	28,769	-	0.00%	9,681	-	0.00%
Total Expenditures	\$ 5,217,452	\$ 1,517,206	29.08%	\$ 4,755,438	\$ 1,598,506	33.61%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 3,878,569	\$ 1,183,997	30.53%	\$ 3,775,114	\$ 1,235,362	32.72%
62XX - Professional and Contracted Services	699,480	207,077	29.60%	554,530	184,680	33.30%
63XX - Supplies and Materials	244,500	39,538	16.17%	178,715	42,132	23.58%
64XX - Other Operating Expenses	299,650	76,645	25.58%	170,962	70,614	41.30%
65XX - Debt Service - Principal	66,484	5,242	7.88%	66,436	5,718	8.61%
66XX - Capital Outlay Expenses	-	4,707	0.00%	-	60,000	0.00%
Operating Transfers	28,769	-	0.00%	9,681	-	0.00%
Total Expenditures	\$ 5,217,452	\$ 1,517,206	29.08%	\$ 4,755,438	\$ 1,598,506	33.61%

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



	2025-2026			2024-2025		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 61,300	\$ 24,200	39.48%	\$ 60,000	\$ 27,243	45.40%
State Program Revenues	11,213	3,715	33.14%	11,058	247	2.23%
Federal Program Revenues	167,000	71,766	42.97%	167,000	55,014	32.94%
Other Financing Sources	28,769	-	0.00%	9,681	-	0.00%
Total Revenues	\$ 268,282	\$ 99,681	37.16%	\$ 247,739	\$ 82,503	33.30%
EXPENDITURES:						
35 - Food Services	\$ 268,282	\$ 88,186	32.87%	\$ 249,797	\$ 83,967	33.61%
Total Expenditures	\$ 268,282	\$ 88,186	32.87%	\$ 249,797	\$ 83,967	33.61%
EXPENDITURE SUMMARY BY OBJECT CODE:						
61XX - Payroll Costs	\$ 149,882	\$ 50,340	33.59%	\$ 144,097	\$ 47,847	33.20%
62XX - Professional and Contracted Services	7,200	-	0.00%	6,500	-	0.00%
63XX - Supplies and Materials	110,500	37,813	34.22%	98,500	36,120	36.67%
64XX - Other Operating Expenses	700	33	4.68%	700	-	0.00%
64XX - Other Operating Expenses	-	-	0.00%	-	-	-
Total Expenditures	\$ 268,282	\$ 88,186	32.87%	\$ 249,797	\$ 83,967	33.61%

COUPLAND INDEPENDENT SCHOOL DISTRICT

DEBT SERVICE FUND FINANCIAL STATEMENT

Fund 599

DECEMBER 2025



	2025-2026			2024-2025		
	Current Budget	Actual	Actual to Budget	Current Budget	Actual	Actual to Budget
REVENUES:						
Local and Intermediate Sources	\$ 1,635,186	\$ 405,649	24.81%	\$ 1,547,519	\$ 281,667	18.20%
State Program Revenue	\$ 96,148	\$ 141,076	146.73%	\$ 92,381	\$ 89,831	97.24%
Total Revenues	\$ 1,731,334	\$ 546,725	31.58%	\$ 1,639,900	\$ 371,498	22.65%
EXPENDITURES:						
71 - Debt Service	\$ 1,731,334	\$ 300	0.02%	\$ 1,639,900	\$ -	0.00%
Total Expenditures	\$ 1,731,334	\$ 300	0.02%	\$ 1,639,900	\$ -	0.00%
EXPENDITURE SUMMARY BY OBJECT CODE:						
65XX - Debt Service Expenses	1,731,334	300	0.02%	1,639,900	-	0.00%
Total Expenditures	\$ 1,731,334	\$ 300	0.02%	\$ 1,639,900	\$ -	0.00%

For the Month of December

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
007729	12-19-2025	ASSOC OF TX PROFESS	DEDCH		863-00-2159.00-005-600000	DEC DED TSTA DUES	106.40	N
007730	12-19-2025	COMBINED BENEFITS G	DEDCH		863-00-2153.00-012-600000	DEC DED HEALTH INSURANCE	148.28	N
			DEDCH		863-00-2153.00-013-600000	DEC DED HEALTH INSURANCE	49.19	N
			DEDCH		863-00-2153.00-015-600000	DEC DED LIFE INSURANCE	383.40	N
			DEDCH		863-00-2153.00-016-600000	DEC DED HEALTH INSURANCE	230.80	N
			DEDCH		863-00-2153.00-017-600000	DEC DED HEALTH INSURANCE	2.10	N
			DEDCH		863-00-2153.00-022-600000	DEC DED HEALTH INSURANCE	243.24	N
			DEDCH		863-00-2153.00-026-600000	DEC DED HEALTH INSURANCE	704.31	N
			DEDCH		863-00-2153.00-027-600000	DEC DED HEALTH INSURANCE	1,413.08	N
			DEDCH		863-00-2153.00-029-600000	DEC DED LIFE INSURANCE	422.18	N
			DEDCH		863-00-2153.00-035-600000	DEC DED HEALTH INSURANCE	54.00	N
			DEDCH		863-00-2153.00-105-600000	DEC DED HEALTH INSURANCE	122.00	N
			DEDCH		863-00-2153.00-106-600000	DEC DED HEALTH INSURANCE	172.92	N
			DEDCH		863-00-2153.00-107-600000	DEC DED LIFE INSURANCE	84.16	N
			DEDCH		863-00-2153.00-108-600000	DEC DED HEALTH INSURANCE	21.00	N
			DEDCH		863-00-2153.00-111-600000	DEC DED LIFE INSURANCE	46.97	N
			DEDCH		863-00-2159.00-037-600000	DEC DED MISCELLANEOUS	677.00	N
			DEDCH		863-00-2159.00-100-600000	DEC DED HSA	250.00	N
			DEDCH		863-00-2159.00-101-600000	DEC DED MISCELLANEOUS	91.44	N
			DEDCH		863-00-2159.00-110-600000	DEC DED MISCELLANEOUS	99.55	N
Totals for Check 007730							5,215.62	
007731	12-19-2025	NATIONAL BENEFIT SER	DEDCH		863-00-2159.00-042-600000	DEC DED TAX SHEL. ANNUITY	20.00	N
			DEDCH		863-00-2159.00-103-600000	DEC DED TAX SHEL. ANNUITY	875.00	N
Totals for Check 007731							895.00	
007732	12-19-2025	TCTA	DEDCH		863-00-2159.00-006-600000	DEC DED TSTA DUES	61.50	N
007733	12-19-2025	TEXAS STATE DISBURS	DEDCH		863-00-2159.00-019-600000	DEC DED MISCELLANEOUS	829.66	N
020664	12-11-2025	CHASE INK	360167	AMZ 338434	199-11-6399.01-101-611000	Science Supplies	96.53	N
			260057	AMZ 1913845	199-11-6399.01-101-611000	Portable VHF Wireless	19.99	N
			360186	AMZ 5681013	199-11-6399.01-101-611000	PO Created by Req: 260188	62.86	N
			360186	AMZ 6940235	199-11-6399.01-101-611000	PO Created by Req: 260188	74.37	N
			360186	AMZ 0095431	199-11-6399.01-101-611000	PO Created by Req: 260188	8.99	N
			360159	WM 01817	199-11-6399.01-101-611000	Supplies - Science	30.03	N
			260058	AMZ 7714622	199-11-6399.01-101-611000	Squegee Head	14.03	N
			260059	AMZ 2492267	199-11-6399.01-101-611000	Office Chair	219.95	N
				Amz 445032	199-11-6399.01-101-611000	Return Expansion folders	-43.96	N
			360170	9338607	199-12-6329.00-101-699000	Library Supplies	12.28	N
			360165	4173824	199-23-6399.00-101-699000	Supplies	42.98	N
			360165	2115429	199-33-6299.00-101-699000	Supplies	50.24	N
			360171	Stk up 22616	199-34-6311.00-101-699000	Van GAS	43.00	N
			360177	Murphy 558919	199-34-6311.00-101-699000	Gas Van	19.75	N
			360194	QT 9515	199-34-6311.00-101-699000	Gas and Supplies	40.24	N
			360194	WM 4401	199-34-6319.00-101-699000	Gas and Supplies	106.20	N
			360195	Dan 19028	199-34-6319.00-101-699000	Tires & LOF - Truck	721.00	N
			260060	EPic 8610121	199-36-6399.00-101-691000	Basketball Jerseys	259.94	N

For the Month of December

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
			360173	Sub 434550	199-36-6412.01-101-691000	Meals Bsk 11/13	209.70	N
			360190	Gattis 1119	199-36-6412.01-101-691000	BBsk 11/19 Meals	37.50	N
			360193	WM 2690	199-41-6499.01-702-699000	Staff Appreciation	253.00	N
			360199	WM 11061	199-41-6499.01-702-699000	Staff Appreciation WM	169.95	N
			360183	TIA 32847	199-41-6499.05-750-699000	TIA Fees 2025-2026	2,045.26	N
			360176	WM 7072	199-53-6399.00-101-699000	TV Display	487.00	N
			360182	WM 4299	240-35-6399.00-101-699000	Supplies	23.24	N
						Totals for Check 020664	5,004.07	
020665	12-11-2025	A-LINE AUTO PARTS	360189	11672601	199-34-6319.00-101-699000	Bus Supplies	400.11	N
			360189	11679314	199-34-6319.00-101-699000	Bus Supplies	55.50	N
						Totals for Check 020665	455.61	
020666	12-11-2025	ABEAR COMMERCIAL S	360151	22-7319	199-51-6249.04-999-699000	HVAC rplcmnt comp lab	4,668.43	N
020667	12-11-2025	BROTHERS FOOD	260066	1881175	240-35-6341.00-101-699000	produce	263.20	N
			260066	1885147	240-35-6341.00-101-699000	produce	306.05	N
						Totals for Check 020667	569.25	
020668	12-11-2025	CHRISTOPHER ESPARZ	260063	2025 12 3 BB	199-36-6299.00-101-691000	12/03 BB Game	185.00	N
020669	12-11-2025	EARL PARCELL	360226	Reimb KS 2903	199-41-6499.01-702-699000	Reimb Staff Appreciation	200.76	N
			360227	Reimb Costco 44	199-41-6499.01-702-699000	Reimb Staff Appreci cookies	49.98	N
						Totals for Check 020669	250.74	
020670	12-11-2025	EULALIO D VALDEZ	260062	2025 12 8 BB	199-36-6299.00-101-691000	12/8 BB Game	75.00	N
			260062	2025 12 3 BB	199-36-6299.00-101-691000	12/3 BB Game	185.00	N
						Totals for Check 020670	260.00	
020671	12-11-2025	GULF COAST PAPER CO	360158	2704039	199-51-6319.00-101-699000	Scrubber Repair Parts	206.42	N
020672	12-11-2025	LA COSTENITA DISTRIB	260067	19213	240-35-6341.00-101-699000	Ice Cream	228.96	N
020673	12-11-2025	TEXAS THERAPY SPECI	360164	20251130	224-11-6219.00-101-623000	Speech Svcs	4,697.70	N
020674	12-11-2025	QUILL	260064	42991656	199-11-6399.01-101-611000	Batteries	127.77	N
020675	12-11-2025	ROCKY ROAD PRINTING	360230	251203-5	199-11-6399.01-101-611000	OAP Supplies	250.00	N
020676	12-11-2025	STRIDE PEST	260068	16680936	199-51-6249.03-101-699000	Termite Control	61.00	N
020677	12-11-2025	TAYLOR OFFICE PRODU	360210	1751	199-23-6499.01-101-699000	Foam signs and banners	824.40	N
020678	12-11-2025	TAYLOR SPORTING GO	360209	1329	199-41-6499.01-702-699000	Staff Appreciation swag	646.00	N
020679	12-11-2025	THOMAS LERMA	260061	2025 12 8 BB	199-36-6299.00-101-691000	12/8 BB Game	75.00	N
020680	12-11-2025	TOSHIBA FINANCIAL SE	360020	593499945	199-11-6269.00-101-699000	Copier Lease	296.82	N
020681	12-11-2025	TRAVIS CENTRAL APPR	360219	9492	199-99-6213.00-703-699000	Quarterly Appraisal Fee	174.98	N
020682	12-11-2025	TRINITY EDUCATIONAL	360220	7259	199-11-6219.00-101-623000	Bilingual Evals Nov 25	498.75	N
020683	12-11-2025	TRIUMPH PROTECTION	360121	INV026672	429-52-6299.01-000-400000	Security Officer	1,318.40	N
			360121	INV026566	429-52-6299.01-000-400000	Security Officer	1,318.40	N
						Totals for Check 020683	2,636.80	
020684	12-11-2025	UMB BANK NA	260065	1030785	599-71-6599.00-101-699000	Bond Redemption Fee	300.00	N

For the Month of December

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.So-Org-Prog	Reason	Amount	EFT
020685	12-11-2025	WALSH GALLEGOS TRE	360218	721282	199-41-6211.00-701-699000	November 2025	180.00	N
			360218	721283	199-41-6211.00-701-699000	November 2025	2,663.00	N
Totals for Check 020685							2,843.00	
020686	12-11-2025	WASTE MANAGEMENT	360002	0217552-2161-7	199-51-6249.00-101-699000	Trash Pickup	869.99	N
020687	12-17-2025	DIRECT ENERGY BUSIN	360027	25336005829178	199-51-6259.02-101-699000	Electricity 2025-2026	3,554.15	N
020688	12-17-2025	EULALIO D VALDEZ	360239	1208 Official	199-36-6299.00-101-691000	Bsk Officials 12/08	75.00	N
020689	12-17-2025	GREATAMERICA	360035	40761998	199-23-6269.00-101-699000	Copier Lease	149.10	N
020690	12-17-2025	MANVILLE WATER SUPP	360072	002106541 1225	199-51-6259.00-101-699000	Water Bill	140.96	N
			360072	002138551 1225	199-51-6259.00-101-699000	Water Bill	360.35	N
			360072	00601151 1225	199-51-6259.00-101-699000	Water Bill	396.31	N
Totals for Check 020690							897.62	
020691	12-17-2025	FERGUSON FACILITIES	360204	2813875	199-51-6319.00-101-699000	Supplies	1,611.55	N
			360204	2819900	199-51-6319.00-101-699000	Supplies	135.96	N
			360204	2813875-1	199-51-6319.00-101-699000	Supplies	108.50	N
Totals for Check 020691							1,856.01	
020692	12-17-2025	PEST PATROL	360033	142296	199-51-6249.03-101-699000	Pest Treatment	250.00	N
020693	12-17-2025	BROADWAY LICENSING	360235	2362132	461-36-6216.03-101-699000	Royalties OAP	60.00	N
020694	12-17-2025	QUILL	360054	46857514	199-11-6399.00-101-611000	Paper	1,079.85	N
			360054	46857514	199-11-6399.00-101-611000	Paper	62.99	N
Totals for Check 020694							1,142.84	
020695	12-17-2025	SAFETY VISION, LLC	360128	INV25734	199-34-6319.00-101-699000	Bus Cable	25.40	N
020696	12-17-2025	TASB	360232	678176	199-41-6499.00-701-699000	Policy Service Membership	2,000.00	N
020697	12-17-2025	THOMAS LERMA	360238	1208 Official	199-36-6299.00-101-691000	Bsk Officials 12/08	75.00	N
020698	12-17-2025	TRIUMPH PROTECTION	360121	INV026919	429-52-6299.01-000-400000	Security Officer	1,367.84	N
020699	12-17-2025	VANESSA DECESARI	360240	2025 12	199-11-6219.01-101-623000	PT Svcs Dec 2025	40.00	N
020700	12-17-2025	WILLIAMSON CAD	360201	2026-017	199-99-6213.00-703-699000	Quarterly Appraisal Fee	5,541.50	N
020701	12-18-2025	BRANDON SIMMONS	360248	1215 Official	199-36-6119.02-101-699000	Official 12/15	130.00	N
020702	12-18-2025	KATHRYN BETHEL	360249	1215 Official	199-36-6119.02-101-699000	Officials 12/15	130.00	N
020703	12-18-2025	ONWARD SEARCH, LLC	360242	2110346	199-11-6219.01-101-623000	OT End 12/6/25	480.00	N
020704	12-18-2025	THRALL COUNTRY DINE	260072	120525	199-41-6499.01-702-699000	Holiday Meal	1,593.95	N
120825	12-08-2025	UNITED STATES TREAS	260056		863-00-2152.01-000-600000	IRS	225.49	N
			260056		863-00-2152.02-000-600000	IRS	225.49	N
Totals for Check 120825							450.98	
121125	12-11-2025	WEAVER & JACOBS CO	360231	Draw 13	699-81-6629.00-999-699000	Const Draw 13	1,502,443.03	N
121225	12-12-2025	TEACHER RETIREMENT	260069		863-00-2153.00-050-600000	TRS AC	12,925.00	N
			260069		863-00-2153.00-051-600000	TRS AC	2,350.00	N
			260069		863-00-2153.00-052-600000	TRS AC	11,191.00	N
Totals for Check 121225							26,466.00	

For the Month of December

Check Nbr	Check Date	Payee	PO Nbr	Invoice Nbr	Fnd-Fnc-Obj.S0-0rg-Pr0g	Reason	Amount	EFT
121925	12-19-2025	UNITED STATES TREAS	260071		863-00-2151.00-000-600000	IRS	14,550.67	N
			260071		863-00-2152.01-000-600000	IRS	3,737.35	N
			260071		863-00-2152.02-000-600000	IRS	3,737.35	N
Totals for Check 121925							22,025.37	
123025	12-30-2025	TEACHER RETIREMENT	260073		863-00-2155.00-000-600000	TRS	19,731.68	N
			260073		863-00-2155.00-000-600000	TRS	1,554.63	N
			260073		863-00-2155.01-000-600000	TRS	601.00	N
			260073		863-00-2155.02-000-600000	TRS	3,983.30	N
			260073		863-00-2155.03-000-600000	TRS	91.06	N
			260073		863-00-2155.04-000-600000	TRS	1,793.80	N
			260073		863-00-2155.06-000-600000	TRS	2,201.38	N
			260073		863-00-2155.07-000-600000	TRS	535.00	N
			260073		863-00-2155.08-000-600000	TRS	3,817.84	N
Totals for Check 123025							34,309.69	
251212	12-12-2025	TEXAS TRAILOR SUPPL	260070	76616	199-34-6399.00-999-699000	Trailer and Lock	2,262.00	N
Total Checks							1,640,564.35	

End of Report



Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address



**COUPLAND ISD
GENERAL FUND
PROPOSED BUDGET AMENDMENT
BOARD MEETING JANUARY 2026**

	Description	Approved Budget	Increase (Decrease)	Proposed Budget
Revenue:				
57XX	Local Revenue	2,345,971.00		2,345,971.00
58XX	State Revenue	2,816,981.00		2,816,981.00
59XX	Federal Revenue	54,500.00		54,500.00
79XX	Other Resources	0.00		0.00
	Revenue Budget	5,217,452.00	0.00	5,217,452.00
Expense:				
11	Instruction	3,029,640.00		3,029,640.00
12	Instruction Media/Library	41,101.00		41,101.00
13	Curriculum Development and Instructional Staff Development	21,200.00		21,200.00
21	Instructional Leadership	15,000.00		15,000.00
23	Campus Administration	361,845.00		361,845.00
31	Guidance & Counseling	238,603.00		238,603.00
33	Health Services	3,550.00		3,550.00
34	Student Transportation	157,349.00		157,349.00
36	Cocurricular Activities	27,076.00		27,076.00
41	General Administration	394,050.00		394,050.00
51	Plant Maintenance	425,603.00	(14,630.00)	410,973.00
52	Security & Monitoring Services	65,450.00		65,450.00
53	Data Processing	313,232.00	(3,658.00)	309,574.00
61	Community Services	1,000.00		1,000.00
71	Debt Service	66,484.00		66,484.00
99	Intergovernment Payments	27,500.00		27,500.00
89XX	Transfer to Food Service	28,769.00		28,769.00
	Expenditure Budget	5,217,452.00	(18,288.00)	5,199,164.00
FUND BALANCE				
	Fund Balance Increase (Decrease)	0.00	18,288.00	18,288.00



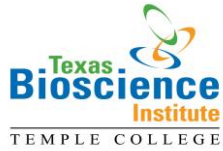
Board of Trustees

Date of Meeting	
Item Type	

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

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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**MEMORANDUM OF UNDERSTANDING
 Temple College Dual Credit Program(s)
 2026-20227 (FY26)**

COLLEGE DISTRICT:	INDEPENDENT SCHOOL DISTRICT (ISD):
Temple College (TC)	Coupland ISD

The institutions named above aim to expand access to higher education and workforce training in their local communities through college credit, certificates, or non-credit courses agreed upon by the institutions.

Both parties agree to adhere to each organization's policies and procedures, to work expeditiously to resolve any conflicts between institutional policies or procedures, and to review the relationship reflected in the MOU annually.

TYPE OF AGREEMENT

- Restricted high school courses for eligible high school students only, offered in high school campus via face-to-face or electronic delivery.
- High school students, with ISD or parental permission, may take TC courses at a TC campus or Center(s) via face-to-face or electronic delivery.

**GENERAL PROVISIONS/ TEMPLE COLLEGE- TEXAS BIOSCIENCE INSTITUTE
 DUAL CREDIT PROGRAM
 DEFINITIONS**

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.83. **19 Tex. Admin. Code § 9.1**

- Dual Credit – A process by which a high school student enrolls in a college course and receives simultaneous academic credit for the course from both the college and the high school. While dual credit courses are often taught on the secondary school campus to high school students only, § 4.84 of this title (relating to Institutional Agreements) and § 4.85 of this title (relating to Dual Credit Requirements) also apply when a high school student takes a course on the college campus and receives both high school and college credit. Dual credit is also referred to as concurrent course credit; the terms are equivalent. However, dual (or concurrent) enrollment refers to a circumstance in which a student is enrolled in more than one educational institution (including a high school and a college). This differs from how the term “concurrent enrollment” is used (see below).
- Dual Enrollment – (previously referred to as dual or concurrent enrollment) -- Refers to a system under which a student is enrolled in more than one educational institution (including a high school and a public institution of higher education). When a student in a dual-enrollment system enrolls in courses, the student earns appropriate course credit

from each distinct educational institution that offered the course. Dual enrollment is not equivalent to dual credit.

- Articulated College Credit – Credit earned through a high school-level course that fulfills specific requirements of an identified college-level course and provides a pathway for high school students to earn credit toward a technical certificate or technical degree at a partnering institution of higher education. A course that is part of an Articulation Agreement between an ISD and TC. Credit is awarded after high school graduation, provided the student enrolls at TC and completes six (6) hours of college credit, meeting all the requirements of the Articulation Agreement.
- International Baccalaureate Diploma Program – The curriculum and examinations leading to an International Baccalaureate diploma awarded by the International Baccalaureate Organization.
- College Board Advanced Placement--College-Level courses and exams available to secondary students under the auspices of an approved College Board program.
- Early College Education Program – A program as defined in TEC 29.908.
- Early College Program--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 leading to a Board-approved certificate, AA, AS, or AAS degree program as defined in *Title 19, Part 1, Chapter 9, Rule 9.1 - Definitions of Texas Administrative Code.*

STATEWIDE DUAL CREDIT GOALS

Reference: Texas Education Code; Section 28.009; (b-1) and (b-2)

As required by HB 1638 (85th Legislature, Regular Session) and codified in the Texas Education Code, Sec. 28.009, the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) collaboratively developed statewide goals for dual credit programs, including early college high school programs, career and technical education dual credit programs and join high school and college credit programs provided under Section 130.008, to provide uniform standards for evaluating those programs. The goals must address, at a minimum:

- (1) A dual credit program's achievement of enrollment in and acceleration through postsecondary education
- (2) Performance in college-level coursework; and
- (3) the development of an effective bridge between secondary and postsecondary education in the state.

(b-2) as amended by Acts 2019, 86th Leg., Ch. 264 (S.B. 1276), § 1>

(b-2) Any agreement, including a memorandum of understanding or articulation agreement, between a school district and public institution of higher education to provide a dual credit program described by Subsection (b-1) must:

(1) include specific program goals aligned with the statewide goals developed under Subsection (b-1);

(2) establish common advising strategies and terminology related to dual credit and college readiness;

- (3) provide for the alignment of endorsements described by Section 28.025(c-1) offered by the district, and dual credit courses offered under the agreement that apply towards those endorsements, with postsecondary pathways and credentials at the institution and industry certifications;
- (4) identify tools, including tools developed by the agency, the Texas Higher Education Coordinating Board, or the Texas Workforce Commission, to assist school counselors, students, and families in selecting endorsements offered by the district and dual credit courses offered under the agreement;
- (5) establish, or provide a procedure for establishing, the course credits that may be earned under the agreement, including by developing a course equivalency crosswalk or other method for equating high school courses with college courses and identifying the number of credits that may be earned for each course completed through the program;
- (6) describe the academic supports and, if applicable, guidance that will be provided to students participating in the program;
- (7) establish the district's and the institution's respective roles and responsibilities in providing the program and ensuring the quality and instructional rigor of the program;
- (8) state the sources of funding for courses offered under the program, including, at a minimum, the sources of funding for tuition, transportation, and any required fees or textbooks for students participating in the program; and
- (9) be posted each year on the district's and the institution's respective Internet websites.

These goals guide institutions of higher education (IHEs) and independent school districts (ISDs) on components that must be in place to ensure that quality dual credit programs are provided to Texas high school students.

Goal 1: Independent school districts and institutions of higher education will implement purposeful, collaborative outreach to inform all students and parents about the benefits and costs of dual credit, including enrollment and fee policies.

TC and ISD alignment:

- TC will provide annual Dual Credit Information Sessions at the high school or college location for parents and students. Information Sessions will cover the benefits and costs of dual credit and local enrollment, as well as fee policies.
- ISD will advertise the event to parents and students interested in dual credit and provide a location for the event if it is to be held on the high school campus.
- TC and ISD will provide dual credit webpages that reflect the most current dual credit program information, including enrollment and fee policies.
- TC will hold an annual counselor's meeting that will provide the latest information regarding dual credit best practices, upcoming deadlines, legislative requirements, and TC policies affecting dual credit learners.
- TC and ISD will hold PAC meetings (alternating locations) that allow IHE and ISD staff to address any ongoing dual credit issues collaboratively and to align marketing campaigns and dual credit goals further.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education.

TC and ISD alignment:

- TC will provide annual Dual Credit Orientation Sessions at the high school or college location for parents and students. Orientation Sessions will include information on TC student policies, best practices for successful adaptation to the college curriculum, and e-learning orientation to help students access online portals and student support.
- ISD will advertise the event to parents and students interested in dual credit and provide a location for the event if it is to be held on the high school campus.

Goal 3: All dual credit students will receive academic and college-readiness advising and access to student support services to complete college courses successfully.

TC and ISD alignment:

- TC will provide an online service for student advising access and support called CRM Advise.
- TC will provide (1) Dual Credit Pathways guides that align high school pathways (endorsements), including dual credit courses, with Temple College academic or career and technology certificates and degree programs, (2) program maps showing a clear pathway to completion, further education, and employment in fields of importance to the region, and (3) transfer pathways aligned to pathway courses and expected learning outcomes with transfer institutions, which optimize the applicability of community college credits to university majors.
- TC will provide advising services at all center locations on a walk-in basis.

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

TC and ISD alignment:

- TC endeavors to ensure the quality and rigor of all college credit courses by upholding SACSCOC accreditation standards in the hiring of faculty.
- All college faculty are evaluated annually by the relevant department chair per the college's Annual Evaluation policy, located in Temple College's Administrative Regulations.
- All college courses are issued student evaluations for learner feedback.

STUDENT ELIGIBILITY

Reference: 19 Texas Administrative Code (TAC) §4.85(b)(1), §4.54, and §4.57

1. A high school student is eligible to enroll in dual credit courses if any of the following conditions are met:
 - a. The student is non-degree seeking and has not filed a degree plan (TEC §51.9685).
 - i. A student becomes "degree-seeking" once they file or are required to file a degree plan (TEC §51.9685).

- ii. Once degree-seeking, the student must meet TSI requirements unless exempt.
 - b. The student qualifies for a TSI exemption under 19 TAC §4.54 (e.g., SAT, ACT, GED, HiSET, STAAR ENG III or ALG II, College Prep Course, prior college credit, Texas First Diploma).
 - c. The student meets TSIA2 college readiness benchmarks under 19 TAC §4.57:
 - ELAR: CRC \geq 945 and Essay \geq 5; or CRC $<$ 945 + Diagnostic Level 5–6 and Essay \geq 5
 - Math: CRC \geq 950; or CRC $<$ 950 + Diagnostic Level 6
 - d. The student earned a Texas First Diploma, which grants automatic TSI exemption under §4.54.
1. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 1 certificate program, or a program leading to a credential of less than a Level 1 certificate, at a public junior college or public technical institute, and shall not be required to provide a demonstration of college readiness or dual credit enrollment eligibility.
 - 1.1. A high school student is eligible to enroll in workforce education dual credit courses contained in a Level 2 certificate or applied associate degree program under the following conditions:
 - 1.1.1. Courses that require demonstration of TSI college readiness in reading and/or writing:
 - 1.1.2. If the student achieves a minimum score of 4000 on the English II STAAR EOC, or
 - 1.1.3. If the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered before October 15, 2015, and the PSAT/NMSQT administered on or after October 15, 2015, is not allowable.):
 - ...
 - 1.2. a combined score of 107 with a minimum of 50 on the reading test on a PSAT/NMSQT exam administered before October 15, 2015; or
 - 1.3. a score of 460 on the evidence-based reading and writing (EBRW) test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - 1.4. If the student achieves a composite score of 23 on the PLAN with a 19 or higher in English or an English score of 435 on the ACT-Aspire.
 - 1.5. Courses that require demonstration of TSI college readiness in mathematics:
 - 1.5.1. If the student achieves a minimum score of 4000 on the Algebra I STAAR EOC and a passing grade in the Algebra II course, or
 - 1.5.2. If the student achieves one of the following scores on the PSAT/NMSQT (Mixing or combining scores from the PSAT/NMSQT administered before October 15, 2015, and the PSAT/NMSQT administered on or after October 15, 2015, is not allowable.):
 - 1.5.3. a combined score of 107 with a minimum of 50 on the mathematics test on a PSAT/NMSQT exam administered before October 15, 2015; or
 - 1.5.4. a score of 510 on the mathematics test on a PSAT/NMSQT exam administered on or after October 15, 2015; or
 - 1.5.5. If the student achieves a composite score of 23 on the PLAN, with a mathematics score of 19 or higher, or a mathematics score of 431 on the ACT-Aspire.
 - 1.6. An institution may otherwise evaluate a student who is exempt from STAAR EOC assessments to determine eligibility for enrolling in workforce education dual credit courses.
 - 1.7. Students who are enrolled in private or non-accredited secondary schools or who are

- home-schooled must satisfy paragraphs (1) - (4) of this subsection.
- 1.8. To be eligible for enrollment in a dual credit course offered by a public college, students must meet all the college's regular prerequisite requirements designated for that course (e.g., a minimum score on a specified placement test, minimum grade in a specified previous course, etc.).
 - 1.9. An institution may impose additional requirements for enrollment in courses for dual credit that do not conflict with this section.
 - 1.10. An institution is not required, under the provisions of this section, to offer dual credit courses for high school students.
2. All students enrolled in college courses are subject to all College policies and procedures.

TUITION AND FEES:

Temple College and ISDs will coordinate timely data reporting to THECB/TEA to ensure accurate FAST reimbursement and eligibility tracking.

Dual credit tuition rates shall not exceed the maximum allowable rate established annually by the Texas Higher Education Coordinating Board (THECB) for participation in the Financial Aid for Swift Transfer (FAST) program.

For Fall 2026, tuition is set in accordance with the applicable THECB-approved FAST rate in effect at the time of instruction. Tuition rates are subject to annual adjustment based on THECB guidance and published FAST limits.

Temple College reserves the right to update dual credit tuition rates as required to remain compliant with state law and THECB rules. Any changes to tuition rates will be communicated to participating Independent School Districts before implementation.

Eligible FAST students shall receive tuition in accordance with state FAST requirements.

Students living outside a Temple College taxing district will be charged a \$ 10-per-hour out-of-district fee. If applicable, additional course fees, such as health science, laboratory, certification exam, or insurance fees, will be billed in accordance with the College's fee schedule.

The College shall invoice tuition and fee charges after the last census date of the semester, and the ISD shall pay these charges within 30 days of receiving the invoice. See "Funding Sources" for additional details.

The Dual Credit program tuition discount and or waiving of any related fees are subject to change by the TC Board of Trustees. All tuition, charges, and fees are subject to change by action of the Board of Trustees as deemed advisable.

TBI CONSORTIUM FEE

The Consortium Fee is \$150 per junior for all affiliated Independent School Districts (ISDs) and home-schooled students participating in the TBI Middle College Program.

- For ISDs with one high school, the fee is capped at \$3,000, covering up to 20 juniors.
- For ISDs with multiple high schools, the number of juniors is counted across all campuses, and the cap is adjusted as follows:
 - Two high schools: up to 30 juniors, capped at \$3,500
 - Three high schools: up to 40 juniors, capped at \$4,000

These adjusted caps apply only if the district with multiple high schools has more than 20 juniors in total. If the number of juniors is 20 or fewer, the standard rate of \$150 per student or a \$3,000 cap applies.

These caps are designed to support broader participation while maintaining consistent and equitable costs across all partner districts.

Please note that the current TBI Consortium Fee will be evaluated annually to assess its effectiveness and feasibility for continuation at the current rate.

Temple College will invoice the Independent School District the appropriate Consortium Fee for participation in the Texas Bioscience Institute during the fall semester.

Note: The Consortium Fee applies only to **junior-year students**.

FACULTY QUALIFICATIONS

Faculty Selection, Supervision, and Evaluation

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Instructor Selection and Standards

1.1. The College shall select instructors of dual credit courses. These instructors must be regularly employed faculty members of the College or must meet the same standards (including the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) minimum requirements) and approval procedures used by the College to select faculty responsible for teaching the same courses at the College's campuses.

1.2. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College.

2. General Faculty Requirements

2.1. All instructors must meet the minimum requirements as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and all applicable Texas Administrative Code (TAC) requirements.

2.2. The College shall select, supervise, and evaluate instructors for courses that result in the award of college dual credit.

2.3. Instructors must meet the same standards, review, evaluation, and approval procedures used by the College to select faculty responsible for teaching the same courses at a main campus or Center of Temple College.

2.4. Instructors, even if employed by and paid by the ISD, must be supervised in instructional matters by the Temple College Department Chair and must meet all administrative and evaluation requirements.

2.5. Official transcripts of instructors must be kept on file at Temple College.

3. Embedded Instructors (High School-Based Instructors of Record)

3.1. Embedded instructors are high school employees who are credentialed and approved by Temple College to teach dual credit courses on the high school campus.

3.2. All embedded instructors must meet SACSCOC faculty qualification standards and all applicable Texas Administrative Code (TAC) requirements.

3.3. Embedded instructors must hold a master's degree with a minimum of eighteen (18) graduate credit hours in the discipline being taught.

3.4. Official transcripts and a current résumé must be submitted to Temple College for review before assignment.

3.5. Instructor credentials will be reviewed and vetted by Temple College's SACSCOC Liaison to ensure accreditation compliance.

3.6. Upon SACSCOC approval, the instructor must complete a departmental review and interview with the appropriate Temple College academic department.

3.7. Temple College grants final approval to teach as an embedded instructor and may be withdrawn if credentialing, accreditation, or instructional standards are not maintained.

3.8. Temple College retains full authority over the approval, oversight, supervision, evaluation, and continued eligibility of all embedded instructors to ensure academic rigor and compliance with accreditation and state requirements.

4. DualFlex Liaison Dual Credit Courses (Facilitated Courses)

4.1. DualFlex Liaison Dual Credit courses are facilitated courses.

4.2. DualFlex Liaison classes are online courses offered to students at the high school campus and are led by a high school-based facilitator. The liaison may be a certified high school teacher who oversees a similar subject or any employee assigned by the ISD.

4.3. Key Benefits:

4.3.1. Students receive real-time support while completing their college-level coursework.

4.3.2. The liaison works with the Temple College professor to ensure students stay on track.

4.3.3. DualFlex Liaisons can alert faculty if students are struggling, promoting faster interventions.

4.3.4. Increased academic support contributes to improved student retention and success.

4.4. Additional Provisions:

4.4.1. DualFlex Liaisons are not vetted or approved by the College's accrediting agency; therefore, courses incur standard dual credit tuition.

4.4.2. High school staff may serve as DualFlex Liaisons for Temple College online courses, but are not instructors of record.

4.4.3. **DualFlex Liaison sections incur standard dual credit tuition because they are taught by Temple College faculty.**

LOCATION AND STUDENT COMPOSITION OF CLASSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Dual credit classes may be taught on the college campus, on the high school campus, or via distance online learning. For dual credit courses taught exclusively to high school students on the high school campus and for dual credit courses taught electronically, public colleges shall comply with applicable rules and procedures for offering distance education courses. In addition, dual credit courses taught electronically shall comply with the Board's adopted Principles of Good Practice for Courses Offered Electronically. Dual credit courses may be composed of dual-credit students only or of dual- and college-credit students. Exceptions for a mixed class, which would also include high school credit-only students, may be allowed only under one of the following conditions:

1.1. If the course involved is required for completion under the State Board of Education High School Program graduation requirements, and the high school involved is otherwise unable to offer such a course.

1.2. If the high school credit-only students are College Board Advanced Placement or International Baccalaureate students

1.3. If the course is a career and technology/college workforce education course, and the high school credit-only students are earning articulated college credit.

SERVICES FOR STUDENTS WITH DISABILITIES

Temple College abides by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, which states: “No otherwise qualified person shall, based on a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic or other postsecondary education aid, benefits, or services.” To receive accommodations from TC, students with disabilities must provide TC’s Office of Student Accommodations with current documentation of their disability (within three years of enrollment at TC). Documentation consists of a statement or evaluation from a recognized medical professional. The Individualized Education Plan used for public school students may not substitute for the documentation specified above. High school personnel will inform students that, if a documented disability may affect their performance and they may require accommodations, the student must register (self-identify) with the Office of Student Accommodations at Temple College and provide documentation of their disability—see the *Temple College Student Handbook*.

ELIGIBLE COURSES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Courses offered for dual credit by public two-year associate degree-granting institutions must be identified as college-level academic courses in the current edition of the Lower Division Academic Course Guide Manual adopted by the Board or as college-level workforce education courses in the current edition of the Workforce Education Course Manual adopted by the Board.
2. Courses offered for dual credit by public universities must be in the approved undergraduate course inventory of the university.
3. Public colleges may not offer remedial and developmental courses for dual credit.
4. See “Attachment A” Crosswalk for courses offered through Temple College and the Texas Bioscience Institute Dual Credit Program(s).

ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. Regular academic policies applicable to courses taught at the college's main campus must also apply to dual credit courses. These policies could include the appeal process for disputed grades, the drop policy, the communication of grading policies to students, and the syllabus distribution schedule, among others.
2. Students in dual credit courses must be eligible to utilize the same or comparable support services that are afforded to college students on the main campus. The college is responsible for ensuring timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible. Detailed information is published in the College Dual Credit Enrollment and Support Services Manual.
3. A student enrolled in dual credit courses at an institution of higher education shall file a degree plan with the institution as prescribed by §4.344 of this chapter (relating to Degree Plans for a Student Enrolled in Dual Credit Courses).

TRANSCRIPTING OF CREDIT

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

For dual credit courses, high school, as well as college credit, should be transcribed immediately upon a student's successful completion of the performance required in the course.

FUNDING

Reference: Texas Administrative Code; Title 19; Part 1; Chapter 4; Subchapter D; Rule 4.85.

1. The state funding for dual credit courses will be available to both public school districts and colleges based on the current funding rules of the State Board of Education (TEC 42.005 (g)) and the Board (TEC 61.059 (p) and (q)).
2. The college may only claim funding for students earning college credit in core curriculum, field of study curriculum, program of study curriculum, career and technical education, and foreign language dual credit courses.
3. This provision does not apply to students enrolled in approved early college education programs under TEC 29.908.
4. All public colleges, universities, and health-related institutions may waive all or part of tuition and fees for a Texas high school student enrolled in a course for which the student may receive dual course credit.

Funding Sources

Tuition: Tuition and fees, less funds received from the State for FAST-eligible students, shall be the responsibility of the ISD.

Required Textbooks and Course Materials: Textbooks and any required course materials are the ISD's responsibility. Temple College will provide textbook information through the Temple College Bookstore and course syllabi every semester. Digital textbooks and access codes that are billed as a course section fee at the time of registration will be billed to the ISD by the College. The ISDs may purchase other textbooks and course materials from their preferred vendor.

Billing Procedures: The College will bill the ISD for tuition, fees, and digital textbooks and access codes, less any amount received from the State for FAST-eligible students. An invoice detailing those charges, along with any amounts received by the State for FAST-eligible students, will be sent after the course census date(s). Payment shall be remitted by the ISD via check, ACH, or wire, in accordance with the terms outlined in Texas Government Code Chapter 2251.

Student Reimbursement: The ISD, at its sole discretion, may require reimbursement from any student who is not FAST-eligible for tuition, fees, books, or other course materials paid by the ISD. Student reimbursement shall not be a condition of the ISD's payment for the amounts billed by the College to the ISD. The ISD may not require reimbursement for any costs from students who are FAST-eligible. **This section does not apply to students enrolled in a dual-credit program within an early-college high school model.**

(Optional) Special Billing Provisions Related to Courses Taught by Embedded Instructors: Embedded Instructors are ISD teachers, credentialed by Temple College through SACSCOS, our accrediting body, and compensated by their ISD. In exchange for the ISD offering stipends or

other incentives to Embedded Instructors for the teaching of dual credit that are equivalent to those provided by the ISD to teachers teaching Advanced Placement (AP) or International Baccalaureate (IB) courses, the College agrees to waive the balance of tuition, out-of-district fees, and course fees (other than books, digital textbooks and access codes) related to courses taught by an Embedded Instructor. This waiver includes the full amount of tuition, out-of-district fees, and course fees for students who are not FAST-eligible, and the balance after State payment for any student who is FAST-eligible. For courses taught by Embedded Instructors, the College will bill the ISD only for direct costs incurred by the College on the ISD's behalf, such as digital textbooks and access codes procured through the College, or course materials purchased by the College on the ISD's behalf.

- () ISD opts to include this provision
- () ISD opts not to include this provision

RESPONSIBILITIES

The details below will facilitate effective delivery of instruction and services. More specific details are available in the Temple College Dual Credit Enrollment and Support Services Manual.

Area	TC Responsibilities and other related information	ISD Responsibilities and Other Related Information
Course Schedule	<p>Develop a course schedule in collaboration with the ISD representative.</p> <p>Mutually agree on a policy to follow regarding the college operation of classes in cases of weather-related closing of schools, parent nights (Back to School, etc.)</p> <p>Make appropriate arrangements for college classes to be conducted at the high school or college facility if the ISD holiday calendar differs from the TC holiday calendar.</p>	<p>Develop an annual scheduling plan and semester course schedules in collaboration with TC representatives.</p> <p>Mutually agree on a policy to follow regarding the college operation of classes in cases of weather-related closings of schools, parent nights, (“Back to School,” etc.)</p> <p>Make appropriate arrangements for college classes to be conducted at the high school or college facility if the ISD holiday calendar differs from the TC holiday calendar.</p>
Class Size	<p>Each college class offered for dual credit at the TC Main Campus or Center must have an enrollment of a minimum of fifteen (15) students. Exceptions to enrollment minimums and maximums require approval from the College (VP of Academic Affairs) and/or the department.</p>	<p>Each college class offered for dual credit at a high school campus must have an enrollment of a minimum of eighteen (18) students. Exceptions to enrollment minimums and maximums require College (Provost/Vice President, Academic Affairs and Student Services) and/or departmental approval.</p>

Faculty	See Faculty Qualifications Section above	Any ISD teacher seeking to qualify as a dual-credit instructor for TC must submit a dual-credit instructor application with transcripts to the TC Human Resources office and meet all specified requirements. Temple College Department Chairs will vet each applicant through normal processes. (See Faculty Qualifications Section above)
Faculty	<p>Offer college credit courses at designated ISD high school(s).</p> <p>Work with the designated ISD contact to relay pertinent information and instructional equipment-related requests.</p> <p>Comply with ISD facility guidelines.</p> <p>Coordinate with the high school to provide faculty with the procedure(s) for security or drills for the facility during class and at the end of class. <u>All facility rules, including any TC faculty or student restrictions, must be provided before the start of the semester.</u></p> <p>Designate the need for Special Room(s) Use (e.g., Computer Labs, etc.).</p> <p>Describe and Reserve: Computer labs for writing assignments, final exams, and group activities.</p> <p>When Temple College Courses are taken online.</p>	<p>Provide TC with the necessary classroom space equipped for college-level instruction, including:</p> <ul style="list-style-type: none"> • Adequate board space • Data projector/display equipment • Internet access that lifts ISD firewall restrictions upon request <p>Designate an official to facilitate requests for classroom instructional equipment/internet access from TC faculty.</p> <p>Provide TC with the facility's security procedures and drills during class and at the end of class. <u>All facility rules, including any TC faculty or student restrictions, must be provided before the start of the semester.</u></p> <p>Designate Special Room(s) Use (Computer Labs, etc.)</p> <p>Describe and Reserve: Computer labs for writing assignments, final exams, and group activities.</p> <p>Notify TC if students are required to enroll in a computer lab/study hall to work on TC online courses. - Provide TC information (forms, policies) that describe the ISD's requirements to students.</p>

		<p>- Any changes to course delivery requirements by the high school should be discussed with Temple College. A change to a high school's location status requires pre-approval/notification from SACSCOC, the College's regional accrediting body. If a mandatory computer lab/study hall requires the high school location to change its SACSCOC status, documentation must be submitted to the accrediting body before January 1 for implementation in the following fall. Temple College reserves the right to deny or withdraw enrollment in the affected college courses until SACSCOC approves such a change.</p>
Personnel	The TC Executive Director, Dual Credit & High School Partnerships, and or the Provost/Vice President, Academic Affairs and Student Services, is to serve as primary contact(s) for ISD staff.	Provide a designated official high school contact(s) and counselor(s) with whom the TC Executive Director, Dual Credit & High School Partnerships, and /or the Provost/Vice President, Academic Affairs and Student Services is to work with.
Public Relations	Provides Dual Credit Program informational and promotional materials, as well as TC staff support, to high school/district contacts.	
Instructional Schedule & Calendar		All dual-credit college courses will follow the approved TC instructional academic calendar. Students are expected to attend regularly scheduled TC college courses even when the ISD is not in session.
Testing (i.e., Texas Success Initiative Assessment (TSIA), proctored testing)	Temple College offers proctored test services to students and the community at the Main Campus Testing Center and the EWHCEC-Hutto Testing Center. Most testing is administered on a first-come, first-testing)	<p>Coordinate with the college to provide assessments or establish in-house testing agreements and assessment services.</p> <p>Provide adequate, acceptable space for proctored testing.</p>

	<p>served basis during the posted <u>Testing Center hours</u>.</p>	
<p>Support Services</p>	<p>Arrange assessment, advising, and registration services for students.</p> <p>Arrange for ISD-specific orientation information to be provided to TC faculty who teach at the high school campus.</p> <p>Confirm course schedules and class rolls to designated ISD officials upon request, as allowed by FERPA. (TC recognizes an educational need to know for superintendents, principals, counselors, and or others as officially designated and documented by the ISD).</p> <p>Provide only an intermediate-semester grade (status at week 10 of the semester) and final grades as allowed by FERPA (see above). Note disclaimer below.</p> <p>Temple College Disclaimer for Intermediate-Semester Grade Reporting As a professional courtesy, Temple College submits numerical grades (status at week 10 of the semester) to our high school partners for the fall and spring semesters, respectively, for students taking dual-credit college courses.</p> <p>Intermediate-semester grades are provided to high schools to serve as an academic check for intervention purposes, ensuring students remain on the pathway to success and meet high school graduation requirements. It is recommended that the use of</p>	<p>Designate procedures to provide duplication (copy) services to TC faculty at the high school site.</p> <p>Distribute promotional materials to high school students related to the TC traditional and dual credit program(s).</p> <p>Meet to plan, coordinate logistics, and provide on-site support for TC faculty and our courses taught at the high school location(s).</p> <p>Arrange for ISD-specific orientation information to be provided to TC faculty who teach at the high school campus.</p> <p>Provide calendars for all high school-related testing and other activities where student absences are expected.</p> <p>Coordinate with the college to ensure timely and efficient access to such services (e.g., academic advising and counseling), to learning materials (e.g., library resources), and to other benefits for which the student may be eligible.</p>

	<p>the intermediate-semester grades for other purposes beyond the consideration of academic intervention should be avoided.</p> <p>Temple College does not assign intermediate-semester grades to our traditional or concurrent enrolled college students.</p> <p>All course grading conventions are stipulated in the instructor’s course syllabus. Temple College considers the end-of-semester final course grade that will appear on the student’s official college transcript as the only valid grade issued for each course. The <u>only official grade</u> assigned at Temple College is the final course letter grade.</p> <p>Meet to plan logistics and on-site support for TC faculty and or courses taught at the high school location(s).</p> <p>Ensure timely and efficient access to support services (e.g., academic advising and counseling), learning materials (e.g., library resources), and other benefits for which the student may be eligible.</p>	
<p>Services For Students With Disabilities</p>	<p>Provide an accommodation for ISD students enrolled in TC classes taken on the TC campus, Center, or other teaching location, based on the student’s self-reported documented disability.</p>	
<p>Student Records And Reporting</p>	<p>Provide mutually agreed-upon reports of student enrollment to designated ISD officials upon request, as allowed by FERPA.</p>	

MEMORANDUM OF UNDERSTANDING
Temple College Dual Credit Program(s)
2026-2027 (FY2026)

Authorizing Signatures

Coupland Independent School District President, Board of Trustees or Designee Date

President, Temple College Board of Trustees or Designee Date



Board of Trustees

Date of Meeting	
Item Type	

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

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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Coastal Bend College Dual Credit Program

Memorandum of Understanding (2025 – 2026 Academic Year)

COASTAL BEND COLLEGE (herein called the “College”) and **INDEPENDENT SCHOOL DISTRICT** (herein called the “School District”), individually, the “Party”, and collectively, the “Parties”, enter into the following Memorandum of Understanding (MOU), and for the terms of which WITNESS THE FOLLOWING:

TERM

This MOU shall be in effect from **August 14, 2025, to August 14, 2026**, and posted during this term on the College’s and School District’s respective internet websites.

MOU PURPOSE

The purpose of this MOU is to outline the roles and responsibilities of the College and the school districts that participate in the Dual Credit Programs. This MOU supersedes all other existing dual credit MOUs. This MOU is the agreement that encompasses all programs and initiatives under the Dual Credit Programs as required by the Texas Higher Education Coordinating Board (THECB). An additional MOU is required by the Texas Education Agency for Early College High Schools, T-STEM and P-TECH schools.

CONFLICT RESOLUTION

The Parties agree to a mutual understanding to resolve issues that may arise in the course of this partnership. In the event a conflict or disagreement should arise in the interpretation or implementation of the obligation, terms, and responsibilities of the Parties to this agreement, each Party shall designate administrative liaisons for purpose of resolving concerns at both the campus (liaison must be Principal or other designated campus administrator) and central administrative level. In order to be collaborative, the College must be able to communicate with administrators on campuses in which dual credit students/programs are present. If resolution is not found through those levels, a request may be made that the matter be handled through the Parties’ respective legal counsel.

OVERVIEW

The College is committed to serving the students and communities of Rural South Texas through collaborative work with our school district partners. A major initiative promoting a college-going and college graduation culture is the **Coastal Bend 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; therefore,

TAC §4.84 and §9.144, require that any dual credit partnership between a secondary school and a public college include a written agreement approved by the governing boards or designated authorities of both institutions which must be posted each year to their respective websites. All dual credit agreements must address the following elements:

- (1) Alignment with statewide goals
- (2) Course Eligibility
- (3) Student Eligibility
- (4) Class Location, Facilities, and Student Composition
- (5) Faculty Selection, Supervision, and Evaluation
- (6) Academic Policies
- (7) Student Support Services
- (8) Course Sequence and Equivalency Crosswalk
- (9) Transcription of Credit
- (10) Funding and costs

DUAL CREDIT DEFINED

The Texas Higher Education Coordinating Board (THECB) defines dual credit as a system in which an eligible high school student successfully completes a college course(s) that is paired to a high school course required for graduation and receives credit for the course on both the college and the high school transcripts; Texas Education Code (TEC) §28.009, Texas Administrative Code (TAC), Title 19, Chapter 9, Subchapter A, Rule § 9.1 . Dual credit courses may be taught on the high school campus by an approved instructor, on the college campus, or in a virtual environment.

ALIGNMENT WITH STATEWIDE GOALS

House Bill 1638 (85th Legislature, Regular Session), as codified in Texas Education Code, Section 28.009 (b-1) and (b-2), requires the Texas Higher Education Coordinating Board (THECB) and the Texas Education Agency (TEA) to collaboratively develop statewide goals for dual credit programs in Texas. These goals provide guidance to institutions of higher education (IHEs) and independent school districts (ISDs) on components that must be in place to ensure quality dual credit programs are provided to Texas high school students. These statewide goals address enrollment in and acceleration through postsecondary education, performance in college-level coursework, and the development of an effective bridge between secondary and postsecondary education.

All dual credit programs are required to establish an Institutional Agreement, Per the TAC, Title 19, Chapter 4, Subchapter D, to include a memorandum of understanding (MOU), between the IHE and ISD that details the terms of the partnership. HB 1638 requires that on or after September 1, 2018, any new, revised, or renewed dual credit MOU or articulation agreement must include the following:

Goal 1: The School District and College will implement purposeful and collaborative outreach efforts to inform all students and parents of the benefits and costs of dual credit, including enrollment and fee policies. Implementation:

Documentation summarizing collaboration and outreach efforts of the School District and College will be readily available and posted, such as to host informational sessions for students and parents on dual credit opportunities, benefits, and cost. The School District and College dual credit webpages will reflect the most current dual credit program information including enrollment and fee policies. The College will host dual credit 101 sessions for high school counselors.

Goal 2: Dual credit programs will assist high school students in the successful transition to and acceleration through postsecondary education, by analysis of measures in enrollment in and persistence through postsecondary education, disaggregated by student sub-population. Student enrollment in postsecondary after high school, time to degree completion and semester credit hours to degree are examples of items included in that analysis.

Goal 3: All dual credit students will receive academic and college readiness advising with access to student support services to bridge them successfully into college course completion by analysis of measures in enrollment and degree completion, disaggregated by student sub-population. Student enrollment in postsecondary after high school and time to degree completion, decrease in excess number of semester hours beyond required hours to degree completion are examples of items included in that analysis.

Goal 4: The quality and rigor of dual credit courses will be sufficient to ensure student success in subsequent courses. Analysis of performance in subsequent course work will be the metric used to achieve this goal.

COURSE ELIGIBILITY

A college course offered for dual credit must be: Paired to a high school course required for graduation; in the core curriculum of Coastal Bend College; or a career and technical education course; or a foreign language course, per TAC Title 19, Chapter 4, Subchapter D, 4.85.

Academic courses offered by the College for dual credit are developed based on the guidelines published in the Academic Course Guide Manual. Workforce courses are developed based on the guidelines published in the Workforce Education Course Manual. The College does not offer remedial, kinesiology, or developmental courses for dual credit. **Courses offered for dual credit by public institutions of higher education must be contained in the core curriculum of the institution providing the credit, career and technical education courses, or foreign language courses (TAC §4.85). Dual credit courses that are completed as part of an approved early college education program under TEC 29.908 or as part of an early college program defined in TAC §4.83, must be identified as college-level academic courses in the current edition of the THECB’s Lower Division Academic Course Guide Manual (ACGM), as college-level technical education courses in the current edition of the board’s Workforce Education Course Manual (WECM), or in a university’s approved undergraduate core courses.** Public colleges may not offer remedial or developmental courses for dual credit.

Types of Dual Credit Courses	
Core Academic Courses	Core academic courses are general education courses required for any student who plans to pursue a traditional associate or baccalaureate degree in Texas. Dual Credit core academic credits earned at public institutions of higher education are transferable to Texas public colleges and universities and may be applicable to a student’s Associate of Arts (AA) or Associate of Science (AS), and baccalaureate degrees.
Career & Technical Education Courses	Career and technical education courses award credit that applies toward a certificate and/or Associate of Applied Science (AAS) degree program and are intended to prepare students for immediate employment in a specific

	<p>occupation. Students who successfully complete these courses will graduate high school with career and technical knowledge and skills and potentially an industry certification approving them for employment in their career of choice. In limited circumstances, some of these courses will also transfer toward four year degrees. These courses must meet TSI requirements unless the courses lead to a Level 1 certificate</p>
<p style="text-align: center;">Foreign Language</p>	<p>Foreign language course credits earned at public institutions of higher education are transferable to Texas public colleges and universities and may be applicable to a student's Associate of Arts (AA) or Associate of Science (AS), and baccalaureate degrees.</p>

STUDENT ELIGIBILITY AND COURSE LOAD

Student Eligibility

The College requires the School District to follow all College enrollment procedures and guidelines for dual credit students. All procedures and guidelines are outlined in the College's *Dual Credit Programs Webpage*. An electronic copy of this information may be accessed on the Dual Credit Programs webpage.

All students must meet dual credit admissions and eligibility requirements as outlined by the THECB laws and regulations, the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule § 4.85, and as stated in the College's Board Policy (FB Local). The School District will work with the College to make certain that all dual credit students are enrolled by the first day of class to help ensure student success and will comply with the College Dual Credit Programs Admission and Registration Timeline. An electronic copy of this document may be accessed on the Dual Credit Programs webpage.

High school students are eligible to participate in the Dual Credit Programs upon demonstrating college readiness by meeting the Texas Success Initiative (TSI) Assessment minimum passing scores established by the THECB and or exemption and the College dual credit course pre-requisites as published in the College's testing webpage prior to enrollment in a dual credit course. An electronic copy of this information may be accessed on the Dual Credit Programs webpage.

Dual credit students must comply with the College's Academic Progress Standards as outlined in the College's Catalog and Student Handbook. Federal Financial Aid SAP requirements measure all students' GPA and progression regardless of whether or not they receive aid and these requirements are applicable to dual credit students who are still in high school.

Course Load

It is recommended that dual credit students not enroll in college-level courses until the Spring semester of their 9th grade, and then be limited to no more than two (2) dual credit courses for that semester from an

approved list of recommended courses. Exceptions to the 9th grade course load allowance may be granted to Early College High Schools taking bridge program classes during the summer prior to their 9th grade year in high school. All 10th grade students should be limited to only two (2) dual credit courses per Fall and Spring semester. All 11th and 12th grade students should not exceed four (4) dual credit courses per Fall and Spring semesters. Summer session enrollment is limited to two (2) dual credit courses for Summer Term I/III and two (2) dual credit courses for Summer Term II.

Dual credit students shall be limited to courses within their declared major and corresponding degree plan. Students who declare a major leading to Career Technical Education (CTE) certificate or Associate degree, may also enroll in academic dual credit courses, limited to English 1301, Mathematics/Natural Science Electives, Humanities Electives, Social and Behavioral Electives, and other Associate of Applied Science (AAS) Electives needed to complete their Certificate and/or AAS degree, while not exceeding the limitation on dual credit courses per semester described below.

Students may attempt a maximum of 65 credit hours, with the exception of students pursuing the Associate of Applied Science in Dental Hygiene. The Dual Credit Programs is subject to all applicable College policies and procedures.

CLASS LOCATION, FACILITIES, AND STUDENT COMPOSITION

Teaching Environment

Per TAC Title 19, Chapter 4, Subchapter D, Rule § 4.85(c) (Location of Class), dual credit courses taught on the high school campus and for those courses taught electronically, the College *shall* comply with applicable rules and procedures for offering courses at a distance in Subchapters P and Q of this chapter (relating to Approval of Distance Education Courses and Programs for Public Institutions and Approval of Off-Campus and Self-Supporting Courses and Programs for Public Institutions). In addition, dual credit courses taught electronically shall comply with the THECB's adopted Principles of Good Practices for Courses offered Electronically.

The School District will ensure that the classroom environment is conducive to college-level learning by:

- Designating a classroom for the dual credit classes;
- Displaying the signs provided by the College outside of the classroom that indicate "College Course is in Session";
- Assuring no interruptions take place in the College dual credit class while in session, such as removing students for high school activities, or making announcements except for official business or emergencies. Interruptions for official announcements must be minimized; and
- Accepting the faculty member's attendance requirements as stated in the course syllabus and as supported by Board Policy (FC Local).

Facilities

The School District will work with the College to ensure that the School District's facilities meet the expectations and criteria required for college classes and are appropriate for college-level instruction by the first day of class including the following:

- School District will ensure that College Faculty and dual credit students have appropriate access to all available instructional facilities, resources, and essential technology;
- School District shall permit access to the College's electronic learning resources when the course is taught at the School District; and

- School District offering science and CTE courses shall meet the laboratory safety standards and have material/equipment required for College courses available in all labs in which classes are being taught to comply with the College science and CTE program requirements.

Student Composition of Class

As outlined in the Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter D, Rule 4.85, the school district may not enroll both dual credit and non-dual credit students in the same section unless creation of a high school credit-only class is not financially viable for the high school and only under one of the following conditions:

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

FACULTY SELECTION, SUPERVISION, AND EVALUATION

Faculty Qualification, Selection, Supervision, and Evaluation

The College has established an approval process for selecting and/or approving qualified School District faculty (those approved will herein be called “Dual Credit Faculty”) to teach dual credit course(s). The selected instructor must meet the same standards (including minimal requirements of the SACSCOC) and approval procedures used by the College to select faculty responsible for teaching the same courses at the main campus of the College Per TAC Title 19, Chapter 4, Subchapter D, Rule § 4.85(e). Each approved Dual Credit Faculty will be supervised by the College’s respective Dean or designee and be evaluated and monitored to ensure quality of instruction and compliance with the College’s policies and procedures in accordance with the standards established by the State of Texas and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), attached hereto as Attachment A, and hereby incorporated by reference.

The School District will collaborate with the College to ensure that the School District instructor applying to teach in the Dual Credit Programs meets the credential requirements as stated in the SACSCOC Faculty Credential Guidelines and Standards, which includes the criteria used by the College to determine teaching eligibility.

The College will ensure that College Faculty requested to teach dual credit courses at the School District sites have met acceptable national criminal background checks in accordance with the School District’s applicable policies and state law, including Texas Education Code Section 22.0834.

School District Faculty must be approved as Dual Credit Faculty through the college’s credentialing process and cleared by the College’s Office of Human Resources to teach any dual credit courses.

Dual Credit Faculty will submit all required reporting documents such as rosters, Student Learning Outcome results (both PSLOs and SLOs), syllabi/section outlines, and grades by the deadlines set by the College.

College and Dual Credit Faculty teaching dual credit courses must check their class rosters during the first week of classes by accessing Self-Service through Cougar Den to make sure that all students attending the class are enrolled in the dual credit course. Refer students not on the roster to the appropriate School District counselor and the Dual Credit Department. Any student not listed on the roster by the **Census Day** will not be enrolled in the dual credit course. On census day a list of all students that are on the official roster but have never attended class must be provided to the instructor's division coordinator.

New Dual Credit Faculty approved for the upcoming Academic Year must satisfactorily complete trainings provided by the College's Human Resources Department and Information Technology Department during the summer prior to, or the Fall semester of, their first academic year. Dual Credit Faculty not completing these trainings will not be allowed to continue teaching the following academic year. This professional development focuses on relevant College policies and procedures, resources, faculty responsibilities, and maintaining a college environment in the classroom.

The School District will allow release time from School District duties for all Dual Credit Faculty to attend required College departmental meetings, discipline and course-specific College professional development training, and the two Dual Credit professional development days organized by the College.

The division coordinators will provide the meeting schedule to the Dual Credit Faculty before the beginning of the semester, so that the Dual Credit Faculty can coordinate his/her teaching responsibilities at the high school in order to attend required department meetings.

College Faculty and Dual Credit Faculty teaching college-level courses are expected to reach out to students who need academic assistance and direct them to the appropriate College or School District support services.

The School District will forward any concerns regarding Dual Credit Faculty or College Faculty teaching the college-level course to the College Department Coordinator for investigation. To resolve the concerns, a meeting shall take place between the College Department Coordinator (and/or designee) and the School District Principal (and/or other designated high school administrator) to discuss the issues and reach a decision that is mutually agreeable.

The faculty assigned to teach a dual credit course is charged with the duties and responsibilities of the instructor of record. In cases where the course is a Distance Learning course taught at the partner school, the instructor of record, not an assistant, is the one responsible for delivery of instruction and evaluation of student progress. Online students shall be informed that they are able to access the online course at any time, not only during a designated time at the high school.

Even though some Dual Credit Faculty members are full-time employees of the School District wherein they teach the college course(s), they are expected to follow all the College's policies as applicable during the instructional time designated for dual credit courses. The College shall supervise and evaluate instructors of dual credit courses using the same or comparable procedures used for faculty at the main campus of the College Per Rule § 4.85(e)(2).. They must fulfill their responsibilities as Dual Credit Faculty while acting in accordance with the expectations, policies, and responsibilities required by their School District and Principal.

ACADEMIC POLICIES AND STUDENT SUPPORT SERVICES

Regular academic policies and procedures applicable to regular college courses and students will also apply to dual credit courses and dual credit students. A degree plan with a defined sequence of courses will be available through the College's Cougar Den for all dual credit students. The College shall ensure that a dual credit course and the corresponding course offered at the main campus of the College are

equivalent with respect to the curriculum, materials, instruction, and method/rigor of student evaluation Per Rule § 4.85(f) (Course Curriculum, Instruction and Grading)..

College-Level Course Work

The rigor of college-level course work can often require additional time outside of class for students to meet course learning objectives and outcomes; therefore, Dual Credit Faculty should not be coerced to decrease the amount of out-of-class work assigned to students. At no time will the rigor of the course be reduced or compromised.

Contact Hours Pertaining to Dual Credit Students

Just as Dual Credit Faculty are expected to meet the required number of contact hours per semester, students enrolled in dual credit courses are required to maintain regular and punctual attendance in classes and laboratories. In accordance with the College Board Policy (FC Local). The student is responsible for communicating with faculty members concerning any absence. The student may be required to present evidence to support an absence and make-up work for class absences will be permitted only as specified by the faculty in the course syllabus.

Dual Credit Faculty must not be coerced to take unreasonable measures to help a student who, in the estimation of the Faculty member, is failing the course due to a lack of effort and/or excessive student absences.

Location, Facilities, Teaching Environment, Testing, and College Courses

Dual credit courses are taught at approved high school sites in accordance with SACSCOS standards, delivered virtually, and offered at the College's locations. The School District will ensure that all dual credit courses taught by Dual Credit Faculty at the partnering ISD are conducted through face-to-face instruction, except when a State of Emergency is activated and it is deemed necessary for the ISD Dual Credit Faculty to conduct online instruction to adhere to the College's Instructional Contingency Plan, using the College's Learning Management System. District partners are expected to provide a testing location that meets the minimum requirements to ensure academic integrity is maintained for Coastal Bend College exams. The Coastal Bend College Testing Center staff will work with district personnel to ensure that the exams are properly proctored, and the technology utilized to administer the exams meets the same level of capability as the technology found at the CBC sites.

Scheduling Dual Credit Classes at a Partnering High School

The scheduling of all dual credit classes to be taught at a partnering high school must involve the Division Coordinator that oversees the discipline being taught. Scheduling is coordinated through the Director of Dual Credit. Multiple sections of a course will only be offered if there is adequate enrollment to support it. If multiple sections are requested, each additional section will only be added once the previously created section has reached capacity. The class capacity will be set by the Division Coordinator and will be based on the College's standards and the requested input of the ISD partner.

Minimum Class Size

All dual credit courses must have a minimum enrollment of 6 students.

Course Standardization / the College's Learning Management System

All the College's instructors are required to use the instructional systems, video conferencing applications, and software endorsed by the college. All dual credit courses must use the College's approved Learning Management System. Every course of the College is provided with a Blackboard shell. The College's approved course syllabus defining the course content and instructional sequence must be followed and be clearly posted in the Blackboard shell. Course content is standardized to ensure equal rigor across all sections and modalities. Content standardization supports equitable assessment of PSLOs and GECs across multiple sections. It is a mandatory requirement that all instructors utilize their course shell and warehouse all grades and assignments within their course shell. The course gradebook must also be maintained within the Blackboard shell, contain all grades issued, and be kept current.

Academic Instructional Calendar

Dual credit classes will follow the College Academic Calendar. Exceptions may be arranged through collaboration between the College and the School District. When the requested exception involves the Final Exam Schedule for long semester classes, the Division Dean should be involved in any decision. The College requires that the Division Dean approve any exception. Notification of conflicts between mandatory State testing and final exams must be made well in advance of final exams.

Monitoring and Evaluation of Instruction

The School District will work with the College to provide College personnel access to high school instructional sites for the purpose of monitoring the quality of instruction in compliance with the College course syllabus and the standards established by the State of Texas, SACSCOC, and the School District. The College's personnel will evaluate all dual credit faculty.

Financial Aid for Swift Transfers (FAST)

As part of House Bill 8, The FAST Program allows eligible students to enroll at no cost to the student in dual credit courses with the College. For students not eligible for FAST, a maximum rate of \$55 per credit hour will be set, regardless of taxing district status. The FAST Program also applies to any eligible students who enroll in summer semesters. Further information and updates related to HB 8 and the FAST Program will be communicated to School District as needed. The College and the School District will work together to establish a procedure for identifying all students eligible to enroll at no cost in dual credit courses. Additional procedures will be established to ensure the accurate and timely exchange of information necessary to identify these students.

Instructional Materials

The School District is responsible to cover the cost of instructional materials.

Grading Procedures

All Dual Credit Faculty will follow the College Grading System as stated in the College's Board Policy EGA (LOCAL) ACADEMIC ACHIEVEMENT: GRADING AND CREDIT, as well as the grading criteria in the department approved syllabus. All Dual Credit faculty are required to maintain a comprehensive Grade Book within their Blackboard course shell. This Grade Book must provide the student with a real-time grade and auto-update whenever a new grade is entered into the system. All assignments must be accounted for in the course shell.

Issuing of College Grade

Dual Credit Faculty shall not inflate the college letter grade, it should not differ from the high school numeric grade.

Submission of College Grade

The primary responsibility for assigning College grades in a course belongs to the faculty member, and in the absence of compelling evidence of discrimination, differential treatment, or procedural irregularities, the judgment of the faculty member responsible for the course must remain determinant. College and School District officials will not interfere with the faculty member's responsibility for assigning College grades. The final course grade for the College will be a letter grade and for the high school a numeric grade that might differ from the College grade. **Grades must be submitted by the College's deadline for any given semester for any course taught at the College.**

FACULTY PRIMARY RESPONSIBILITIES

Establishment and Availability of the Course Blackboard Shell

Every course of the College is housed within a Blackboard shell. At a minimum, this shell must contain the faculty member's contact information, course syllabus, course content outline and instructional sequence, and gradebook. All student grades must be warehoused in the Grade Center within Blackboard.

Certification of Class Rosters

Course rosters in Blackboard must be compared with the rosters in Cougar Den self-service and all rosters certified by sending a signed copy of each course roster to the respective division coordinator. ***Students not on the official roster must be notified that they are not enrolled in the course and are not allowed to attend the class.*** Students that are on the roster but have never attended must be dropped for non-attendance.

Submission of Mid-term and Final Grades

Mid-term and Final grades must be pushed and extracted on the date established by the College Registrar. Late grade submissions create significant administrative problems and will result in the issuance of a disciplinary notice and may result in non-renewal of the faculty member's contract

Assessment of PSLOs and GECs and Submission of Assessment Data

All the College's faculty members must participate in the assessment of Programs Student Learning Outcomes (PSLOs) and General Education Competencies (GECs) as directed by the lead faculty member that oversees each specific discipline. Assessments must be given as presented by the lead faculty member, data must be collected and provided to the lead faculty members as requested, and Action Plans for Improvement must be implemented. This is a core accreditation requirement and is mandatory for all faculty. Failure to comply with this requirement will result in the issuance of a disciplinary notice and may result in non-renewal of the faculty member's contract.

STUDENT SUPPORT SERVICES

Dual Credit students are eligible to utilize the same or comparable support services afforded to all College students on the main campus, including services (e.g., academic advising and counseling), learning materials, and other benefits, Per Rule § 4.85(g)(2).

Collaboration and Outreach Efforts

The College provides informational sessions for students and parents regarding dual credit opportunities, benefits, cost, and resources. Sessions are available throughout the academic year upon request by the School District. The College disseminates the most current dual credit information regarding enrollment, resources, and requirements for the program the College's dual credit website.

New Student Orientation

All dual credit students must complete a mandatory orientation. As partners in student success, the College seeks to negotiate with our school district collaborators to design and deliver an enhanced orientation experience that provides students the foundation to succeed in their dual credit courses and beyond. Virtual, and when possible, face-to-face orientation experiences that introduce students to the strategies that can be employed to succeed in college-level coursework, connections to the College's staff and resources, and academic support services that are available and how to access them.

Advising

The College and the School District shall offer college advising services for dual credit students consisting of a general first-time dual credit student advising, group enrollment advising using Student Self-Service, face-to-face advising, and a College Advising Training Program for High School District Counselors. All dual credit students must be advised and registered for classes by an approved advisor. Dual credit students will not be allowed to self-register. High school advisors must participate in the College Advising Training Program for High School District Counselors to be an approved advisor for the College programs and courses.

The College offers advising services for dual credit students regarding transferability and applicability to baccalaureate degree plans of all college credit offered and earned.

Pathways Alignment

The College shall provide a comprehensive guide to the alignment of High School endorsements, dual credit courses, post-secondary pathways, credentials at the institution, and industry certifications.

Student Accommodations

The College and the School District will adhere to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and the ADA Amendments Act of 2008. Section 504 prohibits discrimination on the basis of disability in programs or activities that receive Federal financial assistance from the U.S. Department of Education.

The School District will provide classroom accommodations for dual credit students. If the class is taught by a College Faculty at the high school, the Director of Accessibility will coordinate class accommodations with the high school Special Education Counselor.

Student Complaints

Grievance or Complaint procedures for handling student complaints, regarding college courses, are

applicable to all students including those enrolled in dual credit courses. Dual credit students with complaints shall follow the procedures as stated in the College's Board Policy FLD(LOCAL), ***Student Rights and Responsibilities: Student Complaints***, Board Policy FFDA(LOCAL) ***Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence***, and Board Policy FFDB(LOCAL) ***Freedom from Discrimination, Harassment, and Retaliation: Other Protected Characteristics***. A student may report a grievance or complaint to the College's Student Services Office.

Further, School District agrees to report to the College's Title IX/ADA Coordinator, within 2 business days, any allegation of discrimination or harassment involving a College employee or dual credit student(s), regardless of where the alleged conduct occurred. The report contemplated in this paragraph may be submitted to the following designated individuals:

- Dixie Lytle, Title IX Coordinator
Director of Human Resources
(361) 354-2211
dalytle@coastalbend.edu
- Robby Calvert
Director of Accessibility
(361) 354-2532
rcalvert@coastalbend.edu

Grade Appeal

The School District will direct students to follow the College's Grade Appeal process. An electronic copy of these documents may be accessed in the College Catalog.

Student Conduct

All students, including dual credit students, are subject to discipline and appropriate sanctions, ranging from verbal or written warning to suspension and expulsion from the College and all related programming, under the College's Student Handbook and Code of Student Conduct. The Code of Student Conduct is an articulation of the College's commitment to maintaining an environment that recognizes and supports the rights of its students, while providing a guide for defining behaviors the College considers inappropriate. Procedures, including a list of violations, potential sanctions, and a list of individual rights for each student, are listed in Board Policy FLB(LOCAL), ***Student Rights and Responsibilities: Student Conduct***. Dual credit students who receive a sanction of suspension or expulsion from the institution must be removed from the college course and placed in a high school credit course or a traditional high school setting by the School District. Further, the College reserves the right to refer cases to Student Services for review and threat assessment.

Commencement Ceremonies

To become eligible to participate in the College Commencement Ceremonies dual credit students must be enrolled in all final coursework for their declared program and all coursework must be completed at the end of the semester of graduation. Dual Credit students who are eligible to participate cannot defer participation to a later Commencement Ceremony date. The College Registrar is the Graduation Determination Official and has the final authority to determine dual credit eligibility for graduation and ceremony participation. Dual credit students must meet all graduation requirements as outlined in College Policy to be eligible for graduation and participation in the Commencement Ceremonies.

15 SEMESTER CREDIT HOUR REQUIREMENT

Student success is the College’s top priority and course completion is critical to the college’s mission. The 15 semester credit hour completion point is an early momentum metric used to measure both student success at the collegiate level and success of the dual credit partnership. Course completion will be evaluated annually to track student progress within defined pathways. Based on a three-year average, a minimum of 75% of the ISD’s dual credit students must complete 15 semester credit hours of college-level coursework. If the ISD’s dual credit population is not meeting this threshold, the viability of the dual credit partnership will be reevaluated. At that time, the College and the School District partner can determine the best course of action to address the deficiency.

COURSE SEQUENCE AND EQUIVALENCY CROSSWALK

The College will establish, or provide a procedure for establishing, the course credits that may be earned under this MOU, including developing a course equivalency crosswalk or other method of equating high school courses with College courses and identifying the number of credits that may be earned for each course completed through the Dual Credit program, Per Rule § 4.84(c)(5).

Dual Credit Courses Agreement
Required Course Sequence

Required Course Sequence must be completed in the order presented

Mandatory Component Area Option, Core Requirement, <u>select both courses listed below,</u> (6 credit hours)				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL
EDUC 1300 Learning Frameworks	03270100	College Readiness & Study Skills	.5 credit	9 th Grade/ Fall or Spring
BCIS 1305 Business Computer Applications	13011400	Business Information	.5 credit	9 th Grade/Fall or Spring
Creative Arts, Core Requirement, <u>select one course from the list below,</u> (3 credit hours)				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL
ARTS 1301 Art Appreciation	03500100	Art I	.5 credit	10 th Grade/ Fall or Spring
ARTS 1303 Art History I	03501700	Art History III (A)	.5 credit	10 th Grade/Fall or Spring
MUSI 1306 Music Appreciation	03155600	Music Appreciation	1. credit	10 th Grade/Fall or Spring

Language, Philosophy and Culture, Core Requirement, <u>select one course from the list below,</u> <u>(3 credit hours)</u>				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL
HUMA 1301 Introduction to the Humanities I	03221600	Humanities	.5 credit	10 th Grade/Fall or Spring
PHIL 1301 Introduction to Philosophy	03221800 03221810 03221820	Independent Study in English I,II,III	.5 credit	10 th Grade/Fall or Spring
PHIL 2306 Introduction to Ethics	03221800 03221810 03221820	Independent Study in English I,II,III	.5 credit	10 th Grade/ Fall or Spring
SPAN 1411 Intermediate Spanish II	03440200 03440300	Spanish I (A) or Spanish II (B) Spanish I (B) or Spanish II (B)	1 credit	10 th Grade/ Fall
SPAN 1412 Begin. Spanish I	03440100 03440200 03440100 03440300	Spanish I (A) or Spanish II (B) Spanish I (B) or Spanish II (B)	1 credit	10 th Grade/ Spring
Social and Behavior Science, Core Requirement, <u>select one course from the list below,</u> <u>(3 credit hours)</u>				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL
SOCI 2301 Marriage & the Family	03350100	Sociology	.5 credit	10 th Grade/Fall or Spring
SOCI 1301 Introduction to Sociology	03370100	Sociology	.5 credit	10 th Grade/Fall or Spring
PYSC 2314 Lifespan Growth & Development	03380002 03380012 03380022	Special Topics in Social Studies:	.5 credit	11 th Grade/Spring
PSYC 2301 General Psychology	03350100	Psychology	.5 credit	11 th Grade/Spring
ECON 2301 Principles of Macroeconomics	03310300	Economics	.5 credit	11 th Grade/Fall
ECON 2302 Principles of Microeconomics	03310301	Economics Advanced	.5 credit	11 th Grade/Spring
Communication, Core Requirement, <u>select two courses from the list below,</u> <u>(6 credit hours)</u>				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL

ENGL 1301 Composition I	03220300 03220400	English III or IV	1 credit	11 th or 12 th Grade/Fall
ENGL 1302 Composition II	03220300 03220400	English III or IV	1credit	11 th or 12 th Grade/Spring
ENGL 2311 Technical Business Writing	13011600	Business Writing	.5 credit	11 th Grade/Fall or Spring
SPECH 1311 Speech Communication	03241400	Communication Applications	.5 credit	11 th Grade/Fall or Spring
SPECH 1315 Public Speaking	03241400	Communication Applications	.5 credit	11 th Grade/Fall or Spring
Mathematics, Core Requirement, <u>select one course from the list below,</u> (3 credit hours)				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL
Math 1314 College Algebra	03102500	Independent Study in Math I	.5 credit	11 th Grade/Fall
MATH 1332 Contemporary Math	03102500	Independent Study in Math I	.5 credit	11 th Grade/Fall
MATH 2412 Pre-Calculus	03101100	Pre-Calculus	.5 credit	11 th Grade/ Spring
MATH 1442 Statistical Methods	03102500	Independent Study in Math I	.5 credit	11 th or 12 th Grade/Fall or Spring
MATH 1324 Mathematics for Bus. And Social Sciences	03102500	Independent Study in Math 2	.5 credit	11 th or 12 th Grade/Fall or Spring
Life and Physical Sciences, Core Requirement, <u>Select two courses from the list below,</u> (6 credit hours)				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL
BIOL 1322 Nutrition And Diet Therapy I	13024400	Lifetime Nutrition & Wellness	.5 credit	10 th or 11 th Grade/ Fall or Spring
GEOL 1305 Environmental Geology	03063200	Earth & Space Science	.5 credit	11 th Grade/Fall or Spring
BIOL 2306 Environmental Biology	13024500	Environmental Systems	.5 credit	11 th Grade/Fall or Spring
BIOL 1306 Biology for Science Majors (LEC)	13037200	Scientific Rsch Design I	.5 credit	11 th Grade/Fall or Spring
BIOL 1106 Biology for Science Majors (LAB)	13037200	Scientific Rsch Design I	.5 credit	11 th Grade/ Fall or Spring

BIOL 2301 Anatomy &Physiology I (LEC)	13020600	Human Anatomy &Physiology I (A)	.5 credit	12 th Grade/Fall
BIOL 2101 Anatomy & Physiology (LAB)	13020600	Anatomy &Physiology I (A)	.5 credit	12 th Grade/Fall
BIOL 2302 Anatomy & Physiology II (LEC)	13020600	Human Anatomy &Physiology II (B)	.5 credit	12 th Grade/Spring
BIOL 2102 Anatomy & Physiology II (LAB)	13020600	Human Anatomy &Physiology II (B)	.5 credit	12 th Grade/Spring
CHEM 1306 Introduction to Chemistry (LEC)	13037200	Scientific Rsch Design I	.5 credit	12 th Grade/Fall
CHEM 1106 Introduction to Chemistry (LAB)	13037200	Scientific Rsch Design I	.5 credit	12 th Grade/Fall
American History, Core Requirement, <u>select two courses from the list below,</u> (6 credit hours)				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL
HIST 1301 US History Before 1865	03340100	US History A	.5 credit	11 th Grade/Fall
HIST 1302 US History After 1865	03340100	US History B	.5 credit	11 th Grade/Spring
Government, Political Science, Core Requirement, <u>select two courses from the list below,</u> (6 credit hours)				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL
GOVT 2305 Federal Government	03330100	US Government	.5 credits	11 th or 12 th Grade/Fall
GOVT 2306 Texas Government	03380001	Social Studies Advanced Studies	.5 credit	11 th or 12 th Grade/Spring
ELECTIVES: Requirement, <u>select 15 credit hours' worth of classes</u> in areas of interest relevant to career pathway. Consult dual credit advisors as needed. A few recommendations are listed below.				
COURSE RUBIC	PEIMS	HS COURSE	HS CREDIT	RECOMMENDED GRADE LEVEL
ENGL 2322 British Literature I	03220400	English IV (A)	.5 credit	11 th or 12 th Grade/ Fall
ENGL 2323 British Literature II	03220400	English IV (B)	.5 credit	11 th or 12 th Grade Spring
SPAN 2311 Intermediate Spanish	03440200 03440300	Spanish III (A) or Spanish IV (A)	.5 credit	11 th or 12 th Grade Fall or Spring

Degree Designation Course Requirement for the Awarding of an AA, select one 3 credit hour course from the Creative Arts or Language, Philosophy and Culture Content Area that was not previously taken. Degree Designation Course Requirement for Awarding of an AS, select one 3 credit hour course from the Life and Physical Sciences or Mathematics Content Area that was not previously taken.

Total Degree Requirements for AA/AS degree= 60 credit hours
(42 Core credit hours + 15 Elective credit hours + 3 Degree Designations credit hours)

TRANSCRIPTING OF CREDIT

The College and the School District will transcript dual credit courses for both college credit and high school credit immediately upon student completion of the performance required in each course.

FUNDING AND COSTS

Faculty Stipend

School District instructors approved by the College to be Dual Credit Faculty and approved to teach college-level courses will be paid a stipend by the College per class, per semester, as outlined by the College. This stipend is pro-rated if the class enrollment is below 15.

Tuition & Fees

The College will waive all tuition and fees for dual-credit students enrolled through this partnership, beginning Spring 2025

Invoicing

The College will invoice the School District for any applicable charges in accordance with this Memorandum of Understanding.

Faculty Charges

When the College provides the faculty to teach at the partnering School District, including via interactive distance learning, the School District is responsible for the mileage.

RECOGNITION OF HIGHER EDUCATION PARTNER

The School District, when reporting and publicizing high school *students' completion* of dual credit **courses, degrees, or certificates**, will recognize all Higher Education partners, including Coastal Bend College. Furthermore, when the School District advertises and/or publicizes including but not limited to, designations, awards received, tuition saved, and articles written in social media, television commercials and print ads for dual credit, the School District will recognize Coastal Bend College as their Higher Education partner. The following statement must be included in all the School District's publications and/or advertisements regarding the Dual Credit Programs:

"[ISD name] collaborates with Coastal Bend College, our Higher Education partner, to offer college credit hours, college certificates and degrees, while saving families hundreds of thousands of dollars in tuition and fees."

In addition, the School District shall adhere to the format and style of all advertising, marketing,

reporting, and publicity materials, which includes billboards, print ads, and television commercials, as set forth in the College's Branding, Marketing, and Advertising Guidelines for Coastal Bend College. Failure to follow this provision will result in a non-compliance notification as stated in Section 9 of this document.

UNDERSTANDING OF THE PARTIES

- a. Nothing in this Agreement is to be construed as transferring responsibility from one party to another.
- b. Without limitation of any provision set forth in the Agreement, the Parties expressly agree to abide by all applicable federal and state equal employment opportunity statutes, rules, and regulations.
- c. Subject to the applicable laws and to the regulations of respective organizations, information, data and reports of cooperative activities carried out under this Agreement may be released by any of the Parties with the consent of the other party, subject to the Data-Sharing and Privacy provisions, FERPA, and any other applicable state or federal privacy law that governs student privacy rights, or as otherwise may be required by conditions and circumstances in connection with the program or as required by law.
- d. Both parties understand the safety and security risks inherent with minors and agree that certain risk may be unforeseeable. Further, the parties agree that the public safety departments from both the College and the School District will collaborate to develop and/or review safety and security standards and/or guidelines, including emergency response, within thirty (30) days of both parties executing the Agreements.
- e. In accordance with the Family Educational Rights and Privacy Act (FERPA), the College and the School District will protect ISD students' privacy and guard against the unauthorized release of identifying student information and records, and comply with all applicable requirements of FERPA.
- f. The parties agree that this agreement will be construed by the laws of the State of Texas, exclusive of its conflict of laws provision.
- g. No assignment of this agreement or of any duty or obligation or performance hereunder shall be made in whole or in part by either party without the prior written consent of the other party.

NO PERSONAL LIABILITY

Nothing in this Agreement may be construed as creating any personal liability on the part of any officer, trustee, director, employee or agent of the College or the School District, and the parties expressly agree that the execution of this Agreement does not create any personal liability on the part of any officer, trustee, director, employee or agent of the College or the School District. The parties shall be responsible for their own acts of negligence.

These provisions are solely for the benefit of the parties hereto and not for the benefit of any person or entity not a party to this Agreement. No provisions shall be deemed a waiver of any defenses applicable by law, including, but not limited to, governmental immunity.

CLERY ACT OBLIGATION

If the College is using space on an ISD campus or facility in manner that gives the College control over the space, including the assignment of an employee of the College as an administrator, ISD's law enforcement agency will respond in a timely manner to any requests made by the College for statistical information of crimes that have been reports at that location so that the College may fulfill its obligations under the Clery Act (20 U.S.C. § 1092(f)) and its regulations.

FERPA COMPLIANCE & DISCLOSURE OF EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) allows protected student data to be exchanged between the College and School District for students that are dually enrolled without the consent of either the parents or the student under § 99.34. Students participating in a dual credit program described herein are enrolled in a post-secondary institution and are thus afforded rights under FERPA as post-secondary students. This means a high school student who is enrolled at the College for purposes of participating in one of these programs, regardless of age, is given the right of privacy in their education records. The College will not disclose information protected under FERPA, even to a student's parent, unless the dual credit student consents to the release in writing, or the parent provides proof of dependency in accordance with 34 C.F.R. § 99.31(a)(8).

The College will provide data reports to the School District via standard reports as per identified timelines. These reports have been developed in an effort to provide required data in a timely manner to our partners with a signed MOU.

The School District shall provide a primary and secondary contact, at the District and at each high school, to receive data via a secure process from the College. These contacts will be responsible for distributing data securely within their assigned area and within FERPA guidelines. Any data received from the College shall not be shared outside the District without prior authorization from the College.

The School District may request data outside of the scheduled report distribution schedule provided:

- An MOU has been executed and is active between the School District and the College
- The data request is submitted, at minimum, seven (7) business days prior to the requested delivery date

PLEASE NOTE: Requests are **NOT** guaranteed to be delivered by the requested delivery date and may be delayed depending on the data team's existing request volume. Requests will be prioritized depending on identified need.

The School District may submit an e-mail request for reports to the Coastal Bend College Institutional Effectiveness Office.

HUMAN RESOURCES DEPARTMENT, DATA PRIVACY & SHARING AGREEMENT

The School District will collaborate with the College to ensure that all School District faculty applying to teach in the Dual Credit Programs meet the credential requirements as stated in the Southern Association of Colleges and Schools Commission on Colleges: Faculty Credential Guidelines, and submit all required documents for the hiring process to the Human Resources Department as well as agree to full information sharing, for purposes of this MOU, regarding any teacher or instructor of a course in the Dual Credit program, or proposed teacher or instructor of a course in a Dual Credit program, including, but not limited to, information regarding a teacher or instructor's qualifications or certifications, or information in the event of an investigation of a personnel matter regarding Dual Credit Faculty.

Any non-academic incidents or complaints against Dual Credit Faculty teaching a College course are required to be reported to the College's Office of Human Resources to the attention of the Director for investigation.

The School District will comply with Title IX of the Education Amendments 1972 (20 U.S.C. § 1681 et seq.) regulations as stated in the College's Board Policy (FFDA) **LOCAL *Freedom from Discrimination, Harassment, and Retaliation: Sex and Sexual Violence***, and the School District

Title IX policy in resolving incidents and complaints.

Title IX Statement:

Title IX of the Education Amendments of 1972 (20 U.S.C. s1681 et seq) and its implementing regulations, 34 C.F.R. Part 107 (Title IX) state: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX resources, policies, and procedures, including the names and contact information of the Title IX Coordinator and other Title IX personnel for the College are located on the college website at <http://coastalbend.edu/titleix/>.

The College and School District will work collaboratively and timely to share any and all information necessary in the event of an investigation of a personnel matter.

AMENDMENT

This MOU may only be amended by mutual written agreement of both parties.

NOTIFICATION OF NON—COMPLIANCE AND TERMINATION OF AGREEMENT

The College and the School District reserve the right to terminate this MOU, by notice from either party in accordance with this MOU or by operation of law. The College or the School District may terminate the MOU no fewer than ninety (90) days prior to the intended date of termination. To be effective, notice must be submitted in writing, signed by the College President or the School District Superintendent and personally delivered to the other party to this MOU. Notwithstanding the foregoing, if this MOU is terminated in the middle of a semester, any students enrolled in College courses under this MOU will be allowed to finish the semester and receive appropriate credit for that semester’s courses unless the student is removed for disciplinary reasons.

Failure to act in accordance with any provision in this MOU will result in a Notification of Non-Compliance (Notice), which may be initiated by either party. The Notice shall be in writing and shall state in particular the alleged non-compliance. The Notice will be provided to the College President and School District Superintendent for review and action. Failure to correct non-compliance may result in termination of this agreement.

Notices given by either party to the other must be in writing and may be sent by personal delivery or by mail, registered or certified postage prepaid with return receipt requested. Notices delivered personally shall be deemed communicated at the time of actual receipt. Mailed notices shall be deemed communicated at the time of actual mailing of properly addressed Notice. Mailed notices shall be addressed to the addressees of the parties as they appear in this MOU.

If to College:
Coastal Bend College
Name/Title Susie Gaitan, Director of Dual Credit
Dual Credit Department
3800 Charo Road
Beeville, TX 78102

If to School District:
Name of School District
Name/ Title
Office
Address

SEVERABILITY

If any one or more of the provisions contained in this MOU 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, and this MOU shall be construed as if such invalid, illegal or unenforceable provisions had never been contained in it. To this end, the provisions of this MOU are declared to be severable. The Parties may mutually agree to renegotiate the Agreement to cure such illegality, invalidity, or unconstitutionality if such may be reasonably accomplished.

WAIVER

No covenant or condition of the MOU may be waived except by written consent of the waiving Party. No waiver of any term, provision, or condition of this MOU on any one occasion shall be deemed to be a bar to, or waiver of, the same or of any other right on any future occasion. Forbearance or indulgence by one Party in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by the other Party.

COUNTERPARTS

This MOU may be executed in identical counterparts, all of which will be deemed an original, but all of which will constitute the same instrument. Each Party may rely on facsimile or electronic signature pages as if such facsimile or electronic pages were originals.

COMPLETE AGREEMENT

This agreement, together with any attachments and appendices as may be referenced herein, contains the full understanding of the parties with respect to the agreed upon services, obligations, and responsibilities and supersedes all existing agreements and all other oral, written, or other communications between the parties concerning the subject matter hereof.

AUTHORITY

The persons signing below on behalf of the School District and the College warrant that they have authority and have been duly authorized to execute this MOU.

15 SEMESTER CREDIT HOUR MANDATE & ENHANCED STUDENT SUPPORT

The 15 semester credit hour requirement is a mandate that has been put in place to emphasize Coastal Bend College’s commitment to student completion and success. Completion of 15 hours of college-level coursework is an early momentum metric that increases the probability a student will persist toward credential completion. This success metric defines a threshold that is recognized as being critical to both the College and the student. CBC is committed to work as an equal partner in helping our students reach

this goal and successfully complete their academic pathway. A partnership committed to the mandatory orientation and advising of all students, and the prevention of self-registration, is also critical to student success. This Memorandum of Understanding incorporates these elements to ensure the College is true to its core values and mission.

EXECUTED IN TWO (2) Original counterparts on this _____ day of _____ 20_____.

Dr. Zachary Suarez,
President
Coastal Bend College

Superintendent
School District

Date

Date

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ATTACHMENT A



FACULTY CREDENTIALS

- Guidelines -

Standard 6.2.a (*Faculty qualifications*) of the *Principles of Accreditation* reads as follows:

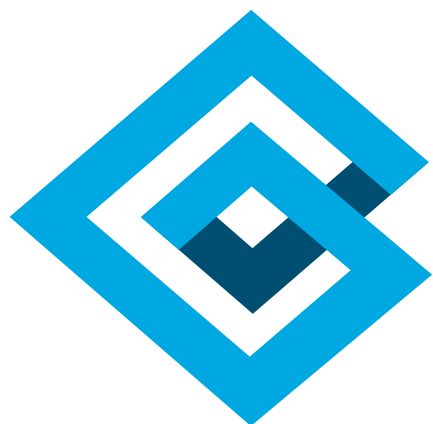
For each of its educational programs, the institution justifies and documents the qualifications of its faculty members.

When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- a. Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- b. Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- c. Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.
- d. Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- e. Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- f. Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

Approved: College Delegate Assembly, December 2006 Updated for Revised Principles: April 2018

DUAL CREDIT



Coastal Bend
COLLEGE

Alice

Beeville

Kingsville

Pleasanton

RANKED #ONE

BEST UNIVERSITY PREP

Intelligent.com



Coastal Bend
COLLEGE



Coastal Bend College is a leader in providing quality education for lifelong learning by dedicating its resources to promoting a learning-centered environment that empowers its students to reach their highest potential and become responsible members of the global community. CBC is located in Alice, Beeville, Kingsville, and Pleasanton, Texas. Coastal Bend College is your choice destination at four locations.

Coastal Bend College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Coastal Bend College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Coastal Bend College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

 @coastalbendcollege

 CoastalBendCollege

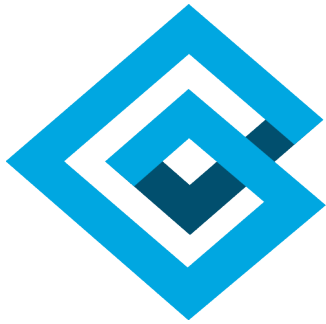
 @CBCFuture

 @coastalbendcollege

Revised 2/2025

Section 504 prohibits discrimination on the basis of disability in programs or activities that receive Federal financial assistance from the U.S. Department of Education..

Title IX: No person in the United States shall, on the basis of sex, be excluded from participation, in be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.



Coastal Bend COLLEGE

A.C. JONES HIGH SCHOOL	KENEDY HIGH SCHOOL
ACADEMY HIGH SCHOOL	LASARA HIGH SCHOOL
AGUA DULCE HIGH SCHOOL	MCMULLEN HIGH SCHOOL
ALICE CHRISTIAN SCHOOL	NORDHEIM HIGH SCHOOL
ALICE EARLY COLLEGE HIGH SCHOOL	ORANGE GROVE HIGH SCHOOL
BANQUETE HIGH SCHOOL	PAWNEE HIGH SCHOOL
BEN BOLT HIGH SCHOOL	PETTUS HIGH SCHOOL
BENAVIDES HIGH SCHOOL	PLEASANTON HIGH SCHOOL
BISHOP HIGH SCHOOL	POTH HIGH SCHOOL
FALFURRIAS HIGH SCHOOL	PREMONT HIGH SCHOOL
FALLS CITY HIGH SCHOOL	RAYMONDVILLE HIGH SCHOOL
FLORESVILLE HIGH SCHOOL	REFUGIO HIGH SCHOOL
FREER HIGH SCHOOL	SAN DIEGO EARLY COLLEGE HIGH SCHOOL
HEBBRONVILLE HIGH SCHOOL	SAN MARCOS EARLY COLLEGE HIGH SCHOOL
HM KING EARLY COLLEGE HIGH SCHOOL	THREE RIVERS HIGH SCHOOL
KARNES CITY HIGH SCHOOL	TULOSO MIDWAY HIGH SCHOOL
KAUFER EARLY COLLEGE HIGH SCHOOL	WOODSBORRO HIGH SCHOOL

CBC Dual Credit
Partnerships

CBC DUAL CREDIT ADMISSION PROCESS

First time student begin at Step 1.

Returning students begin at Step 5.

- 1. Apply.** Students will complete the ApplyTexas application but please note that processing time could take up to one-two weeks for processing. If you have any questions, please contact the Office of Dual Credit at (361) 354-2723. *Please note, even though it is not required on the Apply Texas, students will need their SSN, and expected date of high school graduation.
- 2. Submit Official Transcript.** "Official" transcript means it has the HS seal, Registrar's signature and must be in a sealed envelope from HS. Home-schooled students must provide a notarized typed record of the school subjects completed from the official curriculum provider used (handwritten documents will not be accepted). Counselors, please submit the official transcript to The Office of Dual Credit at 3800 Charco Rd., Beeville, TX 78102 or directly to the CBC Admissions Office through your high school electronic system.
- 3. Test Scores.** Counselors will submit one of following eligibility scores: TSIA2, STAAR EOC, SAT, or ACT. These scores are used to determine if you are college-ready in Reading, Writing and Math. To schedule your TSI assessment, contact the CBC Testing Center at (361) 354-2244 TODAY!
- 4. TSI Release Form** CBC now requires students to submit their TSIA2 Release Form through their Cougar Experience. Once students have logged into their Cougar Experience, they will select "Testing Department" under the Student Resources box. On the right-hand side of the following screen, they will select TSIA Online Release Form. Once students submit the form, it is automatically sent to the CBC-Beeville Test Center for processing. The CBC Testing Center will e-mail the examinees once their scores have been verified and entered into CBC's system.
- 5. Bacterial Meningitis Vaccination Proof.** Texas Senate Bill 1107 requires all new entering students who are 21 years of age and under provide proof of a meningitis vaccination at least 10 days prior to the first day of classes. If you are attending courses at any CBC location (this do not include online or dual credit courses taught on the high school campus), you must provide proof that you have had the Bacterial Meningitis vaccination. Visit http://www.coastalbend.edu/Bacterial_Meningitis/ for Bacterial Meningitis requirements, instructions, or exemptions.
- 6. DC Permission Form.** Complete the Dual Credit Permission Form with your counselor and have your parent/guardian sign the form. Once all required parties have signed the form, counselors please submit the online permission form to the Office of Dual Credit. It is very important that your high school counselor is involved with the registration process if it is during the school year. For Summer registration, you can contact the Dual Credit Office for assistance if your counselor is not available.
- 7. Enroll in Dual Credit Courses.** Once the Office of Dual Credit receives the completed online permission form from your counselor, then the DC Team will register you for the requested courses.



We encourage you to schedule an appointment with your assigned DC Advisor so you can learn more about your courses and your certificate/degree plan. Appointments can also occur at your high school if necessary. Call (361) 354-2723 to schedule your appointment TODAY!

8. **Pay for your instructional materials Inclusive Access and E-books.** If you are responsible for instructional materials, please utilize online TouchNet or contact the CBC Business Office at (361) 354-2220 to pay. How to login to TouchNet:
 - Logging in the Cougar Den at <https://portal.ec.coastalbend.edu> --> Online TouchNet Installment Plan --> Updating Payment Information / Type
 - In person at any of our four campus sites.

9. **New Student Orientation.** Mandatory New Student Orientation and Sexual Misconduct Title IX training is required for ALL new students at Coastal Bend College. There are 2 ways to complete these trainings (1) Cougar Day or (2) Online Orientation.

10. **Cougar Zone Login Information.**
 - First part of your CBC student email address will be your username.
 - Your CBC ID will also be your password.
 - To obtain your credentials above, please visit with your High School Counselor. These credentials are sent from the Dual Credit Department on the DEDAR report to the counselor.

Free CBC Dual Credit Tuition & Fees

Effective 01/21/2025

No. of Hours	Registration Fee (Out of District)	In or Out of District Fee	In-District Student Total	Out of District Student Total
1	48	55	55	103
2	48	110	110	158
3	48	165	165	213
4	48	220	220	268
5	48	275	275	323
6	48	330	330	378
7	48	385	385	433
8	48	440	440	488
9	48	495	495	543
10	48	550	550	598
11	48	605	605	653
12	48	660	660	708
13	48	715	715	763
14	48	770	770	818
15	48	825	825	873

Revised 3/19/2024 implementation for Fall 2024 term.

Disclaimer: price can be subject to change

Fees are Free - Effective 01/21/2025

Internet Based Course Fee - \$53 (per course)

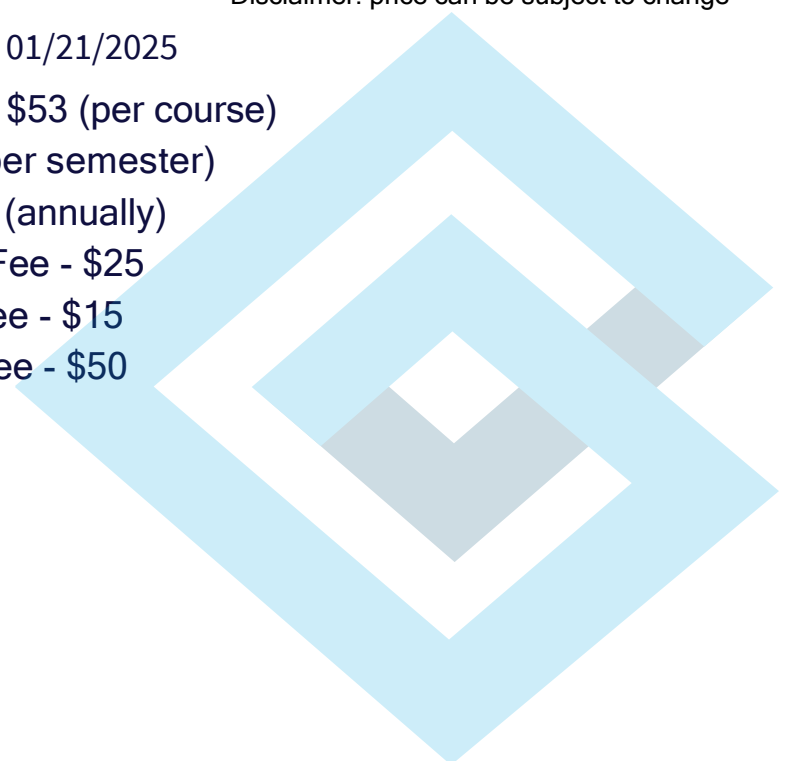
Registration Fee - \$48 (per semester)

Dual Credit Fee - \$25 (annually)

Installment Service Fee - \$25

Installment Late Fee - \$15

Late Registration Fee - \$50



TSI Assessment Exemptions & Course Placement Chart

MUST SUBMIT RELEASE FORM

Section	TSIA	Course Placement	Section	TSIA 2.0 (effective Jan 11, 2021)	Course Placement		
Reading	351	College Ready	ELAR	CRC >=945 and Essay >=5 OR CRC < 945 and DT >=5 and Essay >=5	College Ready		
	347-350	Corequisite: NCBW 0112 & ENGL 1301*					
	340-346	IRW 0311		CRC >945 and essay = 4 and DT = 4-6 OR CRC <945 and essay = 3 and DT = 4-6	Corequisite: NCBW 0112 & ENGL 1301*		
	310-339	TSI Boot Camp					
Writing	Essay score of 5 OR Essay score of 4 & Multiple Choice 340	College Ready		CRC >945 and essay = 1-3 and/or DT = 3	IRW 0311		
	334-339	Corequisite: NCBW 0112 & ENGL 1301*					
	326-333	IRW 0311					
	310-325	TSI Boot Camp					
Math	350	College Ready (3 Mathways by degree option) Algebra Mathway: Math 1314 Contemporary Mathway: Math 1332 Statistics Mathway: Math 1442	Math	CRC >= 950 OR CRC < 950 and DT = 6	College Ready (3 Mathways by degree option) Algebra Mathway: Math 1314 Contemporary Mathway: Math 1332 Statistics Mathway: Math 1442		
	343-349	Contemporary Math Corequisite: NCBM 0132 & Math 1332* OR Algebra Corequisite: NCBM 0124 & Math 1314*				CRC < 950 and DT = 4-5	Contemporary Math Corequisite: NCBM 0132 & Math 1332* OR Algebra Corequisite: NCBM 0124 & Math 1314*
	336-342	Math 0421		CRC < 950 and DT = 3	Math 0421		
	310-335	TSI Boot Camp or NCBM 0110 & Math 0421*					

CRC = College Readiness Classification; DT = Diagnostic Test; * = Students must be enrolled with the same faculty member for both courses; co-enrollment in both courses is required



TSIA College Readiness Standards Dual Credit Eligibility

EXAM NAME	Texas Success Initiative (TSI) Criteria		
ACT	Composite = 23	Mathematics = 19	English = 19
ACT – Aspire	No Composite	Mathematics = 431	English = 435
PLAN	Composite = 23	Mathematics = 19	English = 19
SAT	No Combined Score	Mathematics = 530	Evidenced – Based Reading and Writing (EBRW) = 480
STAAR EOC	Algebra II – Level 2 (4000+)	English III – Level 2 (4000+)	



Dual Credit Students & FERPA



FERPA

Family Educational Rights and Privacy Act

ALL college students are protected by the Family Education Rights and Privacy Act (FERPA).

FERPA Policy protects the privacy of student education records.

FERPA Release

- Allows the student to list up to five people to have access to educational records
- Completed when filling out CBC application.
- Must be renewed every year.



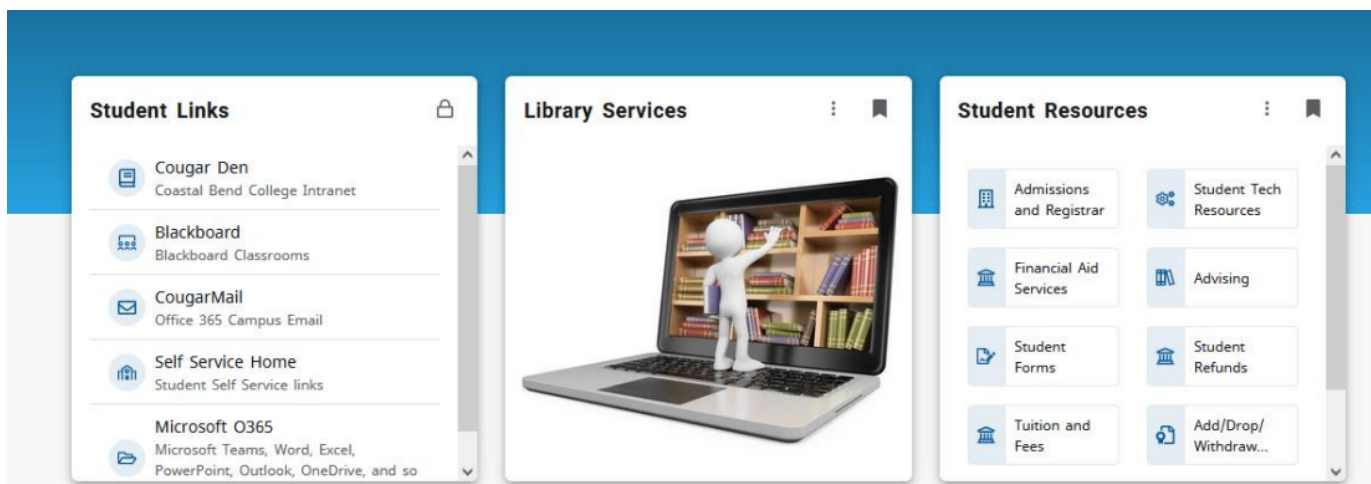
The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

Cougar Zone & Blackboard Information

Students at Coastal Bend College have access to a student information account system called Cougar Zone. Through this portal, students have access to grades, course schedules (availability), unofficial transcripts, student accounts with billing information, admission forms (including FERPA), and My Blackboard access. Cougar Zone is available on the college website at coastalbend.edu.

Getting Started

- Go to coastalbend.edu. Once there, look for Cougar Experience on the top under "Cougar Zone"
- Login with your credentials. **Talk to your counselor to obtain credentials.**
 - **Username:** First part of your CBC email (ex. username@study.coastalbend.edu)
 - **Password:** Your 7 digit CBC ID
- Once logged in, please see the following photo for reference.
 - To access your student email, click on Microsoft O365 under "Student Links".
 - To access your course content, click on Blackboard under "Student Links".
 - For unofficial transcripts, billing and payments, course schedules, and course availabilities, grades, etc., click on Self Service Home under "Student Links".



If you have any questions, regarding your Blackboard account, please contact:

Cynthia Juare
cabrigo@coastalbend.edu
361-354-2508

Note: Your courses can not be accessed in Blackboard until the first day of class. Also you must be registered for courses to view them in Blackboard. If you are unsure about your enrollment, please view your schedule on your Cougar Zone account.

Academic Course Readiness Standards

The following are TSI Restricted Courses. For more information regarding TSI restrictions for courses, please see Course Descriptions in the back of the Coastal Bend College Course Catalog.

Visit coastalbend.edu/publications for a full listing of CBC course catalogs.

TSI Reading Complete	TSI Writing Complete	TSI Math Complete
CHEM 1306/1106; CHEM 1311/1111	CHEM 1306/1106; CHEM 1311/1111	CHEM 1306/1106; CHEM 1311/1111
ENGL 1301; ENGL 1302; All College Sophomore ENGL courses	ENGL 1301; ENGL 1302; All College Sophomore ENGL courses	All College Math Courses
College Biology Courses: BIOL 1306/ 1322/ 2306, etc.	College Biology Courses: BIOL 1306/ 1322/ 2306, etc.	
College Philosophy Courses: PHIL 1301, 2306, etc.	College Philosophy Courses: PHIL 1301, 2306, etc.	
HIST 1301 and HIST 1302		
GOVT 2305 and GOVT 2306		
Social Sciences: PSYC 2301, SOCI 1301, ECON 2301, etc.		
Intro to Humanities: HUMA 1301		

Dual Credit Team

Susie Gaitan, Director of Dual Credit	361-354-2714	mgaitan@coastalbend.edu
Adrianna Casarez, Dual Credit Advisor	361- 354-2426	amcasarez@coastalbend.edu
Maria Lillis, Dual Credit Administrative Assistant	361-354-2723	mkuhns@coastalbend.edu
Nikaya Neal, Dual Credit Advisor	361-664-2981 ext. 3032	nneal@coastalbend.edu
Kristen Salai, Dual Credit Advisor	830-569-4222 ext. 1203	kmsalai1@coastalbend.edu
Matthew Saldivar, Dual Credit Advisor	361-354-2429	msaldivar@coastalbend.edu

Main email: dualcredit@coastalbend.edu

SUCCESS
happens here.



Coastal Bend
COLLEGE

ALICE

704 Coyote Trail
Alice, Texas 78332
(361) 664-2981

BEEVILLE

3800 Charco Road
Beeville, Texas 78102
(361) 358-2838

KINGSVILLE

1814 S. Brahma Blvd
Kingsville, Texas 78363
(361) 592-1615

PLEASANTON

1411 Bensdale
Pleasanton, Texas 78064
(830) 569-4222



Board of Trustees

Date of Meeting	
Item Type	

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

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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**Memorandum of Understanding
Between
Tarleton State University
and
DISTRICT_FULL_NAME**

FOR THE 2026-2027 TARLETON TODAY PROGRAM

This Memorandum of Understanding (MOU) with an Effective Date of April 1, 2026, is entered by DISTRICT_FULL_NAME (DISTRICT_ABBREVIATION) and TARLETON STATE UNIVERSITY, a member of The Texas A&M University System, an agency of the State of Texas, hereinafter referred to as "Tarleton State".

Contracting Parties:

Receiving Party (DISTRICT_ABBREVIATION)
DISTRICT_FULL_NAME
STREET
CITY, STATE ZIP

Performing Party Tarleton State University
1333 W. Washington St.
Stephenville, TX 76402

WHEREAS, Tarleton State and DISTRICT_ABBREVIATION are collaborating to offer eligible high school students the opportunity to enroll in college courses while attending high school and receive simultaneous academic credits from Tarleton State and their DISTRICT_ABBREVIATION high school(s).

WHEREAS, eligible students will be able to participate in a dual enrollment, distance education program called Tarleton Today.

NOW THEREFORE, in consideration of the mutual promises herein contained, the Parties agree as follows:

1. Nature of Tarleton Today

Tarleton State and DISTRICT_ABBREVIATION enter into this Agreement to implement Tarleton Today by offering distance college courses through a dual-enrollment model, as well as high school teacher training and professional learning. Tarleton Today offers high school students the opportunity to earn high school credits from DISTRICT_ABBREVIATION and college credits from Tarleton State through a distance education course.

DISTRICT_ABBREVIATION and Tarleton State will share the responsibility to implement the Tarleton Today program. By entering into this Agreement for the delivery of distance college courses, DISTRICT_ABBREVIATION becomes an active participant in ensuring the effectiveness and quality of the implementation of Tarleton Today at DISTRICT_ABBREVIATION.

2. Fees and Payments

Enrollment Fees:

If joining the Tarleton Today program on or after the Effective Date, the cost of the Tarleton Today course materials, technical support and course implementation support outlined in this Agreement for DISTRICT_ABBREVIATION will be defined on a per-student, per-course basis. Program costs will be evaluated annually.

Texas public school districts or charter schools will pay a subsidized rate of \$50 per student per semester credit hour during the 2026-2027 school year (3 credit courses = \$150; 4 credit courses = \$200). Pending Texas FAST Program funding reimbursement, DISTRICT_ABBREVIATION students qualifying for the FAST program will receive a course fee credit equal to the course fee charge. Tarleton Today will be directly reimbursed for course fees through the FAST Program for these students after completion. Private, parochial, and out-of-state schools are not eligible for the subsidized rate and will be charged \$65 per semester credit hour.

The Tarleton Today course fee is assessed for each student registered in each Tarleton Today course on the designated enrollment date. The program fee covers access to course materials and technology tools. Refunds will not be given at the end of a course for any reason, including if a student does not earn college credit in the course or withdraws after the enrollment date.

Professional Learning Fee:

The cost of Tarleton Today professional development will be assessed on a per-teacher basis at a rate of \$500 for all teachers, both new and returning to the program. If a teacher is participating in more than one course, each subsequent course will be billed at 50% the professional learning fee. This fee covers professional learning and development requirements during the entire term of this agreement, including summer professional development courses, virtual learning modules, and coaching sessions from Tarleton State. If DISTRICT_ABBREVIATION or the DISTRICT_ABBREVIATION high school teacher joins after the conclusion of summer professional development, the total fee is still required based upon the status of the teacher at student enrollment date. For teachers that complete the Tarleton Today course with at least 60% of their enrolled students accepting college credit and active participation in Tarleton Today Professional Learning activities, Tarleton Today will provide them a \$500 end-of-year bonus.

Any professional development fees do not include lodging, transportation, or teacher substitute cost.

DISTRICT_ABBREVIATION is responsible for paying within 30 days of receipt of any undisputed invoice.

All checks should be made payable to Tarleton State University. Payments should be mailed and/or delivered to:

Tarleton State University
Business Services
Box T-0120
Stephenville, TX 76402

3. Scope of Work and Responsibilities

Responsibilities to implement Tarleton Today distance college courses will be shared by DISTRICT_ABBREVIATION and Tarleton Today. DISTRICT_ABBREVIATION is an active participant in ensuring the effectiveness and quality of Tarleton Today implementation at its facilities. The Parties agree to provide the following, collectively referred to as the “Services.”

Responsibilities of Tarleton Today

Enrollment and Records

- A. Register high school students for Tarleton Today courses (as listed in Exhibit A) through the Tarleton Today student information system.
- B. Maintain, as part of routine educational effectiveness evaluation at Tarleton State, Tarleton Today student educational records, including registration, enrollment, orientation, and course evaluation data for purposes of administering, implementing, and improving the program and providing official reporting to Tarleton State and DISTRICT_ABBREVIATION. Tarleton Today engages in additional data sharing with Tarleton State departments as defined in the data sharing agreement between Parties, attached and incorporated herein.
- C. Record grades on Tarleton State transcripts for students who accept college credit for the distance college course.
- D. Support documentation of distance college course credit, including enrollment and non-enrollment confirmation letters and assistance in securing official transcripts.

Curriculum and Instruction

- E. Provide Tarleton State faculty and academic staff to develop and define college-level course materials and curriculum and assume primary responsibility for oversight of distance college courses.
- F. Deliver instructional materials via distance education. All college course-related materials will be available to the student through unique login in Canvas Learning Management System (Canvas LMS).
- G. Administer Tarleton Today distance college courses via a dual enrollment model. Tarleton State faculty and academic course staff ensure comparability of distance college courses to campus-based courses and are approved by Tarleton State department heads and supported by deans. College courses use the Texas Common Course Numbering System to maximize transferability within Texas institutions. All courses are applicable to one or more bachelor’s degrees at Tarleton State University. All Tarleton Today students register for semester- or year-long courses. The college enrollment process differs between the two course types.
 - a. Semester-long and year-long course college enrollment information
 - i. Students must complete a series of required assignments and summative assessments as published in the college syllabus that are designed, designated, and evaluated by Tarleton State faculty and college Instructors of Record to earn college credit.
 - ii. Students who earn a passing grade (D or above) in the college course may accept their college credit or withdraw from the course.
 - iii. Students who accept college credit will have an official Tarleton State transcript showing the letter grade earned in the course.
 - b. Provide technology and support services necessary for teaching and learning in Tarleton Today courses and program implementation:
 - c. Maintain servers operated by or hosted on Tarleton Today’s web-based Canvas LMS.
 - d. Provide access and training on the Canvas LMS for every Tarleton Today student to access course content and instructional experiences.

- e. Provide online and phone-based technical support for Tarleton Today teachers, students, and Tarleton State faculty using the curriculum when that support is not provided through Canvas LMS.
- f. Provide access to teleconference functions in Canvas LMS or other commensurate distance technology with consultants available to students for writing consultation related to distance college course writing assignments.
- g. Provide a student orientation module in Canvas LMS for all Tarleton Today courses that detail program enrollment, student academic integrity, and FERPA rights.
- h. Provide information in the Tarleton Today college courses and through Canvas notifications related to distance college course enrollment activities, including registration, credit type selection, credit status, and official transcript requests.
- i. Provide academic resources and advising for enrolled Tarleton Today students.
- j. Provide adequate procedures for submitting and resolving complaints, grade appeals, information requests, and other inquiries related to participation in Tarleton Today.

Professional Development and Support

- H. Deliver professional learning to participating DISTRICT_ABBREVIATION teachers who teach a Tarleton Today course.
 - a. Summer professional development for participating DISTRICT_ABBREVIATION teachers will be delivered by Tarleton Today using distance education and virtual learning technologies, or in-person trainings at one of the Tarleton State locations. Summer professional development is required for all Tarleton Today high school teachers.
 - b. Academic year Professional Learning: One-day Professional Learning for new and returning participating DISTRICT_ABBREVIATION teachers will be held at Tarleton State or designated regional sites, or delivered virtually during the fall and spring semesters, at Tarleton State's sole discretion. DISTRICT_ABBREVIATION teachers are **required** to participate in and fully complete the one-day workshop during each semester in which the teacher delivers a Tarleton Today course, regardless of whether the course will be offered in the subsequent year.
 - c. Participating DISTRICT_ABBREVIATION teachers will be provided certificates of completion for the hours of documented attendance, which may count as continuing professional education hours with their district.
- I. Deliver professional learning and development opportunities specific to administrative and counselor roles and functions to DISTRICT_ABBREVIATION and its administration.
- J. Deliver in-person or virtual presentations and/or workshops to DISTRICT_ABBREVIATION staff and community members regarding the Tarleton Today program overview, implementation, and strategies for success.
- K. Tarleton Today will hire and assign a qualified course coordinator for each course offered. The coordinator will serve as the content expert and point of contact and support for the high school teacher.
- L. Provide ongoing, one-on-one feedback and guidance to the high school teacher.
- M. Provide virtual coaching to each Tarleton Today high school teacher to support course implementation and enhance their professional practice.

Institutional Effectiveness

- N. Provide feedback regarding course implementation to Tarleton State faculty and academic staff, as well as DISTRICT_ABBREVIATION high school teachers and administrators. To ensure Tarleton Today is implemented and facilitated with quality and fidelity, Tarleton Today staff will provide updates at the end of the fall and spring semesters and, as

needed, throughout the year regarding the status of Tarleton Today implementation, based on communication with the Tarleton Today DISTRICT_ABBREVIATION high school teacher(s) and classroom observations.

- a. Tarleton Today staff will alert DISTRICT_ABBREVIATION administration of any serious concerns regarding DISTRICT_ABBREVIATION or campus implementation of the Tarleton Today course pertaining to quality and fidelity. If DISTRICT_ABBREVIATION implementation of the Tarleton Today course is deemed unsatisfactory, Tarleton Today reserves the right to deny the opportunity to offer the Tarleton Today course in the future or to require a replacement high school teacher.
- b. A DISTRICT_ABBREVIATION high school teacher deemed by Tarleton Today to be unsatisfactorily implementing the course will be given the opportunity to bring course implementation into alignment with Tarleton Today expectations and be provided coaching and support as available through the course staff, Tarleton Today Professional Learning, virtual coaching, and ongoing communication. Should the high school teacher's implementation of Tarleton Today continue to be unsatisfactory or without improvement in Tarleton Today's sole discretion, Tarleton Today will notify DISTRICT_ABBREVIATION, who will use its best efforts to identify an alternate high school teacher, and DISTRICT_ABBREVIATION will work with Tarleton Today to continue implementation of the course with the alternate high school teacher. Tarleton Today reserves the right to deny any unsatisfactorily performing teacher the opportunity to offer the course in the future.
- c. Should Tarleton Today deem a Tarleton Today DISTRICT_ABBREVIATION high school teacher as not compatible with or not in the best interest of the program in Tarleton Today's sole discretion, Tarleton Today will notify DISTRICT_ABBREVIATION who will work with Tarleton Today to continue the course through an alternate teacher.
- d. Any person performing Services under this Agreement on behalf of Tarleton Today must be actively employed or eligible for employment by Tarleton State and may not be on administrative or medical leave. Tarleton State must comply with applicable criminal background check requirements for their respective faculty, staff, and employees performing Services under this Agreement. If Tarleton State becomes aware that one of its faculty, staff, or employees performing Services does not meet these requirements, a representative of the Tarleton Today program must inform the DISTRICT_ABBREVIATION district contact.

Extended Student Absences [subject to DISTRICT_ABBREVIATION policies]

- O. In a case where a student is removed from their home campus and assigned to an alternative campus due to disciplinary reasons, the DISTRICT_ABBREVIATION point of contact, campus principal and/or the high school teacher of the campus must notify the Tarleton Today Program Coordinator. Information needs to include the length of the placement to determine if the student will continue in the enrolled Tarleton Today course. If the alternative placement is longer than seven (7) school days, then the following will need to be done:
 - a. The administrator, Tarleton Today DISTRICT_ABBREVIATION high school teacher, and Tarleton Today course staff will work together to determine if the student has the opportunity to continue the course at the alternative campus. If determined, the student will not have the appropriate instruction and access to the course; the student will be dropped from the Tarleton Today course.
 - i. If this occurs prior to the identified course enrollment date, then the DISTRICT_ABBREVIATION will not be invoiced for this student.

- ii. If the student is enrolled in a year-long Tarleton Today course, the student will be dropped from the Tarleton Today course, the Canvas LMS system, and a schedule change will be made for the student's high school schedule.
- P. In a case where a student is hospitalized or removed from instruction or the school setting for longer periods due to illness, accident, or other circumstance, the DISTRICT_ABBREVIATION point of contact, campus principal and/or the high school instructor must notify the Tarleton Today Program Coordinator immediately to determine if enrollment may continue, which decision will be made on Tarleton Today in its sole discretion.

4. Responsibilities of DISTRICT_ABBREVIATION [subject to DISTRICT_ABBREVIATION policies and applicable law]

- A. Implement one or more Tarleton Today courses.
 - a. Assign a(n) DISTRICT_ABBREVIATION contact responsible for overseeing the implementation of Tarleton Today high school course(s) and participating in meetings designated for DISTRICT_ABBREVIATION administration with Tarleton Today staff.
 - i. This DISTRICT_ABBREVIATION contact will provide up-to-date contact information for DISTRICT_ABBREVIATION and its campus administration. In the event there is a change in administration at DISTRICT_ABBREVIATION or at its campuses, the DISTRICT_ABBREVIATION contact will update Tarleton Today.
 - b. Assign 1-2 campus administrators to attend the Tarleton Today train-the-trainer session(s) held online in a webinar-based format. The training will model the parent night presentation, resources, and retention strategies.
 - c. Assign a designated contact for ensuring websites, email addresses, and support for technology related requests. This person will also be responsible for uploading course rosters following a specific format prior to the start of the school year.
 - d. Tarleton Today courses do not replace Advanced Placement (AP) curriculum or prepare students for AP exams. Neither Tarleton Today syllabi nor course content may be used for submission to satisfy the requirements for third-party evaluation.
- B. Recruit high school teacher(s) with appropriate qualifications to teach the Tarleton Today course(s), all consistent with DISTRICT_ABBREVIATION policies.
 - a. Minimum requirements for all Tarleton Today DISTRICT_ABBREVIATION high school teachers include:
 - i. Bachelor's degree in discipline or related field.
 - ii. One (1) or more years of teaching experience in the relevant course or a higher-level course (e.g. calculus for precalculus).
 - iii. Completed annual Tarleton Today teacher application.
 - iv. Obtain a Tarleton State UID in order to access Canvas LMS and other systems required for implementation of the Tarleton Today program. Tarleton Today will provision the UID as high assurance and may suspend, terminate, or revoke access to its systems through the UID affiliation at Tarleton Today sole discretion. The UID affiliation with Tarleton Today will be revoked if this agreement is terminated or if a Tarleton Today DISTRICT_ABBREVIATION high school teacher can no longer complete the course.
 - v. Successful completion of required tasks before the start of summer professional development, including, but not limited to, completion of FERPA training module provided by Tarleton Today. Tasks will be determined and shared by the Tarleton Today professional learning and development staff in advance of summer professional development. DISTRICT_ABBREVIATION high school teachers approved on a conditional basis may be required to complete additional tasks. Any

high school teacher who does not complete the required pre-professional development tasks may not be eligible to attend the summer professional development. The decision to admit or deny such teacher and any accompanying conditions will be determined by the Tarleton State Faculty Lead and Program Coordinator at their discretion.

- vi. Successful completion of summer professional development. New Tarleton Today DISTRICT_ABBREVIATION high school teachers must participate in the entire Summer professional development and complete all assigned work, both before and during the training.
- vii. Attendance at and completion of all required virtual conferences or virtual learning modules, academic year trainings, and professional development assignments.
- viii. Attendance at the Fall and Spring Professional Development
 - 1. DISTRICT_ABBREVIATION teachers are required to participate in and fully complete both academic year professional developments in which the teacher delivers a Tarleton Today course, regardless of whether the course will be offered in the subsequent year. Each Fall and Spring professional development will provide up to eight hours of continuing professional education hours.
 - ix. Review communication from Tarleton Today course staff in weekly newsletters and respond accordingly to routine requests.
 - x. Adhere to guidelines regarding Tarleton Today course content intellectual property. DISTRICT_ABBREVIATION is responsible for informing teachers that they do not have a license to use any Tarleton Today provided materials outside of the scope of this agreement.
 - xi. Deliver Tarleton Today instructional materials through the Tarleton Today instance of Canvas LMS.
- b. Additional requirements for Tarleton Today returning DISTRICT_ABBREVIATION teachers include:
 - i. Successful implementation of Tarleton Today course during the previous academic year according to requirements under section D below.
- C. Ensure Tarleton Today DISTRICT_ABBREVIATION high school teachers and students have the necessary resources to implement the program with fidelity, including, but not limited to:
 - a. Access to Canvas LMS. Participating DISTRICT_ABBREVIATION campuses will work with the Tarleton Today support team to ensure their campus and students can fully access the Canvas LMS.
 - b. Access to computers, internet, and allow lists, as specified by Tarleton Today, and adhere to requirements outlined in the most recent Tarleton Today Technology Manual.
 - c. Scheduled access to technology that meets the specifications defined by Tarleton Today for each course. This includes regular in-class and out-of-class, one-to-one (1:1) access to computers and the internet to view materials and complete and submit assignments, quizzes, tests, and exams, and the following technology for specific course implementation (as applicable).
 - d. Audio/visual projection and/or whiteboard.
 - e. Copy/scanning services to duplicate some course materials and distribute to students in the Tarleton Today course and upload assignments.
 - f. Provide course specific requirements as listed in Exhibit C.

- D. Ensure Tarleton Today DISTRICT_ABBREVIATION high school teachers implement the program with fidelity, including the following:
 - a. Tarleton Today instructors are expected to adhere to Texas Administrative and Education Code, including the Educators' Code of Ethics (19 TAC Chapter 247).
 - b. Administer and facilitate Tarleton Today-required assignments and assessments without alteration through the Tarleton Today instance of Canvas LMS.
 - c. Have students create a Tarleton State UID and register for Tarleton Today sections.
 - d. Use Canvas LMS to assign and grade high school work as specified by Tarleton Today course staff.
 - e. Participate in professional learning, including summer professional development, one-day workshops, video conferences or virtual learning modules, virtual coaching, and ongoing opportunities during each semester in which they teach the Tarleton Today course. To facilitate teacher participation in the one-day workshops, DISTRICT_ABBREVIATION agrees to pay the cost of substitute teachers for the days the teacher will attend the workshops.
 - f. Maintain regular communication via email, phone, video web conferencing, etc. with Tarleton Today course coordinator and other staff regarding the success and challenges of implementation, responding in a timely manner to requests for information, including turning in any requested documentation to evaluate student progress or success by specified deadlines.
 - g. Notify Tarleton Today of DISTRICT_ABBREVIATION high school teacher absences that exceed four or more consecutive class days or of teacher resignations using the provided form in the case when the teacher cannot self-report.
- E. Recruit and approve eligible students to participate in the Tarleton Today courses.
 - a. Students eligible to participate in Tarleton Today courses must:
 - i. Be enrolled in a DISTRICT_ABBREVIATION high school
 - ii. Demonstrate commitment to completing academic requirements
- F. Ensure students enrolled in the Tarleton Today program meet the minimum academic requirements for each course as shown in Exhibit A.
- G. Ensure students complete the Tarleton Today registration process within the first two weeks of school. The student and, if the student is under 18 years of age at the time of registration, the student's parent or guardian shall acknowledge and consent the student is enrolling in a college course with the opportunity to earn college credit. **Consent forms must be submitted within one week of the DISTRICT_ABBREVIATION school start date.**
- H. Any person performing Services under this Agreement on behalf of DISTRICT_ABBREVIATION must be actively employed or eligible for employment by DISTRICT_ABBREVIATION and may not be on administrative leave. DISTRICT_ABBREVIATION must comply with applicable criminal background check requirements for their respective faculty, staff, and employees performing Services under this Agreement. If DISTRICT_ABBREVIATION becomes aware that one of its faculty, staff, or employees performing Services does not meet these requirements, the district contact, who oversees the Tarleton Today program, must inform Tarleton Today within 24 business hours.

5. Summer Professional Development, Teacher Registration, and Attendance

1. DISTRICT_ABBREVIATION high school teachers are required to register for Summer Professional Development **two weeks prior** to the start of Summer Professional Development.
2. New Tarleton Today DISTRICT_ABBREVIATION high school teachers must participate in the entire Summer Professional Development and complete all assigned work, both pre- and during

Professional Development. New Tarleton Today high school teachers are defined as those who are implementing a Tarleton Today course for the first time or for the first time after more than one year of absence.

a. The DISTRICT_ABBREVIATION teacher assigned to the course **must** successfully complete the New Teacher Summer Professional Development experience at least once, in its entirety, before implementing a Tarleton Today course for the first time. If the teacher continues to offer the course in subsequent years, they are required to attend the Returning Instructor Summer Professional Development for each subsequent year they implement that course. If a teacher is assigned to implement a new Tarleton Today course in addition to their current Tarleton Today course, the instructor must complete the New Teacher Summer Professional Development for the new course.

3. Cancellation policy:

a. All high school teachers must cancel their registration in writing at least one week prior to any in-person Professional Development. DISTRICT_ABBREVIATION will be invoiced for all registered high school teachers two weeks prior to the event starting and will pay such invoices within thirty (30) days.

b. If a high school teacher registers for Summer Professional Development and is unable to attend, the teacher must communicate this change to the Tarleton Today Professional Learning and Development team in writing at least one week prior to the start of Summer Professional Development. The district contact may coordinate with Tarleton Today to identify an appropriate replacement. Fees will be assessed based on teachers who complete Summer Professional Development.

c. In the event of an emergency about which Tarleton Today staff and the teacher's principal are notified, a teacher may arrange to make up as much as 20% of Summer Professional Development and still be eligible to teach the Tarleton Today course. Tarleton Today DISTRICT_ABBREVIATION high school teachers who miss more than 20% of Summer Professional Development, regardless of the reason, will be on probationary status and their approval to serve as a Tarleton Today high school teacher will be evaluated by Tarleton Today on a case-by-case basis.

4. If a high school teacher attends Summer Professional Development, and the course for which the teacher is trained is not offered for the school year, DISTRICT_ABBREVIATION will be:

a. Charged the full fee based on whether they are new or returning, for Summer Professional Development.

b. All materials provided to DISTRICT_ABBREVIATION for the course must be returned to Tarleton Today within 30 days.

6. Educational Records and Data Sharing

A. DISTRICT_ABBREVIATION and Tarleton Today create, maintain, and manage their own educational records for students and teachers. Tarleton Today maintains all educational records created as a result of the Tarleton Today program consistent with FERPA, as well as applicable Texas A&M University System (TAMUS) policy 16.01.02 and any applicable law. In order to provide the Tarleton Today program and related services to DISTRICT_ABBREVIATION and for DISTRICT_ABBREVIATION's accountability reporting purposes, Tarleton Today requires specific student information from DISTRICT_ABBREVIATION. All such records are provided the same security as those outlined in TAMUS Policy 16.01.02 and the Data Sharing Agreement and will not be sold or shared with external sources except as allowed by law. See Exhibit B Data Sharing Agreement which sets terms and conditions for the exchange by the Parties of data needed to support the Tarleton Today program.

- B. Following Tarleton State's Institutional Review Board standards and policy, as applicable, Tarleton Today may obtain and maintain data and/or feedback about student and teacher experiences with the program for the purpose of understanding outcomes and program improvements.
- C. For legitimate educational interests, Tarleton Today will facilitate the exchange of information among institutions, with the Texas Higher Education Coordinating Board, the Texas Education Agency, Tarleton Today high school teachers, Tarleton Today faculty and staff, and DISTRICT_ABBREVIATION contacts 1) pertaining to students' progress toward the opportunity to earn college credit; 2) to verify student's economic status related to state funding reimbursement, 3) to verify student accommodations under IDEA and/or Section 504; 4) to facilitate early intervention and support student success; 5) pertaining to whether college credit is earned, accepted, and/or declined; 6) to facilitate accurate recordkeeping; and 7) to address academic integrity issues. If either party obtains access to DISTRICT_ABBREVIATION and/or Tarleton State records or record systems protected under FERPA, each party agrees to adhere to the provisions of FERPA. While in possession of FERPA records and data, only persons authorized to access the student data related to the Tarleton Today program will be granted access consistent with FERPA.

7. Insurance.

DISTRICT_ABBREVIATION acknowledges that, because Tarleton State is an agency of the state of Texas, liability for the tortious conduct of employees of Tarleton State or for injuries caused by conditions or use of tangible state property is provided solely by the provisions of the Texas Tort Claims Act (Texas Civil Practice and Remedies Code Chapters 101 and 104); and that workers' compensation insurance coverage for employees of Tarleton State is provided by the [A&M SYSTEM] as mandated by the provisions of Chapter 502, Texas Labor Code. Tarleton State shall have the right, at its option, to (a) obtain liability insurance protecting Tarleton State and its employees and property insurance protecting Tarleton State's buildings and contents, to the extent authorized by Section 51.966, Texas Education Code, or other law, or (b) self-insure against any risk that may be incurred by Tarleton State as a result of its operations under the Agreement.

8. FERPA.

For purposes of the Family Educational Rights and Privacy Act ("FERPA"), Tarleton State hereby designates DISTRICT_ABBREVIATION as a school official with a legitimate educational interest in any education records (as defined in FERPA) that DISTRICT_ABBREVIATION is required to create, access, receive, or maintain in order to fulfill its obligations under this Agreement. DISTRICT_ABBREVIATION shall comply with FERPA as to any such education records and is prohibited from redisclosure of the education records except as provided for in this Agreement or otherwise authorized by FERPA or Tarleton State in writing. DISTRICT_ABBREVIATION is only permitted to use the education records for the purpose of fulfilling its obligations under this Agreement and shall restrict disclosure of the education records solely to those employees, subcontractors or agents who have a need to access the education records for such purpose. DISTRICT_ABBREVIATION shall require any such subcontractors or agents to comply with the same restrictions and obligations imposed on DISTRICT_ABBREVIATION in this Section, including without limitation, the prohibition on redisclosure. DISTRICT_ABBREVIATION shall implement and maintain reasonable administrative, technical, and physical safeguards to secure the education records from unauthorized access, disclosure or use.

9. Indemnification

To the extent allowed by law and without waiving any immunities, DISTRICT_ABBREVIATION shall indemnify and hold harmless The Texas A&M University System, Tarleton State, and their regents,

employees and agents (collectively, the “A&M System Indemnitees”) from and against any third-party claims, damages, liabilities, expense or loss asserted against A&M System Indemnities arising out of any acts or omissions of DISTRICT_ABBREVIATION or its employees or agents pertaining to the activities and obligations under this Agreement, except to the extent such liability, loss or damage arises from an A&M System Indemnitee’s gross negligence or willful misconduct.

10. Term and Termination

A. This Agreement shall commence on April 1, 2026 (the “Effective Date”) and continue through August 31, 2027 (the “Term”) unless earlier terminated as provided herein.

B. This Agreement may be terminated without cause by either Party upon 30 days’ written notice to the other Party.

11. Loss of Funding.

Performance by Tarleton State under this Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the “Legislature”). If the Legislature fails to appropriate or allot the necessary funds, Tarleton State will issue written notice to DISTRICT_ABBREVIATION and Tarleton State may terminate this Agreement without further duty or obligation hereunder. DISTRICT_ABBREVIATION acknowledges that appropriation of funds is beyond the control of Tarleton State. In the event of a termination or cancellation under this Section, Tarleton State will not be liable to DISTRICT_ABBREVIATION for any damages that are caused or associated with such termination or cancellation.

12. PAYMENT TERMS/PROMPT PAYMENT

Tarleton State’s payment shall be made in accordance with Chapter 2251, *Texas Government Code* (the “Texas Prompt Payment Act”), which shall govern remittance of payment and remedies for late payment and non-payment.

13. Ownership of Created Works.

DISTRICT_ABBREVIATION irrevocably assigns, transfers and conveys to Tarleton State, for no additional consideration, all of DISTRICT_ABBREVIATION’s ownership, rights, title and interest in and to all works prepared by DISTRICT_ABBREVIATION under this Agreement (“Deliverables”), including, without limitation, all copyrights, patents, trademarks, trade secrets and other intellectual property rights and all other rights that may hereafter be vested relating to the Deliverables under law. Deliverables include but are not limited to curricula, lesson plans, assessments, software code, multimedia content, instructional materials, training modules, data compilations, reports, and other materials developed specifically under the Agreement. This assignment does not apply to any pre-existing intellectual property owned by DISTRICT_ABBREVIATION that is merely referenced or incorporated into program materials. This assignment does not apply to materials developed by DISTRICT_ABBREVIATION without using or relying on Tarleton State course materials. All materials provided by Tarleton State are for sole use within the courses under this Agreement. DISTRICT_ABBREVIATION certifies that all Deliverables will be original, or that DISTRICT_ABBREVIATION will have obtained all rights necessary for the ownership and unrestricted use of the Deliverables by Tarleton State. DISTRICT_ABBREVIATION shall secure for Tarleton State all consents, releases, and contracts and perform other reasonable acts as Tarleton State may deem necessary to secure and evidence Tarleton State’s rights in any Deliverable.

14. Independent Contractor

Notwithstanding any provision of this Agreement to the contrary, the Parties hereto are independent contractors. No employer-employee, partnership, agency, or joint venture relationship is created by

this Agreement or by DISTRICT_ABBREVIATION's service to Tarleton State. Except as specifically required under the terms of this Agreement, DISTRICT_ABBREVIATION (and its representatives, agents, employees and subcontractors) will not represent themselves to be an agent or representative of Tarleton State or [A&M SYSTEM]. As an independent contractor, DISTRICT_ABBREVIATION is solely responsible for all taxes, withholdings, and other statutory or contractual obligations of any sort, including but not limited to workers' compensation insurance. DISTRICT_ABBREVIATION and its employees shall observe and abide by all applicable Tarleton State policies, regulations, rules and procedures, including those applicable to conduct on its premises.

15. Dispute Resolution.

To the extent that Chapter 2260, *Texas Government Code* is applicable to this Agreement, the dispute resolution process provided in Chapter 2260, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by Tarleton State and DISTRICT_ABBREVIATION to attempt to resolve any claim for breach of contract made by DISTRICT_ABBREVIATION that cannot be resolved.

16. Notice.

Any notice required or permitted under this Agreement must be in writing, and shall be deemed given: (a) three (3) business days after it is deposited and post-marked with the United States Postal Service, postage prepaid, certified mail, return receipt requested, (b) the next business day after it is sent by overnight carrier, (c) on the date sent by email transmission with electronic confirmation of receipt by the party being notified, or (d) on the date of delivery if delivered personally. Tarleton State and DISTRICT_ABBREVIATION can change their respective notice address by sending to the other Party a notice of the new address. Notices should be addressed as follows:

DISTRICT_ABBREVIATION at:
DISTRICT_FULL_NAME
STREET
CITY, STATE ZIP

Tarleton State at:
Dr. Jolena Waddell
Box T-0010
1333 W. Washington St.
Stephenville, TX 76402
jwaddell@tarleton.edu

With a copy to:
Tarleton State University
Attn: Contract Specialist
Box T-0120
Stephenville, TX 76402
contracts@tarleton.edu

17. Venue; Governing Law

Pursuant to Section 85.18(b), *Texas Education Code*, mandatory venue for all legal proceedings against Tarleton State is to be in the county in which the principal office of Tarleton State's governing officer is located. The validity of this Agreement and all matters pertaining to this Agreement, including but not limited to, matters of performance, non-performance, breach, remedies, procedures, rights, duties, and interpretation or construction, shall be governed and determined by the Constitution and the laws of the State of Texas.

18. Entire Agreement

This Agreement constitutes the entire and only agreement between the Parties hereto and supersedes any prior understanding, written or oral agreements between the Parties, or "side deals" which are not described in this Agreement. This Agreement may be amended only by a subsequent written agreement signed by authorized representatives of both parties.

19. Non-Assignment

DISTRICT_ABBREVIATION shall neither assign its rights nor delegate its duties under this Agreement without the prior written consent of Tarleton State.

20. Survival

Any provision of this Agreement that may reasonably be interpreted as being intended by the Parties to survive the termination or expiration of this Agreement will survive the termination or expiration of this Agreement.

21. Cybersecurity Training Program

Pursuant to Section 2054.5192, *Texas Government Code*, DISTRICT_ABBREVIATION's employees, officers, and subcontractors who have access to Tarleton State's computer system and/or database must complete a cybersecurity training program certified under Section 2054.519, *Texas Government Code*, and selected by Tarleton State. The cybersecurity training program must be completed by DISTRICT_ABBREVIATION's employees, officers, and subcontractors during the Term and any renewal period of this Agreement. DISTRICT_ABBREVIATION shall verify completion of the program in writing to Tarleton State within the first thirty (30) calendar days of the Term and any renewal period of this Agreement. DISTRICT_ABBREVIATION acknowledges and agrees that its failure to comply with the requirements of this paragraph are grounds for Tarleton State to terminate this Agreement for cause.

22. Access by Individuals with Disabilities

DISTRICT_ABBREVIATION represents and warrants that the electronic and information resources and all associated information, documentation, and support that it provides to Tarleton State under this Agreement (collectively, the "EIRs") comply with the applicable requirements set forth in Title 1, Chapter 213 of the *Texas Administrative Code* and Title 1, Chapter 206 of the *Texas Administrative Code* (as authorized by Chapter 2054, Subchapter M of the *Texas Government Code*) (the "EIR Accessibility Warranty"). If DISTRICT_ABBREVIATION becomes aware that the EIRs, or any portion thereof, do not comply with the EIR Accessibility Warranty, DISTRICT_ABBREVIATION shall, at no cost to Tarleton State, either (1) perform all necessary remediation to make the EIRs satisfy the EIR Accessibility Warranty or (2) replace the EIRs with new EIRs that satisfy the EIR Accessibility Warranty. In the event that DISTRICT_ABBREVIATION fails or is unable to do so, Tarleton State may immediately terminate this Agreement, and DISTRICT_ABBREVIATION will refund to Tarleton State all amounts paid by Tarleton State under this Agreement within thirty (30) days following the effective date of termination.

23. Payment of Debt or Delinquency to the State

Pursuant to Sections 2107.008 and 2252.903, *Texas Government Code*, DISTRICT_ABBREVIATION agrees that any payments owing to DISTRICT_ABBREVIATION under this Agreement may be applied directly toward certain debts or delinquencies that DISTRICT_ABBREVIATION owes the State of Texas or any agency of the State of Texas regardless of when they arise, until such debts or delinquencies are paid in full.

24. State Auditor's Office

DISTRICT_ABBREVIATION understands that acceptance of funds under this Agreement constitutes acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor"), to conduct an audit or investigation in connection with those funds pursuant to Section 51.9335(c), *Texas Education Code*. DISTRICT_ABBREVIATION agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested. DISTRICT_ABBREVIATION will include this provision in all contracts with permitted subcontractors.

25. Severability

In case any one or more of the provisions contained in this Agreement 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 provisions hereof, and this Agreement shall be construed as if such invalid, illegal, and unenforceable provision had never been contained herein. The Parties agree that any alterations, additions, or deletions to the provisions of the Agreement that are required by changes in federal or state law or regulations are automatically incorporated into the Agreement without written amendment hereto and shall become effective on the date designated by such law or by regulation.

26. Public Information.

DISTRICT_ABBREVIATION acknowledges that Tarleton State is obligated to strictly comply with the Public Information Act, Chapter 552, *Texas Government Code*, in responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law. Upon Tarleton State's written request, DISTRICT_ABBREVIATION will promptly provide specified contracting information exchanged or created under this Agreement for or on behalf of Tarleton State to Tarleton State in a non-proprietary format acceptable to Tarleton State that is accessible by the public. DISTRICT_ABBREVIATION acknowledges that Tarleton State may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), *Texas Government Code*. The requirements of Subchapter J, Chapter 552, *Texas Government Code*, may apply to this Agreement and DISTRICT_ABBREVIATION agrees that this Agreement can be terminated if DISTRICT_ABBREVIATION knowingly or intentionally fails to comply with a requirement of that subchapter.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives as shown below.

Receiving Party
DISTRICT_FULL_NAME

Performing Party
TARLETON STATE UNIVERSITY

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A
2026-27 Tarleton Today Courses

Tarleton Today Course Name	Tarleton State Course Code	TCCNS Equivalency	Texas Core Code	High School Course	Required Prerequisites
Intro to Agricultural Economics	AGEC 2317	AGRI 2317	080	Agribusiness Management & Marketing	
Agronomy	AGRI 1307 +1107	AGRI 1407, AGRI 1307 + 1107		Advanced Plant and Soil Science	Prerequisites: Biology; either Chemistry or Integrated Physics and Chemistry (IPC); Algebra I; Geometry; and either Horticultural Science, Greenhouse Operation and Production, or Floral Design.
General Animal Science	ANSC 1319 + 1119	AGRI 1419, AGRI 1319 + 1119	030	Advanced Animal Science	Biology & Chemistry or Integrated Physics & Chemistry (IPC); Algebra I & Geometry; and either Small Animal Management, Equine Science, or Livestock Production.
Business Computer Applications	BCIS 1305	BCIS 1305		Foundations of Business Communication and Technologies	
Anatomy and Physiology	BIOL 2401	BIOL 2401	030	Anatomy and Physiology	one credit in Biology and one credit in Chemistry, Integrated Physics and Chemistry, or Physics
Business Principles	BUSI 1301	BUSI 1301		Principles of Business, Marketing, and Finance	
Personal Finance	BUSI 1307	BUSI 1307	080	Economics or Personal Financial Literacy	
Business Law I	BUSI 2301	BUSI 2301		Business Law	
College Chemistry I	CHEM 1311 + 1111	CHEM 1311, CHEM 111	030	Chemistry	Credit in Algebra II or Coenrollment in Algebra II
Public Speaking	COMM 1315	COMM 1315, SPCH 1315	010	Public Speaking	
Composition I	ENGL 1301	ENGL 1301	010	English III	Credit in English I and English II
Composition II	ENGL 1302	ENGL 1302	010	English IV	Credit in English I, English II, and English III, ENGL 1301
Intro to Creative Writing	ENGL 2307	ENGL 2307	050	English IV	Credit in English I, English II, and English III, ENGL 1301

British Literature	ENGL 2321	ENGL 2321	040	English IV	Credit in English I, English II, and English III
American Literature	ENGL 2326	ENGL 2326	040	English III	Credit in English I and English II, and English III
Federal Government	GOVT 2305	GOVT 2305	070	United States Government	
United States History I	HIST 1301	HIST 1301	060		
United States History II	HIST 1302	HIST 1302	060	US History since 1877	
College Algebra	MATH 1314	MATH 1314	020	Algebra II or Independent Study in Math	Credit in Algebra I
Elementary Statistical Methods	MATH 1342	MATH 1342	020	Statistics, Statistics and Busines Decision Making, or Independent Study of Mathematics	Credit in Algebra I
Precalculus	MATH 2412	MATH 2412	020	Precalculus or Independent Study of Mathematics	Credit in Algebra II & Geometry
Music Appreciation	MUSI 1306	MUSI 1306	050	Music Studies-Music Appreciation I or II	
General Psychology	PSYC 2301	PSYC 2301	080	Psychology	
Accounting I – Financial	ACCT 2301	ACCT 2301		Accounting I	Credit in Algebra II or Coenrollment in Algebra II
Intro to the Teaching Profession	EDUC 1301	EDUC 1301		Instructional Practices in Education and Training or Principles of Education and Training	
Introduction to Special Populations	EDUC 2301	EDUC 2301		Instructional Practices or Practicum in Education and Training	
Adapting Instruction to Today's Learners	EDUC 2330	EDUC 2330		Instructional Practices or Practicum in Education and Training	
Horticulture	HORT 1301	HORT 1301		Horticultural Science	
Foundations of Leadership	LDRS 2301			Through Junior ROTC only	

Exhibit B
Data Sharing Agreement

DATA SHARING AGREEMENT BY AND BETWEEN
DISTRICT_FULL_NAME
AND
TARLETON TODAY AT TARLETON STATE UNIVERSITY

Pursuant to this Data Sharing Agreement, DISTRICT_FULL_NAME agrees to provide individual student-level data to Tarleton Today at Tarleton State University (Tarleton State) for the purpose of implementing, billing, and evaluating the Tarleton Today dual enrollment program and informing Tarleton Today students of academic opportunities at Tarleton. DISTRICT_ABBREVIATION hereby appoints Tarleton Today as a legitimate educational official of DISTRICT_ABBREVIATION in accordance with the Family Educational Rights and Privacy Act (FERPA). Likewise, Tarleton Today hereby appoints DISTRICT_ABBREVIATION as a legitimate educational official of Tarleton Today in accordance with FERPA. Tarleton Today agrees to provide individual student-level data to DISTRICT_ABBREVIATION for the purpose of evaluation, accountability, and student record-keeping. The terms of this Data Sharing Agreement are in effect until August 31, 2027 unless terminated in writing by one or both Parties.

1. Data type and exchange timeline

DISTRICT_ABBREVIATION Designee for Student Data and Tarleton Today will coordinate data exchange for all Tarleton Today program participants for the 2026-2027 academic year, as follows:

Responsible Party	Time Period	Type of Data
Tarleton Today	June 2026 – July 2027	<p>Throughout the academic year Tarleton Today will provide information about student enrollments, including course rosters, and final grades. Access to the information will be limited to pre-identified campus and DISTRICT_ABBREVIATION personnel who must obtain a TARLETON Electronic Identification and password in order to access the information.</p> <p>The following enrollment and performance data is provided throughout the academic year, as information becomes available.</p> <ul style="list-style-type: none"> • Course enrollments • Final letter grade • Credit decision (credit accepted or declined) • University transcript grade • Student qualifying status for FAST funding • Student qualifying status for accommodations under IDEA or Section 504
DISTRICT_ABBREVIATION	<p>July 2026 (one month prior to student start date)</p> <p>October 2026 (for Spring only enrollments)</p>	<p>Student registration information will be provided by the district to Tarleton Today to enroll students in courses and create their Tarleton State University accounts.</p> <p>This data transfer will include the following information.</p> <ul style="list-style-type: none"> • Student First Name • Student Middle Name • Student Last Name • Student Date of Birth • Student School Email Address • Student Projected High School Graduation Year

		<ul style="list-style-type: none"> • Student Gender • Student Ethnicity • Student Physical Address • Student Mailing Address (if different) • Student TSDS • Student School ID • Student Free/Reduced Lunch Status • Student Citizenship (Country) • Parent/Guardian Name • Parent/Guardian Email Address • Parent/Guardian Phone Number <p>In order for Tarleton Today to identify students who qualify for the reduced course enrollment fee, Tarleton Today must obtain Student State IDs. Based on the Student State IDs, the Texas Education Agency (TEA) provides Tarleton Today with students' Economic Disadvantage Status.</p> <ul style="list-style-type: none"> • TEA-assigned TX-UNIQUE-STUDENT-ID (Student Unique ID)
DISTRICT_ABBREVIATION	May 2026 – July 2027	<p>In order for Tarleton Today to engage in ongoing learning about student experiences, high school grades are exchanged.</p> <ul style="list-style-type: none"> • High school grade in Tarleton Today course, semester 1 • High school grade in Tarleton Today course, semester 2 • High school grade in Tarleton Today course, cumulative

2. Data protection

All data will be exchanged using secure systems and in an encrypted, password-protected electronic format by DISTRICT_ABBREVIATION and Tarleton Today.

Tarleton Today endeavors that in all reports, electronic or otherwise, derived from information made available under this Data Sharing Agreement, all data shall be aggregated in such a way that no individual will be identified directly or by deduction. Tarleton Today further endeavors that the data elements will not be released to a third party without written parental or student (as applicable) consent.

While in possession of this data, both Parties shall permit access only to employees and contractors authorized to assist in the implementation or evaluation of Tarleton Today or other Tarleton program to have access to the data. Both Parties agree to store the data in an encrypted format, in a secure area and to prevent unauthorized access.

3. Information shared with TEA and THECB

- Share rosters of individual students, including student state ID (TSDS), for all students enrolled in a Tarleton Today course at fall or spring enrollment to determine student eligibility for reduced course fee, AND
- Share rosters of individual students, including student state ID (TSDS), for students who complete a Tarleton Today course for the purpose of calculating state accountability and other required state performance reporting and metrics.

Exhibit C
COURSE SPECIFIC REQUIREMENTS

Course	Requirements
College Algebra, Precalculus, Elementary Statistical Methods	<ul style="list-style-type: none"> • Graphing calculators or access to Desmos
Agronomy	<ul style="list-style-type: none"> • Basic Soil Testing Kit • pH meter • Soil Probe • Access to a variety of soil samples to test, identify, use with textural triangle, and send off for official analysis • Hand magnifiers • Access to microscopes • Ability to make slides and/or have access to a slide set that includes plant tissues, specialized plant cells, samples of cells from roots, leaves, stems, flower parts, etc. • Ability to test and observe different nutrient deficiencies • Access to seed for evaluation, identification, and germination testing
General Animal Science Laboratory	<ul style="list-style-type: none"> • Access to at least two livestock species (e.g., cattle, horses, sheep, goats, pigs, rabbits, poultry) • 10 gummy bears per student • 1 plastic knife per student • Paper plates • Napkins • Tape • Scissors • 1 kitchen sponge per group • 3 small funnels per group • 3 large diameter drinking straws per group • 1 small plastic water bottle per group • 1 rubber glove per group • 1 cotton ball per group • 1 small safety pin per group • Masking tape • Waterproof tape • Strong tape • Small bucket for water • 5 oz plastic cups • Milk powder • Corn starch • Betadine antiseptic solution • Water pitcher • Popsicle sticks • Sharpies • Labels • Paper towels

Music Appreciation	<ul style="list-style-type: none"> • Headphones for assessments • Attend two concerts/performances
Intro to the Teaching Profession and Intro to Special Populations	<ul style="list-style-type: none"> • 16 field experience hours over at least six site visits
Anatomy & Physiology	<p>Models from Ward's Science: Sexless Teaching Torso Somso Full-Figure Muscular Human Anatomy Model Heart of America Model Respiratory System and Heart 3B Scientific Introductory Circulatory System Somso Skin Model Female Disarticulated Skeleton 3B Scientific Rod Mount Skeleton Ward's Bone Structure Model 3B Scientific MICROanatomy Bone Structure Model Elsco Skull Model 3B Scientific Half-Head with Musculature Elsco Brain with Arteries Somso Kidney Structures Model Somso Ovary Model 3B Scientific Pelvic Relief Models- Male 3B Scientific Pelvic Relief Models- Female 3B Scientific Introductory Eye in Orbit Model 3B Scientific Ear Model</p> <p>Dissection Specimen (recommend one specimen for every 3-5 students): 9"-11" Single Fetal Pig Sheep eye Sheep Brains with Dura Sheep Heart- Uncut Student Dissecting set Dissecting Tray with Wax</p> <p>Microscope Slides: Ward's Science: Giant Multipolar Motor Neurons Artery & Vein Ovary (mammalian) Mature Follicles Muscle (mammalian) 3 Types Meissner's Corpuscle Adult Scalp, Unpigmented, Lung, Pseudostratified, Ciliated, Columnar, Epithelium Kidney (Mammal) Elastic Cartilage (Rabbit) Reticular tissue Areolar Stomach (fundic region) Pituitary Gland</p>

	<p>Lymph node (mammal) Thyroid and Parathyroid Triarch Incorporated: Human Blood, Bone Human Ground CS Bone Decalcified CS LS Testis Spermatogenesis Mitosis Slide Whitefish Blastodisc Jejunum Squamous Epithelium Adrenal Gland Pancreas (Islands of Langerhans)</p>
<p>College Chemistry I (for class of 32 working in pairs):</p>	<p>Lab Equipment:</p> <ul style="list-style-type: none"> Safety Splash Goggles (32) 50 mL graduated cylinder (16) 50 mL beaker (32) 100 mL beaker (16) Analytical balance (at least 4 or more) Glass stirring rod (32) 25 mL volumetric flask (16) Vernier Caliper (16) Alcohol-based thermometer (32) ruler (16) funnel 70 mm (16) large ice bucket (8) scissors (16) hot hands (32) 150 mL beakers (32) Ring stand (32) funnel support or ring support (32) Spatulas (32) burette (32) burette clamp (32) 125 mL Erlenmeyer Flasks (48) 250 mL Erlenmeyer flasks (32) Wash/water bottle (32) Molecular model kit (instructor) Lcontains trigonal planar central atom 600 mL beakers (32) 100 mL Graduated cylinder (32) 500 mL graduated cylinder (32) size 5 one-holed rubber stopper (16) size 6 – one-holed rubber stopper (16) hot plate (16) Droppers (32) Pennies (32)

	<p>10 mL graduated cylinder (32) 400 mL beakers (32) Borosilicate glass test tubes 25 x 150 mm heat resistant (32) Chemicals (amount needed for entire course): DI water readily available (distilled water as sub) Sand (200 g+) sodium chloride (400 g+) Benzoic acid (200 g+) iron filings (100g +) Specific gravity metal cylinders 4 different if possible Cu, Zn, Al, Steel (8 of each) aluminum pellets (500 g+) Magnet bars 32 zinc sulfate heptahydrate (200 g+) potassium carbonate (200g+) Sodium carbonate (200 g+) magnesium sulfate heptahydrate (200 g+) calcium chloride dihydrate (200 g+) Phenolphthalein indicator dry potassium hydrogen phthalate (KHP) (200 g+) Sodium hydroxide (200 g+) store bought vinegar (1 gallon) citric acid (100 g+) boiling chips (1 container) isopropanol (100 mL) ethanol (100 mL) ethanol (100 mL) acetone (100 mL) hexane (1600 mL) 1.00 M Hydrochloric acid (1000 mL) 1.00 M sodium hydroxide (1000 mL) ammonium nitrate anhydrous (200 g+) magnesium sulfate anhydrous (200 g+) steel shot (500 g) Zinc mossy (500 g) Consumables (for entire course): aluminum foil (one roll) nitrile gloves (as needed) 12.5 cm filter paper (needed for two experiments) weighing boat (as needed) paper towels (as needed) lighter (2) crushed ice (as needed)</p>
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	plastic wrap (1 roll) weighing paper (2 boxes) white paper (1 ream) plastic cup/coffee cup (32) 1 mL pipets (150 or box) capillary tubes (32 or 2 tubes for stock) balloons (32) Styrofoam coffee cups (64) handmade cardboard lid for Styrofoam cups (16)
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2026-2027 Course Codes and PEIMS Associations

Tarleton Course	Course Code/Credit Hours	Prerequisites	PEIMS Code Association
Accounting I – Financial	ACCT 2301 Field of Study	Algebra II or concurrent enrollment in Algebra II	Accounting I 13016600
Introductory Agricultural Economics	AGEC 2317 3 credit hours Social & Behavioral Science Core	None	Agribusiness Management and Marketing 13000900
Agronomy	AGRI 1307 (Lecture) 3 credit hours Field of Study AGRI 1107 (Laboratory) 1 credit hour	Biology AND Chemistry Or Integrated Physics Algebra I Geometry Horticultural Science or Greenhouse Operation and Production or Floral Design	Advanced Plant and Soil Science 13002100
General Animal Science	ANSC 1319 (Lecture) 3 credit hours Life and Physical Sciences Core ANSC 1119 (Laboratory) 1 credit hour	Biology AND Chemistry Or Integrated Physics Algebra I Geometry Small Animal Management Or Equine Science Or Livestock Production	Advanced Animal Science 13000700
Business Computer Applications	BCIS 1305 3 credit hours Field of Study	None	Business Information Management I 13011400
Anatomy & Physiology I	BIOL 2401 4 credit hours Life and Physical Sciences Core	Biology Chemistry, IPC, or Physics	Anatomy and Physiology 13020600

Tarleton Course	Course Code/Credit Hours	Prerequisites	PEIMS Code Association
Business Principles	BUSI 1301 3 credit hours Field of Study	None	Principles of Business, Marketing, and Finance 13011200
Personal Finance (1 semester)	BUSI 1307 3 credit hours Social & Behavioral Science Core	None	Personal Financial Literacy and Economics 03380083
Business Law I	BUSI 2301 3 credit hours Field of Study	None	Business Law 13011700
College Chemistry I	CHEM 1311 (Lecture) 3 credit hours Life and Physical Sciences Core CHEM 1111 (Laboratory) 1 credit hour	Concurrent enrollment in Algebra II One High School Science Credit	Chemistry 03040000
Public Speaking	COMM 1315 3 credit hours	None	Public Speaking I 03240900 OR Communication Applications 0321400 AND College Readiness and Study Skills 03270100
Composition I	ENGL 1301 3 credit hours	English II	English III 03220300

Tarleton Course	Course Code/Credit Hours	Prerequisites	PEIMS Code Association
	Component Area Core		
Composition I American Literature	ENGL 1301 (fall) 3 credit hours Communication Core ENGL 2326 (spring) 3 credit hours Language, Philosophy, and Culture Core	English II	English III 03220300
Composition II Intro to Creative Writing	ENGL 1302 (fall) 3 credit hours Communications Core ENGL 2307 (spring) 3 credit hours Creative Arts Core	English III	English IV 03220400
Composition II British Literature	ENGL 1302 (fall) 3 credit hours Communication Core ENGL 2321 (spring, optional) 3 credit hours Language, Philosophy, and Culture Core	English III	English IV 03220400

Tarleton Course	Course Code/Credit Hours	Prerequisites	PEIMS Code Association
Intro to the Teaching Profession	EDUC 1301 3 credit hours Field of Study		Principles of Education and Training 13014200 OR Instructional Practices 13014400
Intro to Special Pops and Adapting Instruction to Today's Learners	EDUC 2301 (fall) 3 credit hours Field of Study EDUC 2330 (spring) 3 credit hours Field of Study	At least one credit in the education and training career cluster (Principles of Education and Training, Human Growth and Development, or Child Development)	Instructional Practices 13014400 OR Practicum in Education and Training 13014500
Federal Government (1 semester)	GOVT 2305 3 credit hours Government and Political Science Core	None	United States Government 03330100
US History I/ US History II	HIST 1301 (fall) 3 credit hours American History Core HIST 1302 (spring) 3 credit hours American History Core	None	US History Studies since 1877 033401100
US History II	HIST 1302 3 credit hours American History Core	None	US History Studies since 1877 033401100

Tarleton Course	Course Code/Credit Hours	Prerequisites	PEIMS Code Association
Horticulture	HORT 1301 3 credit hours Field of Study	None	Horticultural Science 13002000
Foundations of Leadership	LDRS 1301 3 credit hours	None	Student Leadership N1290010
College Algebra	MATH 1314 3 credit hours Mathematics Core	Algebra I Recommended: Geometry	Algebra II 03100600 Independent Study in Mathematics 03102500
Elementary Statistics	MATH 1342 3 credit hours Mathematics Core	Algebra II	Statistics 03102530 Independent Study in Mathematics 03102500 Statistics and Business Decision Making 13016900
Precalculus	MATH 2412 4 credit hours (Lecture/Laboratory) Mathematics Core	Geometry Algebra II	Precalculus 03101100 Independent Study in Mathematics 03102500
Music Appreciation	MUSI 1306 3 credit hours Creative Arts Core	None	Music Studies- Music Appreciation I 03155600

Tarleton Course	Course Code/Credit Hours	Prerequisites	PEIMS Code Association
General Psychology (1 semester)	PSYC 2301 3 credit hours Social & Behavioral Sciences Core	None	Psychology 03350100



Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address

Lamar State College Orange and Coupland Independent School District Dual Enrollment Agreement 2026-2031

This dual enrollment agreement is made by and between Lamar State College Orange (LSCO) and the Coupland Independent School District (ISD)/School Name (herein referred to as School). The purpose of this Agreement is to allow eligible high school students to enroll in college courses from Lamar State College Orange (LSCO) and receive credit for courses from their respective School and LSCO. The following terms and conditions shall govern the eligibility and enrollment of the students, and the administration of the high school and college courses offered via dual enrollment, effective August 1, 2026, or upon the date of the execution of this agreement.

I. General Information.

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

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

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

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

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

Collaboration and Outreach Efforts to Inform Students and Parents

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

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

II. Eligible Courses.

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

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

III. Student Eligibility.

1. Technical Course(s): Students applying for Dual Enrollment course(s) intending to pursue a Level 1 Certificate are not required to be TSI complete. However, students will be required to meet TSI requirements for applicable degree changes or courses that require satisfactory scores on the TSI.
2. TSI score requirements in the tables below are subject to change. TSI score requirements are based on the current THECB guidelines.

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

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

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

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

IV. Admissions, Advising, and Registration.

A. Advising Sessions.

1. LSCO personnel will provide the School Administrator and counselors with necessary information concerning the dual enrollment course(s) for scheduling and registration of students.
 2. LSCO personnel and School counselors will assist students in selecting courses that will satisfy applicable high school and college requirements for the student's intended program.
 - a. LSCO and the School have identified resources from the Texas Education Agency, including items like *Endorsements Frequently Asked Questions* and *TEA Graduation Toolkit, Endorsement – Choices* to assist students and their families in selecting endorsements offered by the School and College.
 - b. LSCO will host informational sessions on the School campus for students and parents that explain how to select dual credit courses that will satisfy both their high school requirement and college requirements.
 - c. LSCO will provide the Dual Credit Pathways Handbook to students and parents that provides a detailed crosswalk of 17 suggested pathways that span 9 different career clusters and 13 programs of study. The crosswalks within this guide are aligned with TEA's Program of Study.
- B. LSCO and the School agree to review eligible programs under each endorsement specified in Texas Education Code 28.025 (c-1). The review will evaluate the postsecondary pathways

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

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

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

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

V. Course Curriculum, Instruction, and Grading.

A. Curriculum.

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

B. Curriculum Alignment.

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

C. Instruction.

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

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

D. Grading.

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

E. Physical and Cyber Security.

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

VI. Transcription of Credit.

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

VII. Dual Enrollment Program Policies.

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

VIII. Student Composition of Class

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

IX. Faculty Selection, Supervision, and Evaluation.

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

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

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

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

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

B. Faculty Background Screening.

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

C. Faculty Evaluation.

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

X. Academic Policies and Student Support Services.

A. Students with Disabilities.

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

B. Confidentiality.

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

C. Attendance.

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

D. Suspension Policy.

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

E. Student Issues and Complaints.

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

F. Student Support Services

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

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

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

XI. Funding.

A. Tuition.

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

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

Table 1: Tuition and Fees

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

XII. Textbooks and Instructional Supplies.

A. Responsibility of School:

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

B. Responsibility of LSCO:

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

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

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

XIII. Financial Aid for Swift Transfer (FAST).

A. Responsibilities of the School:

1. Provide the LSCO dual credit contact person with a list of the students who meet federal qualifications for free and reduced lunches using the template provided by LSCO, by the deadline (usually the beginning of August and January).

¹Cost per semester credit hour per student.

²Faculty member paid stipend by LSCO

³Faculty member paid by LSCO

2. Provide the **TSDS ID** for each student and the social security number if available so the reported students can be matched against TEA and Texas Higher Education Coordinating Board databases. ***Students who do not match the TEA and THECB databases and are not eligible for FAST will be expected to pay the outstanding charges on or before the end of the semester.*
3. Provide an alternative means of payment if the School reports a student as eligible via the free and reduced lunch report who is not eligible. This may be done by passing the cost to the student or covering the cost as a district.

B. Responsibilities of LSCO:

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

XIV. Termination and renewal of this memorandum of agreement.

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

XV. Amendments to this Agreement.

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

XVI. Posting of this Agreement.

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

XVII. Contacts.

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

Alicia Lloyd, Dean of Dual Credit Partnerships

Date

Insert Name, Superintendent/Role
Insert Name School

Date

Appendix A
LSCO Dual Credit Proctoring Center Agreement

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

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

Proctor Responsibilities

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

School District: _____

Proctor's name and title: _____

Proctor Telephone number: _____

Proctoring Location: _____

Proctor Email: _____

Proctor Signature _____

Date: _____

Appendix B

Off Campus Instructional Site Information

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

Name of Campus / Building: _____

Address: _____

Intended date of implementation: _____

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

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

Total high school enrolled students: _____

Total Number/Percentage of special education students: _____

Total Number/Percentage of economically disadvantaged students: _____

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

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

Classroom(s) to be used in program:

- Dimensions _____

- Capacity (students) _____

Lab(s) to be used in program:

- Dimensions _____

- Capacity (students) _____

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

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

Appendix C

Off-Campus Instructional Site Information Technology Review Procedure

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

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

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

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

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

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

I. Personal Computers

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

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

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

What is the minimum OS version?

What is the method of applying updates?

What anti-virus program(s) are installed?

How is the anti-virus program managed?

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

Are the computers joined to an Active Directory domain?

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

Who manages the desktop PC's?

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

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

II. Bring Your Own Device (BYOD)

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

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

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

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

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

III. Software

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

What productivity applications are installed?

What browsers are installed?

What PDF viewing or editing software is installed?

IV. Local Area Network (LAN)

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

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

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

How is network traffic segmented?

Is the LAN monitored for capacity utilization?

Who manages the LAN?

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

How is access controlled?

Is there documentation of request and approval of access?

Is there a periodic refresh cycle for replacing network equipment?

V. Wireless (Wi-Fi)

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

Is there student access to Wi-Fi on campus?

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

What is the authentication method for Wi-Fi?

VI. Wide Area Network (WAN)

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

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

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

How is the campus/network connected to the internet?

What is the connection speed?

Who is the internet service provider for commodity Internet?

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

Is there a secondary/failover Internet connection?

Is the WAN monitored for capacity utilization?

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

Who manages the firewall ruleset?

VII. Identity and Access Management

Answer these questions about computer or network access account management.

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

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

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

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

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

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

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

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

Is it done using an automated or manual process?

Are employee accounts created using an automated or manual process?

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

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

Is use of elevated privilege accounts logged and monitored?

VIII. Compliance

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

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

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

Who is the district cybersecurity coordinator?

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

Is there annual security awareness training for employees?

Is there training for employees handling confidential or regulated information?

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

Name of School	
Questionnaire Completed by	
Phone	
Email	
Date completed	

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



Lamar State College
Orange

A DUAL CREDIT PARTNERSHIP THAT WORKS



CREDENTIAL YOUR FACULTY

LSCO helps your high school instructors become credentialed to teach dual credit courses directly on your campus.



COST EFFECTIVE EDUCATION

Embedded Technical Courses: \$0 tuition
All Other Courses: \$45 / SCH when taught by LSCO faculty or credentialed instructors.



ACADEMIC AND CAREER OPTIONS

From core academics to CTE pathways, LSCO brings college-level opportunities to your students where they are.



PROVEN EXPERIENCE STATEWIDE

We proudly partner with districts of all sizes across Texas with flexible, high-quality solutions to meet your needs.



ABOUT LSCO

Lamar State College Orange is a two-year, state-supported institution located on the banks of the Sabine River in Orange, Texas. As part of the Texas State University System, LSCO partners with high schools across the state to expand access to affordable, high-quality college courses. With more than 3,600 students and a wide range of academic, technical, and workforce programs, LSCO is committed to helping students take their first step toward a brighter future while still completing high school coursework.

WHAT OUR PARTNERS SAY

"I LOVE LSCO and the staff! They are always there to help, and have been for many years. Our partnership is genuine and meaningful to our district and our students." – Buna ISD

"The experience with LSCO faculty, staff, and administration has been nothing short of excellent; they are approachable, supportive, and genuinely invested in helping students succeed."
– Lumberton ISD

START A PARTNERSHIP
WITH LSCO TODAY

CONTACT US
dualcredit@lSCO.edu
(409) 882-3955





DEGREES & PROGRAMS



ARTS & HUMANITIES PATHWAY

Communication

- Communication
- Audio / Video Technology* (Spring 2026)
- Graphic Design* (Spring 2026)

Liberal Arts

- General Studies

Sociology



BUSINESS PATHWAY

Accounting Services

Agribusiness

Banking & Financial Services

Business

- Customer Service
- Entrepreneurship
- Business Administration

Insurance Services



HEALTH PROFESSIONS PATHWAY

Dental Assisting

Emergency Medical Services

Massage Therapy

Pharmacy Technology

Physical Therapy* (Spring 2026)

Nursing

- Phlebotomy
- Medical Assisting Administration* (Spring 2026)
- Vocational Nursing (VN)
- Registered Nursing Transition (VN to RN)
- Associate of Applied Science in Nursing (ADN)



INDUSTRY & TRANSPORTATION PATHWAY

Automotive Technology

Electromechanical Technology

Logistics Management

Maritime, Ordinary Seaman

Industrial Systems Technology

- Instrumentation
- Process Technology
- Safety, Health and Environmental
- Commercial Truck Driving (CDL)



PUBLIC SERVICE PATHWAY

Barber Management

Cosmetology Operator Management

Court Reporting

Criminal Justice

- Criminal & Forensic Science
- Criminal Justice

Hospitality

- Culinary Arts Management* (Spring 2026)
- Hospitality Management* (Spring 2026)

Real Estate

Teaching Preparation

SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS PATHWAY

Animal Science

Computer Information Systems

Computer Science

Information Technology

- CISCO Networking / Cybersecurity Technician
- Data Analytics* (Spring 2026)
- Cybersecurity
- Networking Specialist
- Software Development
- IT Support Specialist

Science

- Environmental Science
- Natural Science
- Pre-Engineering
- Pre-Professional Health Science

TRADES & MANUFACTURING PATHWAY

Building Construction Technology

Construction Management

Electrical Technology

Fabrication, Pipefitting & Welding

Heating, Ventilation & Air Conditioning (HVAC)

Machine Shop Management* (Spring 2026)

Plumbing Technology



*Pending SACSCOC Accreditation Approval



Board of Trustees

Date of Meeting

Item Type

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

Attachments	
-------------	--

Contact Person

E-Mail Address



Board of Trustees

Date of Meeting	
Item Type	

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

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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You can download a copy of this quote during checkout.

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Quote No.	3000198043351.1	Phone	(737) 787-7782
Total	\$21,407.12	Email	Avery.Doss@dell.com
Customer #	5449971	Billing To	MARIO PENA
Quoted On	Jan. 12, 2026		COUPLAND ISD
Expires by	Jan. 26, 2026		620 S COMMERCE ST BLDG 2
Contract Name	State of Texas Department of Information Resources (TX DIR)		COUPLAND, TX 78615-5139
Contract Code	C000001269299		
Customer Agreement #	DIR-CPO-5792		
Deal ID	30516944		

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Regards,
Avery Doss

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Shipping To	Shipping Method
MARIO PENA COUPLAND ISD 620 S COMMERCE ST BLDG 2 COUPLAND, TX 78615-5139 (737) 980-8402	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Pro 24 Plus Monitor - P2425H	\$149.99	13	\$1,949.87
Dell Pro Slim QCS1250	\$829.59	4	\$3,318.36
Dell Pro Keyboard and Mouse - KM5221W - US English - Black	\$37.68	4	\$150.72

Dell Pro 14 PC14250	\$1,036.88	15	\$15,553.20
Dell Pro Dock - WD25	\$144.99	3	\$434.97
			<hr/>
	Subtotal:		\$21,407.12
	Shipping:		\$0.00
	Non-Taxable Amount:		\$21,407.12
	Taxable Amount:		\$0.00
	Estimated Tax:		\$0.00
			<hr/>
	Total:		\$21,407.12

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Shipping Group Details

Shipping To

MARIO PENA
 COUPLAND ISD
 620 S COMMERCE ST
 BLDG 2
 COUPLAND, TX 78615-5139
 (737) 980-8402

Shipping Method

Standard Delivery

Dell Pro 24 Plus Monitor - P2425H

Estimated delivery if purchased today:
 Jan. 15, 2026
 Contract # C000001269299
 Customer Agreement # DIR-CPO-5792

Unit Price	Quantity	Subtotal
\$149.99	13	\$1,949.87

Description

SKU

Unit Price

Quantity

Subtotal

Dell Pro 24 Plus Monitor - P2425H	210-BMGH	-	13	-
Dell Limited Hardware Warranty	814-5380	-	13	-
Advanced Exchange Service, 3 Years	814-5381	-	13	-

Unit Price	Quantity	Subtotal
\$829.59	4	\$3,318.36

Dell Pro Slim QCS1250

Estimated delivery if purchased today:
 Jan. 15, 2026
 Contract # C000001269299
 Customer Agreement # DIR-CPO-5792

Description

SKU

Unit Price

Quantity

Subtotal

Intel(R) Core(TM) Ultra 5 235 (13 TOPS NPU, 14 cores, up to 5.0GHz)	338-CRZK	-	4	-
Windows 11 Pro	619-BBQD	-	4	-
16GB: 1 x 16GB, DDR5, up to 5600 MT/s, non-ECC	370-BCWX	-	4	-
256GB SSD TLC	400-BSWT	-	4	-
1st M.2 2280 SSD Screw	773-BBBC	-	4	-
Integrated Graphics	490-BKSX	-	4	-
Intel(R) Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth(R) wireless card	555-BLWW	-	4	-
Internal WiFi Antenna	555-BLWZ	-	4	-
WLAN Driver Intel(R) Wi-Fi 6E AX211	555-BLZF	-	4	-
Dell Pro Slim chassis with 180W PSU	329-BKQH	-	4	-
No Keyboard Selected	580-BCTF	-	4	-
No Mouse Selected	570-BBKQ	-	4	-
ENERGY STAR Qualified	387-BBLW	-	4	-
System Power Cord C13 (Philippine/TH/US)	450-AAOJ	-	4	-
Documentation	340-DNBV	-	4	-
Watch Dog SRV	379-BFYR	-	4	-
Quick Start Guide	340-DTTW	-	4	-
US/Canada Battery Warning Label	389-FKHG	-	4	-
Print on Demand Label	389-BDQH	-	4	-

Trusted Platform Module (Discrete TPM Enabled)	329-BBJL	-	4	-
Shipping Material (DAO)	340-DTSR	-	4	-
Shipping Label	389-BBUU	-	4	-
FSJ Reg label for 180W PSU	389-FJYS	-	4	-
Driver/APP for IRST	658-BFTS	-	4	-
Intel Core Ultra 5 Processor Label	389-FGFR	-	4	-
Desktop BTS/BTP Shipment	800-BBIP	-	4	-
No Hard Drive Bracket	575-BBKX	-	4	-
Intrusion cable switch	461-BBCC	-	4	-
Dell Pro Slim QCS1250	210-BPQZ	-	4	-
No Optical Drive	429-BBCH	-	4	-
CMS Software not included	632-BBBJ	-	4	-
EPEAT Silver with Climate+	379-BDTO	-	4	-
Internal speaker	520-BBKW	-	4	-
No vPro(R) support	631-BCGG	-	4	-
No Additional Add In Cards	382-BBHX	-	4	-
No Additional Network Card Selected (Integrated NIC included)	555-BBJO	-	4	-
No Option Included	340-ACQQ	-	4	-
No Additional Video Ports	492-BCKH	-	4	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	4	-
Fixed Hardware Configuration	998-HQNC	-	4	-
Dell Limited Hardware Warranty Plus Service	716-9303	-	4	-
ProSupport: Next Business Day Onsite, 3 Years	716-9324	-	4	-
ProSupport: 7x24 Technical Support, 3 Years	716-9329	-	4	-
Thank you choosing Dell ProSupport. For tech support, visit //support.dell.com/ProSupport	989-3449	-	4	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	4	-
Dell Pro Slim QCS1250	658-BFWC	-	4	-

	Unit Price	Quantity	Subtotal
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Dell Pro Keyboard and Mouse - KM5221W - US English - Black

Estimated delivery if purchased today:

Jan. 15, 2026

Contract # C000001269299

Customer Agreement # DIR-CPO-5792

	\$37.68	4	\$150.72
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Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Keyboard and Mouse - KM5221W - US English - Black	580-AJIS	-	4	-

	Unit Price	Quantity	Subtotal
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Dell Pro 14 PC14250

Estimated delivery if purchased today:

Jan. 21, 2026

Contract # C000001269299

Customer Agreement # DIR-CPO-5792

	\$1,036.88	15	\$15,553.20
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Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro 14 (PC14250) BTX Base	210-BQHF	-	15	-

Intel(R) Core(TM) Ultra 5 235U vPro(R) (12 TOPS NPU, 12 cores, up to 4.9 GHz)	379-BGGV	-	15	-
Windows 11 Pro	619-BBQD	-	15	-
Platinum silver color, metallic finish	354-BBKF	-	15	-
16 GB: 1 x 16 GB, DDR5, 5600 MT/s (5200 MT/s with Intel Core processors)	370-BCMP	-	15	-
Integrated Intel(R) graphics for Intel(R) Core(TM) Ultra 5 235U vPro(R) processor	338-CSJF	-	15	-
512 GB SSD	400-BSKR	-	15	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	15	-
14", Non-Touch, FHD+, IPS, 300 nits, 45% NTSC, Anti-Glare, FHD+IR Cam	391-BJXK	-	15	-
No Fingerprint Reader, vPro (ARL)	346-BLPM	-	15	-
FHD HDR + IR Camera, Facial Recognition, TNR, Camera Shutter, Microphone	319-BBKH	-	15	-
English US backlit Copilot key keyboard, 79-key	583-BMLQ	-	15	-
Intel vPro Enterprise Management Enabled	631-BCDM	-	15	-
Intel(R) AX211 WLAN Driver	555-BMLY	-	15	-
Intel® Wi-Fi 6E (6 where 6E unavailable) AX211, 2x2, 802.11ax, Bluetooth® 5.3 wireless card	555-BLLQ	-	15	-
3-cell, 55 Wh, ExpressCharge Capable, ExpressCharge Boost Capable	451-BDKX	-	15	-
65W AC adapter, USB Type-C	492-BDTG	-	15	-
E4 Power Cord 1M for US	537-BBDO	-	15	-
Quick Start Guide	340-DTVR	-	15	-
Documentation	340-DNBV	-	15	-
ENERGY STAR Qualified	387-BBLW	-	15	-
Fixed Hardware Configuration	998-HMTH	-	15	-
Dell Pro 14 (PC14250) Min Packaging, 65W, Type-C	340-DVZN	-	15	-
POD Label	389-EDJB	-	15	-
EPEAT Gold with Climate+	379-BDZB	-	15	-
Intel® Rapid Storage Technology Driver	409-BCYT	-	15	-
Intel Core Ultra 5 vPro Processor Label	389-FJMH	-	15	-
Intel(R) Connectivity Performance Suite	640-BBTF	-	15	-
ProSupport Plus: Next Business Day Onsite, 1 Year	714-0178	-	15	-
ProSupport Plus: Next Business Day Onsite, 2 Year Extended	714-0182	-	15	-
ProSupport Plus: Accidental Damage Service, 3 Years	714-0200	-	15	-
ProSupport Plus: Keep Your Hard Drive, 3 Years	714-0201	-	15	-
ProSupport Plus: 7x24 Technical Support, 3 Years	714-0202	-	15	-
Dell Limited Hardware Warranty	714-0313	-	15	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	15	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	15	-
Activate Your Microsoft 365 For A 30 Day Trial	630-ABBT	-	15	-
Dell Additional SW - Dell Pro Laptop	658-BFVB	-	15	-

CrowdStrike Endpoint Protection Pro w Essential Support 1yr 634-CCLG - 15 -

Unit Price	Quantity	Subtotal
\$144.99	3	\$434.97

Dell Pro Dock - WD25

Estimated delivery if purchased today:

Jan. 15, 2026

Contract # C000001269299

Customer Agreement # DIR-CPO-5792

Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Dock - WD25	210-BRPX	-	3	-
Dell Limited Hardware Warranty	718-2029	-	3	-
Advanced Exchange Service 3 Years	718-2030	-	3	-

Subtotal:	\$21,407.12
Shipping:	\$0.00
Estimated Tax:	\$0.00

Total:	\$21,407.12
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Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address

Quotes for Promethean Boards

SHI|GS

Product	Quantity	Price	Shipping	Total	Availability	Grand Total
Active Panel LE 75in	12	\$1,729.71	\$1,494	\$22,250.52	Yes	\$26,554.45
Mounts	12	N/A	N/A	N/A	(Not Quoted)	
Software Licence	12	N/A	N/A	N/A	(Not Quoted)	
Pomethean Cart	10	\$382.62	\$477.73	\$4,303.93	Unable to fulfil due to low stock	

CDWG

Product	Quantity	Price	Shipping	Total	Availability	Grand Total
Active Panel LE 75in	12	\$1,500.00	\$0	\$18,000.00	Yes	\$23,520.00
Mounts	12	\$55.00	\$0	\$550.00	Yes	
Software License	12	\$60	\$0	\$720	Yes	
Promethan Cart	10	\$425.00	\$0	\$4,250.00	Yes	

Barcom

Product	Quantity	Price	Shipping	Total	Availability	Grand Total
Active Panel 75in	12	\$2,532.74	\$0	\$30,392.88	Yes	\$44,669.39
Wall Mounts	2	\$736.55	\$0	\$1,473.10	Yes	
ActivePanel Wallmount2	12	\$65.71		\$789	Yes	
Software License	12	Included	\$0	\$0	Yes	
Misc. Materials	1	\$199.99	\$0	\$199.99	Yes	
Promethan Cart	10	\$1,181.49		\$11,814.90	Yes	



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

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

MARIO PENA,

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

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

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PRSF085	12/3/2025	LE	7191847	\$18,830.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Promethean Wall Mount Bracket for ActivPanel Interactive Display Mfg. Part#: AP-WALLMNT-2 UNSPSC: 31162313 Contract: MARKET	2	5583116	\$55.00	\$110.00
Promethean ActivPanel LE 75" LED-backlit LCD display - 4K - for interactive Mfg. Part#: APLE-75-NA-1 Contract: MARKET	12	8393854	\$1,500.00	\$18,000.00
Promethean ActivCare Plus On-Site Support - extended service agreement - 5 Mfg. Part#: APM5YROSS UNSPSC: 81111811 Electronic distribution - NO MEDIA Contract: MARKET	12	5110463	\$60.00	\$720.00

SUBTOTAL	\$18,830.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$18,830.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: COUPLAND ISD ACCOUNTS PAYABL 620 S COMMERCE ST COUPLAND, TX 78615-5022 Phone: (512) 856-2422 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: COUPLAND ISD MARIO PENA 620 S COMMERCE ST COUPLAND, TX 78615-5022 Phone: (512) 856-2422 Shipping Method: DROP SHIP-GROUND

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Max Jones | (866) 292-3793 | maxjone@cdwg.com

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Support



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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager.

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

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

MARIO PENA,

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

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

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PSJM048	1/6/2026	PSJM048	7191847	\$4,800.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Promethean cart - fixed-height - for interactive flat panel - mobile stand Mfg. Part#: AP-FSM-WH Contract: TIPS 230105 Tech Solutions, Products, and Services (230105)	10	8229861	\$425.00	\$4,250.00
Promethean Wall Mount Bracket for ActivPanel Interactive Display Mfg. Part#: AP-WALLMNT-2 UNSPSC: 31162313 Contract: TIPS 230105 Tech Solutions, Products, and Services (230105)	10	5583116	\$55.00	\$550.00

SUBTOTAL	\$4,800.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$4,800.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: COUPLAND ISD ACCOUNTS PAYABL 620 S COMMERCE ST COUPLAND, TX 78615-5022 Phone: (512) 856-2422 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: COUPLAND ISD MARIO PENA 620 S COMMERCE ST COUPLAND, TX 78615-5022 Phone: (512) 856-2422 Shipping Method: DROP SHIP-GROUND
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Max Jones | (866) 292-3793 | maxjone@cdwg.com

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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Board of Trustees

Date of Meeting
Item Type

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

Attachments	
-------------	--

Contact Person E-Mail Address

Quotes for Chromebooks

SHI GS						
Product	Quantity	Price	Shipping	Total	Availability	Grand Total
Chromebook 3120	30	\$346.51	\$0	\$10,395.30	Yes	\$13,587.30
3 Year Warranty	30	\$74.40	\$0	\$2,232.00		
Google Education License	30	\$32.00	\$0	\$960.00		
0 Touch Deployment	30	N/A			Not Offered	

Dell						
Product	Quantity	Price	Shipping	Total	Availability	Grand Total
Chromebook 3120	30	\$358.95	\$0	\$10,768.50	Yes	\$10,768.50
3 Year Warranty	30	\$0.00		Included	Yes	
Google Education License	30	\$0		Included	Yes	
0 Touch Deployment	30	\$0.00		Included	Yes	

CDWG						
Product	Quantity	Price	Shipping	Total	Availability	Grand Total
Chromebook 3120	30	\$265.00		\$7,950.00	Yes	\$10,710.00
3 Year Warranty	30	\$60.00		\$1,800.00	Yes	
Google Education License	30	\$32.00		\$960	Yes	
0 Touch Deployment	30	N/A			Not Offered	

I recommend going with Dell because we would deal with them directly for warranty and they include the "0 touch deployment" option, meaning that the devices come ready to be deployed.

Mario I. Peña
 Technology Coordinator
 Coupland ISD



Your quote is ready for purchase.

Complete the purchase of your personalized quote through our secure online checkout before the quote expires on **Jan. 20, 2026**.

You can download a copy of this quote during checkout.

[Place your order](#)

Quote Name:	Dell Chromebook 3120	Sales Rep	Avery Doss
Quote No.	3000197875404.1	Phone	(737) 787-7782
Total	\$10,768.50	Email	Avery.Doss@dell.com
Customer #	5449971	Billing To	PAUL BRINKMAN
Quoted On	Jan. 06, 2026		COUPLAND ISD
Expires by	Jan. 20, 2026		620 S COMMERCE ST
Contract Name	State of Texas Department of Information Resources (TX DIR)		BLDG 2
Contract Code	C000001269299		COUPLAND, TX 78615-5139
Customer Agreement #	DIR-CPO-5792		
Deal ID	30516944		

Message from your Sales Rep

Please contact Avery Doss, your Small Business Advisor, by email or phone if you have any questions or when you're ready to place an order. New phone number (737) 787-7782 Email: Avery.Doss@dell.com Thank you for shopping with Dell!

Regards,
Avery Doss


Shipping Group

Shipping To	Shipping Method
PAUL BRINKMAN COUPLAND ISD 620 S COMMERCE ST COUPLAND, TX 78615-5022 (512) 919-5209	Standard Delivery

Product	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	\$358.95	30	\$10,768.50

Subtotal:	\$10,768.50
Shipping:	\$0.00
Non-Taxable Amount:	\$10,768.50
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$10,768.50
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Shipping Group Details

Shipping To

PAUL BRINKMAN
COUPLAND ISD
620 S COMMERCE ST
COUPLAND, TX 78615-5022
(512) 919-5209

Shipping Method

Standard Delivery

		Unit Price	Quantity	Subtotal
Dell Chromebook 3120		\$358.95	30	\$10,768.50
Estimated delivery if purchased today: Feb. 10, 2026 Contract # C000001269299 Customer Agreement # DIR-CPO-5792				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Chromebook 3120	210-BLHG	-	30	-
Intel(R) Processor N100(6MB cache,4 cores,4 threads,up to 3.40 GHz Turbo,4.80W),4GB Memory,64GB EMMC,1 USBC	338-CNJV	-	30	-
4GB 4800MT/s LPDDR5 Non-ECC	370-BCDT	-	30	-
64GB eMMC Hard Drive	400-BNIB	-	30	-
11.6", HD 1366x768, 60Hz, Non-Touch,Anti-Glare, Cam/Mic, WLAN	391-BHWR	-	30	-
Single Pointing Non Backlit, US English	583-BINI	-	30	-
Intel(R) Wi-Fi 6 AX203, 2x2, 802.11ax, MU-MIMO, Bluetooth(R) 5.1 wireless card	555-BLGB	-	30	-
3 Cell, 42Whr	451-BDGL	-	30	-
65W AC adapter, USB Type-C	492-BDTG	-	30	-
E4 Power Cord 1M for US	537-BBDO	-	30	-
Quickstart Guide	340-DMHK	-	30	-
LCD, Clamshell, Non-Touch, RGB	320-BFPQ	-	30	-
Google Zero Touch Enrollment	634-BYQH	-	30	-
Chrome Education Upgrade	634-BYQI	-	30	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	30	-
Fixed Hardware Configuration	998-HGST	-	30	-
Laptop, RGB Camera, 1 Mic, 1 USBC, NonTouch	389-FGWW	-	30	-
System Shipment, Chromebook 3120	340-DRTW	-	30	-
Intel Process N100/N200 CPU Label	389-EFSH	-	30	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	30	-
Bottom Door WLAN	321-BKQD	-	30	-
Palmrest for Clamshell	346-BKXJ	-	30	-
ProSupport Next Business Day Onsite, 1 Year	709-8470	-	30	-
ProSupport Next Business Day Onsite, 2 Years Extended	709-8473	-	30	-
ProSupport 7x24 Technical Support, 3 Years	709-8483	-	30	-
Dell Limited Hardware Warranty Initial Year	709-8890	-	30	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	30	-

Thank you choosing Dell ProSupport. For tech support, visit
[//support.dell.com/ProSupport](https://support.dell.com/ProSupport)

989-3449

-

30

-

Subtotal:	\$10,768.50
Shipping:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$10,768.50

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm.

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.



Board of Trustees

Date of Meeting	
Item Type	

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

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address



Board of Trustees

Date of Meeting	
Item Type	

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

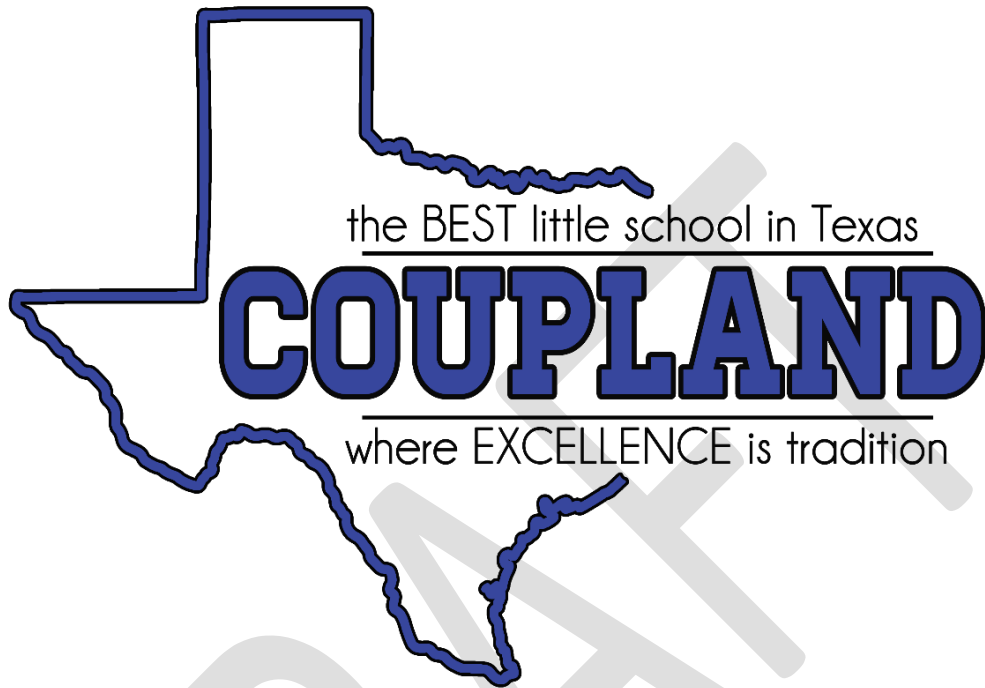
Attachments	
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Coupland I.S.D. Board Operating Procedures

Version 1.06



Coupland I.S.D.

Board Operating Procedures



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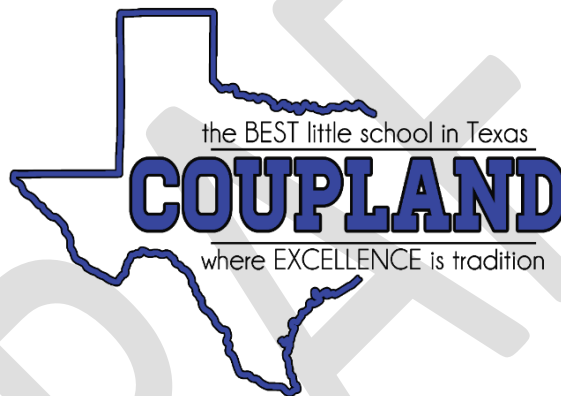
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Introduction

Preamble

It is essential to the smooth and efficient functioning of the District that Board members thoroughly understand and adhere to their proper role which is to govern and oversee the management of the District. Board members may not attempt to exercise individual authority over the District and members' interactions with the Superintendent or staff and must recognize the lack of authority vested in individuals except when explicitly Board authorized. Board members are prohibited from participating in the day to day operations of the school district. The governance framework for Coupland ISD is set forth in Policies BA, BAA, BBB, BBE, BE, BEC, BED, in the Coupland ISD District Policy Book, Coupland ISD Board Code of Conduct and Board Operating Procedures.



Our Mission

In partnership with our families and community, Coupland I.S.D. ensures a safe and respectful environment. Our dedicated and knowledgeable staff motivate students to learn, grow, and achieve personal success. We maintain our tradition of academic excellence and strength of character, upholding the Cowboy Way.

Vision

Coupland I.S.D. instills a foundation of academics and character, empowering all students to achieve excellence.

Beliefs

- Providing an engaging and safe environment where all students have the opportunity to learn and their growth is celebrated.
- Collaborating with families to create a community of support for students.
- Holding high expectations for character and academic excellence.



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Document Purpose

This document will provide procedures that will govern the conduct of the Coupland Board of Trustees. While it is the intent of this document to be a supplement to existing policies, in the case where discrepancies might occur, the District's policies will prevail. The term "Trustee" or "Board Member" may be used interchangeably throughout this document. Both terms are intended to reflect all duties and obligations of the office.

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Board Member Code of Ethics

Equity in attitude

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

Trustworthiness in stewardship

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

Honor in conduct

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

Integrity of character

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

Commitment to service

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

Student centered focus

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



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Board Code of Conduct

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

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



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



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Board Meeting Agenda

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

Regular Meeting Agenda

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

CALL TO ORDER / Establish a Quorum

PLEDGE OF ALLEGIANCE

PRINCIPAL'S REPORT

RECOGNITIONS

SUPERINTENDENT'S REPORT

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

PUBLIC COMMENTS

ACTION ITEMS:

1. CONSENT AGENDA:
 - a. All routine items
 - b. Annual renewals of Region 13, Shared Service Agreements, and TEA matters
 - c. Budget amendments
 - d. Tax refunds over \$500
 - e. Gifts, donations and bequests
 - f. Financial information
 - g. Minutes of Regular and Special Board meetings
 - h. Updates of Board policy
 - i. Routine personnel items
 - j. Routine bid considerations
 - k. Items recommended by the Superintendent
2. Consider approval of additional action items as needed:
 - a. Items on Annual Calendar of Board Agenda
 - b. Goals added to appraisal/goals clarified for appraisal
 - c. Directives to the Superintendent
 - d. Discuss items to be placed on next agenda
 - e. TASB Policy updates



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DISCUSSION ITEMS:

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

EXECUTIVE SESSION:

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

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

- Personnel - hiring of contractual personnel, resignations, contract terminations/non-renewals, issues, etc.
- Superintendent's appraisal, goals, directives, contract, compensation, etc.

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

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

REPORT ITEMS

ADJOURNMENT

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

Special Meetings

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

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

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



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Annual Calendar of Board Agenda Items

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

Month	Action Items	Reports/Information/Discussion Items
September	<ul style="list-style-type: none"> ● Class Size Waivers (if necessary) ● Approval of District/Campus Improvement Plan ● Approve Bastrop & Williamson County Adjunct Faculty Agreements ● Approve Investment Officer(s) 	<ul style="list-style-type: none"> ● Procedures for dismissal of school due to weather conditions ● Beginning School Enrollment Report ● Free & Reduced Lunch Information
October	<ul style="list-style-type: none"> ● Approval of tax roll resolution Williamson County and Travis County Appraisal Districts ● Set Board meeting for canvassing election return (even years only) ● Announcement of Board Continuing Education hours ● Revise/Review HB 3 Goals 	<ul style="list-style-type: none"> ● Staff Appreciation Event Planning ● Plan annual Team of 8 training
November	<ul style="list-style-type: none"> ● Induct new Board members ● Board Reorganization (Officers shall serve two year terms) ● Canvass Ballots for trustee election (Oath of Office) ● HB 3033 Business days ● Public Hearing - FIRST 	<ul style="list-style-type: none"> ● Fall ADA Report ● October special population enrollment: bilingual/ESL students ● Canvas ballots for trustee/special election (special meeting) Oath of Office (Even years only) ● Public Hearing – FIRST Financial Rating Workshop ● Provide new board member(s) with local orientation ● Plan for Superintendent Evaluation and set evaluation date
December	<ul style="list-style-type: none"> ● Review of Board Operating Procedures ● Annual Financial Audit report for Prior Year (PY) 	<ul style="list-style-type: none"> ● Consider budget plan / timeline ● Staff Appreciation Event ● Superintendent delivers self-evaluation and required evaluation reports
January	<ul style="list-style-type: none"> ● Commit Fund Balance ● Public Hearing - TAPR ● Superintendent Annual (Summative) Evaluation ● Superintendent Contract Consideration 	<ul style="list-style-type: none"> ● Superintendent's evaluation form approved if changes needed ● Begin District Goal Setting ● Determine/plan summer projects ● Set Superintendent Goals for the following year



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February	<ul style="list-style-type: none"> ● Adopt School Calendar for next school year ● Approve audit firm for upcoming year ● Determine/plan summer projects 	<ul style="list-style-type: none"> ● Proposed School Calendar ● Discipline Report ● Board Self-Evaluation ● Continue District Goal Setting
March	<ul style="list-style-type: none"> ● Teacher Contract Renewals ● Approve PD Waiver ● Finalize district goals ● Establish district goals ● Approve Summer Work Hours 	<ul style="list-style-type: none"> ● Review of Technology Plan Updates ● Set calendar for end of year activities/graduation ● Board Self-Evaluation
April	<ul style="list-style-type: none"> ● Approve summer projects ● IMA & TEKS Certification ● Board Self-Evaluation ● Review compensation/benefits package 	<ul style="list-style-type: none"> ● ESL & Summer School Plan ● Initial Budget Workshop – School Finance ● Receive Preliminary Values ● Plan Team of 8 training
May	<ul style="list-style-type: none"> ● Bank Depository Bids (every other year) 	<ul style="list-style-type: none"> ● Begin Budget Planning ● Review professional development report ● Review District/Campus Improvement Plan

Month	Action Items	Reports/Information/Discussion Items
June	<ul style="list-style-type: none"> ● Superintendent Annual (Formative) Evaluation ● Superintendent Contract Consideration ● Cafeteria Services Report and Prices for the next year ● Intent to Apply for ESSA/Grant Funds ● MOU for DAEP ● SB401 Review, Consider & Approve – UIL Participation for Homeschool Students ● Security Guard Contract for next SY 	<ul style="list-style-type: none"> ● Budget Workshop – DRAFT 2025-2026 Budget ● Consider new or modified programs for upcoming school year ● Review Employee/Staff Handbook Draft ● Review Student Handbook & Code of Conduct Draft
July	<ul style="list-style-type: none"> ● Approve Code of Conduct ● Approve Employee Handbook ● Order Trustee election and approve contract for election services (Even years only) ● Establish Trustee Election Dates (Even years only) 	<ul style="list-style-type: none"> ● Budget Workshop – Preliminary 2025-2026 Budget ● Consider TASB attendance at TASB Conference in September ● Select TASB Delegate and Alternate ● Receive Certified Values (7/25)



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August	<ul style="list-style-type: none">● Approve Proposed 2025-2026 Budget● Amend budget for previous year● Accept certification of appraisal roll for the certified taxable value● Approval of clubs for extra-curricular absence purposes● Approve district teacher appraisal calendar● Set the Tax Rate (Special Board Meeting)● Budget Hearing (Special Board Meeting)	<ul style="list-style-type: none">● Review Multi-Hazard Emergency Operations Plan
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Developing the Meeting Agenda

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

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

Items that cannot be on the Agenda

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

Use of Consent Agenda

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

Consent items may include:

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



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

Board Meeting Protocol

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

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

Board Member Meeting Conduct

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



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

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

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

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

Board Response to Patrons Addressing the Board

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



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

Voting

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

Meeting Preparation

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

Hearings

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



Coupland I.S.D.

Board Operating Procedures

Version 1.06

Individual Board Member Request for Information or Report

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

Citizen Request / Complaint to Individual Board Members

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

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



Coupland I.S.D.

Board Operating Procedures

Version 1.06

Employee Request / Complaint to Individual Board Members

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

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

Communications

Board / Superintendent Communications

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

Communication among Trustees

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



Coupland I.S.D.

Board Operating Procedures

Version 1.06

Communication with Legal Counsel

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

Communication with the Public

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

Board / District Staff Communication

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

Media Inquiries to the Board or Board Member

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



Coupland I.S.D.

Board Operating Procedures

Version 1.06

Evaluation of the Superintendent

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

Evaluation of the Board

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



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Board Operating Procedures

Version 1.06

Criteria and Procedure for Selecting Board Officers

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

President

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

Vice President

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

Secretary

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

Office Vacancy

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



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Board Operating Procedures

Version 1.06

Criteria for Selecting the Board President and Vice President

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

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

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



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Filling a Vacancy on the Board

If a vacancy occurs on the board, the remaining board members may fill the vacancy by appointment until the next trustee election, or may order a special election to fill the vacancy. If more than one year remains in the term of the position vacated, the vacancy shall be filled not later than the 180th day after the date the vacancy occurs. *Education Code 11.060 LEGAL(BBC)*

Should the board choose to fill the vacancy by appointment, the board shall:

- Ensure that the individual has the required qualification set forth at Election Code 141.001(a) [See also Policy BBA]
- Discuss and approve a "Timeline and Process" for appointing a person to fill an existing vacancy.

Example Timeline

Timeline for Appointing A Board Member to Fill Vacant Position	
9/10/2025	Post Application for Coupland ISD Board of Trustees Vacancy
10/1/2025	Application Deadline
10/2/25 to 10/7/25	Committee Review of Applications
10/8/2025	Notify Applicants Chosen for Consideration
10/14/2025	CISD Board of Trustees Review and Appoint New Board Member
TBD	Newly Appointed Board Member will be Sworn In and Seated

- Consider applicants involvement and attendance at school district events, committees, and functions prior to being appointed to serve as a board trustee.

Role and Authority of Board Members and/or Board Officers

1. Roles and authorities are set by state statute.
2. No Board member or officer has authority outside of the board meeting unless otherwise delegated by the Board.
3. Board members will not individually undertake to observe the performance of employees, including classroom teachers, for the purposes of "evaluating" a teacher's performance.
4. Board members will not reprimand or provide direction to staff. Directives to the Superintendent shall be in the confines of a duly called Board meeting.
5. Board members will not attempt to exert pressure or influence on the staff in order to coerce them into making particular recommendations or decisions.
6. Board members will not individually conduct interviews with prospective employees.
7. Board members will not give unsolicited recommendations for candidates for jobs throughout the district.
8. Board members will not direct personnel to consider vendors other than those recommended through the competitive bidding or proposal process.
9. No Board member shall direct employees in regard to their performance of their duties.
10. Board members as individuals shall not exercise authority over other Board members, the District, or its property.



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Board Operating Procedures

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11. The Board supervises and evaluates the Superintendent.

Role of the Board in Executive (Closed) Session

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



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Required Board Member Training

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

Continuing Education

School board members should attend conferences to stay updated on current educational trends, best practices, new technologies, and emerging challenges in the field, allowing them to make informed decisions that best support student learning within their district while also providing opportunities to network with other educators and learn from their experiences. The Board, or a delegation within the Board, shall attend at least two school board conferences per year.

Key reasons for school board members to attend conferences:

1. Knowledge acquisition: Gaining insight into innovative teaching methods, curriculum development, student assessment strategies, and special education needs to ensure their district is providing high-quality education.
2. Policy development: Understanding the latest research and policy discussions to inform decisions on budget allocation, program implementation, and district-wide initiatives.
3. Networking opportunities: Connecting with other school board members, administrators, teachers, and community leaders to share ideas, best practices, and potential solutions to challenges.
4. Professional development: Enhancing their understanding of complex educational issues, leadership skills, and effective communication strategies.
5. Community awareness: Bringing back knowledge about current trends in education to inform community members and stakeholders about the district's direction.
6. Staying ahead of the curve: Proactively identifying potential issues and opportunities in the educational landscape to ensure their district remains competitive.



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District Goal Setting

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

Board Members as Parents

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

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

Board Members as School Support Organization Members/Officers

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



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

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

Reimbursable Expenses

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

Campaigning for Election or Re-Election

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

Violations and Sanctions

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



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

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

Board Review of Code of Ethics and Board Operating Procedures

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

Procedures for Board Members Visiting Campuses

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



Coupland I.S.D.

Board Operating Procedures

Version 1.06

Document Revision History

Version	Date	Name	Description
1.00	13-Feb-2018	Kandice Samuelson	Initial version approved by the Coupland I.S.D. School Board on 13-Feb-2018. This document will become effective immediately with the exception of the section on Board Members as School Support Organization Members/Officers which will become effective on 01-Jun-2018.
1.01	13-Apr-2018	Kandice Samuelson	Modified Developing the Agenda section item #2 to match updated Policy BE (Local). Deadline for submitting items was changed from third calendar day to seventh calendar day before regular meetings.
1.02	August 3, 2022	Tammy Brinkman	Removed #6 on page 14-no longer legal to do; updated mission statement on page 4
1.03	March 7, 2023	Tammy Brinkman	Updated from BOT meeting in Feb. 2023
1.04	1/16/2025	Dr. Earl Parcell	Revised the district's mission, vision, and beliefs to match the strategic plan. Revised the Annual calendar of Agenda Items. Moved Superintendent Report before Public Comment. Added Continuing Education section.
1.05	9/9/2025	Dr. Earl Parcell	Added Pledge of Allegiance, Recognitions, and Report Items to board Agenda. Also added Consent Agenda In lieu of Monthly Action Items. Revised the Annual calendar of action items.
1.06	1/15/2026	Dr. Earl Parcell	Added board officers will serve two-year terms. Added "Filling a Vacancy on the Board" section.



Board of Trustees

Date of Meeting	
Item Type	

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

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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STATE OF TEXAS COUNTY OF WILLIAMSON

RESOLUTION

The Board of Trustees of the Coupland Independent School District being convened in Regular Meeting Session at its regular meeting place within the boundaries of the Coupland Independent School District on the 15th day of January, 2026, with a quorum present in the persons of:

- Crystal Ward, Board President
- Michael Roepke, Board Vice President
- David Young, Board Secretary
- Susan Schmidt
- Tessa Strider

Trustees being absent: None

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 Coupland Independent School District commit the following additional portions of its General Fund unassigned fund balance for the 2025-2026 fiscal year.

BE IT RESOLVED that \$2,213,854 of the General Fund Balance be designated to the Unassigned Fund Balance to insure an adequate amount of funds are available to pay for four (4) months of general operating expenditures.

BE IT RESOLVED that \$584,000 of the General Fund Balance be committed for future facility construction projects.

BE IT RESOLVED that \$100,000 of the General Fund Balance be committed for emergency repairs and insurance deductibles related to possible large-scale facility damage due to wind, hail., fire, etc.

BE IT RESOLVED that \$185,000 of the General Fund Balance be committed for the purchase of a new school bus.

BE IT RESOLVED that \$130,000 of the General Fund Balance be committed for Capital Improvements needed due to long-term deferred maintenance.

BE IT RESOLVED that \$75,238 of the General Fund Balance be committed for the purchase of a new playground.

BE IT RESOLVED that \$250,000 of the General Fund Balance be committed for future initial expenses for Coupland Junior High and High School.

Crystal Ward, Coupland ISD Board President

Attest:

David Young, Coupland ISD Board Secretary



Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address

2025-2026

Stipends	
Translator/Interpreter stipend	\$1,000
Asst. Coach (per sport)	\$500
Sped (Teachers Only)	\$3,000
Masters (Teachers Only)	\$1,000
Substitute finder	\$1,800
Head Coach (per sport)	\$1,000
Fine Arts	\$1,000
Bus Maintenance	\$1,200
CELL PHONE (\$20/month)	\$240
Foreign Language	\$3,000
Sped Life Skills (High Need) TCHR	\$1,500
Yearbook	\$750
Instructional Coach	\$5,000
GT Coordinator	\$1,000
Academic UIL Stipend (per event)	\$150
Recruiter	\$500
Mentor	\$1,000

2026-27

Eliminate

Eliminate

\$2,000

One for the ISD

Eliminate

Eliminate

Extracurricular Stipends 2026-2027

Stipend	Quantity	Amount	Total
Signing Stipend for CSS Teachers ONLY	12	\$ 5,000	\$ 60,000.00
Athletic Coordinator	1	\$ 5,000	\$ 5,000.00
Band/Choir Director	1	\$ 7,500	\$ 7,500.00
Head Coach FB	1	\$ 5,000	\$ 5,000.00
Head Coach Volleyball	1	\$ 4,500	\$ 4,500.00
Head Coach Basketball - Boys	1	\$ 4,500	\$ 4,500.00
Head Coach Basketball - Girls	1	\$ 4,500	\$ 4,500.00
Head Coach Track	1	\$ 4,500	\$ 4,500.00
Head Coach Powerlifting/SAC	1	\$ 4,500	\$ 4,500.00
Head Coach Cross Country	1	\$ 4,500	\$ 4,500.00
Assistant Track (1 Boy/1 Girl)	2	\$ 2,000	\$ 4,000.00
Assistant FB (1 JH/ 1 HS)	2	\$ 2,000	\$ 4,000.00
Assistant VB (1 JH/ 1 HS)	2	\$ 2,000	\$ 4,000.00
Assistant Basketball Girls (1 JH/ 1 HS)	2	\$ 2,000	\$ 4,000.00
Assistant Basketball Boys (1 JH/ 1 HS)	2	\$ 2,000	\$ 4,000.00
Assistant Cross Country	1	\$ 2,000	\$ 2,000.00
Assistant Powerlifting/SAC	1	\$ 2,000	\$ 2,000.00
Pep/Spirit Sponsor	1	\$ 2,000	\$ 2,000.00
Theater Arts	1	\$ 2,000	\$ 2,000.00
			\$ 132,500.00

Extra Duty Pay

Professional	\$30/Hour
Paraprofessional	\$17/Hour

All Extra Duty Must Be Pre-Approved

	Half Day	Full Day
Certified	\$52.50	\$105
Non-Certified	\$45.00	\$90



Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address

SUPERINTENDENT'S REPORT OF STUDENT ATTENDANCE

LEA-level Data

Campuses: All Campuses

2024 - 2025 Summer Collection, Accepted Submission

LEA: 246914 - COUPLAND ISD

Total Grade Summary

	06	07	08	09	10	11	12	Total
B. Days Membership	7,137.0	4,091.0	5,441.0	0.0	0.0	0.0	0.0	52,023.0
C. Total Days Absent	261.0	137.0	203.0	0.0	0.0	0.0	0.0	2,315.5
D. Total Days Present	6,876.0	3,954.0	5,238.0	0.0	0.0	0.0	0.0	49,707.5
E. Total Ineligible Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0	408.0
F. Total Eligible Days	6,876.0	3,954.0	5,238.0	0.0	0.0	0.0	0.0	49,299.5
G.1 BE - Elig Days Bilingual/ESL	2,484.0	1,648.0	1,659.0	0.0	0.0	0.0	0.0	16,714.0
G.2 D1 - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G.3 D2 (EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
G.4 D2 (Non-EB) - Elig Days Bil Dual Lang	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
H.1 Early Ed Eco Dis Elig Days	X	X	X	X	X	X	X	13,618.0
H.2 Early Ed Lang Elig Days	X	X	X	X	X	X	X	6,528.0
I. Elig Days In Res Fac	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
J. Elig Days Preg Rel Serv	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
K. Elig Days SpecEd main	0.0	170.0	167.0	0.0	0.0	0.0	0.0	1,153.0
L.1 BE - Bil/ESL Refined ADA	14.532	9.643	9.702	0.000	0.000	0.000	0.000	97.787
L.2 D1 - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L.3 D2 (EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
L.4 D2 (Non-EB) - Bil Dual Lang Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
M. Res Fac Refined ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
N. SpecEd Main Refined ADA	0.000	0.994	0.978	0.000	0.000	0.000	0.000	6.756
O.1 Early Ed Eco Dis Refined ADA	X	X	X	X	X	X	X	79.717
O.2 Early Ed Lang Refined ADA	X	X	X	X	X	X	X	38.202
P. Preg Related Serv FTE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.1 Career & Technical Ed FTE - Tier 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
Q.2 Career & Technical Ed FTE - Tier 2	0.000	0.000	2.990	0.000	0.000	0.000	0.000	2.990
Q.3 Career & Technical Ed FTE - Tier 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
R. Special Education FTE	3.108	3.732	2.319	0.000	0.000	0.000	0.000	19.615
S. Regular Program Ref ADA	37.124	19.396	25.323	0.000	0.000	0.000	0.000	265.818
T. Total Refined ADA	40.232	23.128	30.631	0.000	0.000	0.000	0.000	288.422
U. Percent in Attendance	96.343%	96.651%	96.269%	0.000%	0.000%	0.000%	0.000%	95.549%

NOTE: Detail may not add to totals due to rounding.

NOTE 2: The following reports should be reviewed concurrently to verify attendance data: PDM3-130-001, PDM3-130-002 & PDM3-130-004. This report displays the data for SUMR 2024 - 2025 that was accepted by the ESC on 07/22/25 03:51 PM.

A Number of Days Taught 1

	EE	PK	KG	1	2	3	4	5
B Tot Days Membership - All Students	.00	.00	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	.00	2.00	4.00	9.00	6.00	4.00	6.00
D Tot Days Present - All Students (B-C)	.00	.00	24.00	25.00	23.00	25.00	33.00	28.00
E Ineligible Days Present	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	.00	24.00	25.00	23.00	25.00	33.00	28.00
G Refined ADA (F/A)	.00	.00	24.00	25.00	23.00	25.00	33.00	28.00
H Percent Attendance (%)	.00	.00	92.31	86.21	71.88	80.65	89.19	82.35

	6	7	8	9	10	11	12	Total
B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	284.00
C Tot Days Absent - All Students	11.00	4.00	4.00	.00	.00	.00	.00	50.00
D Tot Days Present - All Students (B-C)	18.00	38.00	20.00	.00	.00	.00	.00	234.00
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	0.00
F Tot Eligible Days Present (D-E)	18.00	38.00	20.00	.00	.00	.00	.00	234.00
G Refined ADA (F/A)	18.00	38.00	20.00	.00	.00	.00	.00	234.00
H Percent Attendance (%)	62.07	90.48	83.33	.00	.00	.00	.00	82.39

A Number of Days Taught Campus-Tracks: 101-01 (1), 101-02 (1)

	EE	PK	KG	1	2	3	4	5
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B Tot Days Membership - All Students	.00	17.50	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	4.50	2.00	4.00	9.00	6.00	4.00	6.00
D Tot Days Present - All Students (B-C)	.00	13.00	24.00	25.00	23.00	25.00	33.00	28.00
E Ineligible Days Present	.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	10.00	24.00	25.00	23.00	25.00	33.00	28.00
G Refined ADA (F/A)	.00	10.00	24.00	25.00	23.00	25.00	33.00	28.00
H Percent Attendance (%)	.00	74.29	92.31	86.21	71.88	80.65	89.19	82.35
	6	7	8	9	10	11	12	Total
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B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	301.50
C Tot Days Absent - All Students	11.00	4.00	4.00	.00	.00	.00	.00	54.50
D Tot Days Present - All Students (B-C)	18.00	38.00	20.00	.00	.00	.00	.00	247.00
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	3.00
F Tot Eligible Days Present (D-E)	18.00	38.00	20.00	.00	.00	.00	.00	244.00
G Refined ADA (F/A)	18.00	38.00	20.00	.00	.00	.00	.00	244.00
H Percent Attendance (%)	62.07	90.48	83.33	.00	.00	.00	.00	81.92

A Number of Days Taught 1

	EE	PK	KG	1	2	3	4	5
B Tot Days Membership - All Students	.00	.00	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	.00	3.00	3.00	13.00	6.00	6.00	8.00
D Tot Days Present - All Students (B-C)	.00	.00	23.00	26.00	19.00	25.00	31.00	26.00
E Ineligible Days Present	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	.00	23.00	26.00	19.00	25.00	31.00	26.00
G Refined ADA (F/A)	.00	.00	23.00	26.00	19.00	25.00	31.00	26.00
H Percent Attendance (%)	.00	.00	88.46	89.66	59.38	80.65	83.78	76.47

	6	7	8	9	10	11	12	Total
B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	284.00
C Tot Days Absent - All Students	12.00	10.00	5.00	.00	.00	.00	.00	66.00
D Tot Days Present - All Students (B-C)	17.00	32.00	19.00	.00	.00	.00	.00	218.00
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	0.00
F Tot Eligible Days Present (D-E)	17.00	32.00	19.00	.00	.00	.00	.00	218.00
G Refined ADA (F/A)	17.00	32.00	19.00	.00	.00	.00	.00	218.00
H Percent Attendance (%)	58.62	76.19	79.17	.00	.00	.00	.00	76.76

A Number of Days Taught Campus-Tracks: 101-01 (1), 101-02 (1)

	EE	PK	KG	1	2	3	4	5
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B Tot Days Membership - All Students	.00	17.50	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	4.50	3.00	3.00	13.00	6.00	6.00	8.00
D Tot Days Present - All Students (B-C)	.00	13.00	23.00	26.00	19.00	25.00	31.00	26.00
E Ineligible Days Present	.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	10.00	23.00	26.00	19.00	25.00	31.00	26.00
G Refined ADA (F/A)	.00	10.00	23.00	26.00	19.00	25.00	31.00	26.00
H Percent Attendance (%)	.00	74.29	88.46	89.66	59.38	80.65	83.78	76.47
	6	7	8	9	10	11	12	Total
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B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	301.50
C Tot Days Absent - All Students	12.00	10.00	5.00	.00	.00	.00	.00	70.50
D Tot Days Present - All Students (B-C)	17.00	32.00	19.00	.00	.00	.00	.00	231.00
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	3.00
F Tot Eligible Days Present (D-E)	17.00	32.00	19.00	.00	.00	.00	.00	228.00
G Refined ADA (F/A)	17.00	32.00	19.00	.00	.00	.00	.00	228.00
H Percent Attendance (%)	58.62	76.19	79.17	.00	.00	.00	.00	76.62

A Number of Days Taught 1

	EE	PK	KG	1	2	3	4	5
B Tot Days Membership - All Students	.00	.00	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	.00	2.00	3.00	13.00	5.00	11.00	9.00
D Tot Days Present - All Students (B-C)	.00	.00	24.00	26.00	19.00	26.00	26.00	25.00
E Ineligible Days Present	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	.00	24.00	26.00	19.00	26.00	26.00	25.00
G Refined ADA (F/A)	.00	.00	24.00	26.00	19.00	26.00	26.00	25.00
H Percent Attendance (%)	.00	.00	92.31	89.66	59.38	83.87	70.27	73.53

	6	7	8	9	10	11	12	Total
B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	284.00
C Tot Days Absent - All Students	10.00	6.00	4.00	.00	.00	.00	.00	63.00
D Tot Days Present - All Students (B-C)	19.00	36.00	20.00	.00	.00	.00	.00	221.00
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	0.00
F Tot Eligible Days Present (D-E)	19.00	36.00	20.00	.00	.00	.00	.00	221.00
G Refined ADA (F/A)	19.00	36.00	20.00	.00	.00	.00	.00	221.00
H Percent Attendance (%)	65.52	85.71	83.33	.00	.00	.00	.00	77.82

A Number of Days Taught Campus-Tracks: 101-01 (1), 101-02 (1)

	EE	PK	KG	1	2	3	4	5
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B Tot Days Membership - All Students	.00	17.50	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	7.00	2.00	3.00	13.00	5.00	11.00	9.00
D Tot Days Present - All Students (B-C)	.00	10.50	24.00	26.00	19.00	26.00	26.00	25.00
E Ineligible Days Present	.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	7.50	24.00	26.00	19.00	26.00	26.00	25.00
G Refined ADA (F/A)	.00	7.50	24.00	26.00	19.00	26.00	26.00	25.00
H Percent Attendance (%)	.00	60.00	92.31	89.66	59.38	83.87	70.27	73.53
	6	7	8	9	10	11	12	Total
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B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	301.50
C Tot Days Absent - All Students	10.00	6.00	4.00	.00	.00	.00	.00	70.00
D Tot Days Present - All Students (B-C)	19.00	36.00	20.00	.00	.00	.00	.00	231.50
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	3.00
F Tot Eligible Days Present (D-E)	19.00	36.00	20.00	.00	.00	.00	.00	228.50
G Refined ADA (F/A)	19.00	36.00	20.00	.00	.00	.00	.00	228.50
H Percent Attendance (%)	65.52	85.71	83.33	.00	.00	.00	.00	76.78

A Number of Days Taught 1

	EE	PK	KG	1	2	3	4	5
B Tot Days Membership - All Students	.00	.00	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	.00	5.00	5.00	9.00	4.00	7.00	7.00
D Tot Days Present - All Students (B-C)	.00	.00	21.00	24.00	23.00	27.00	30.00	27.00
E Ineligible Days Present	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	.00	21.00	24.00	23.00	27.00	30.00	27.00
G Refined ADA (F/A)	.00	.00	21.00	24.00	23.00	27.00	30.00	27.00
H Percent Attendance (%)	.00	.00	80.77	82.76	71.88	87.10	81.08	79.41

	6	7	8	9	10	11	12	Total
B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	284.00
C Tot Days Absent - All Students	7.00	5.00	2.00	.00	.00	.00	.00	51.00
D Tot Days Present - All Students (B-C)	22.00	37.00	22.00	.00	.00	.00	.00	233.00
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	0.00
F Tot Eligible Days Present (D-E)	22.00	37.00	22.00	.00	.00	.00	.00	233.00
G Refined ADA (F/A)	22.00	37.00	22.00	.00	.00	.00	.00	233.00
H Percent Attendance (%)	75.86	88.10	91.67	.00	.00	.00	.00	82.04

A Number of Days Taught Campus-Tracks: 101-01 (1), 101-02 (1)

	EE	PK	KG	1	2	3	4	5
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B Tot Days Membership - All Students	.00	17.50	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	5.50	5.00	5.00	9.00	4.00	7.00	7.00
D Tot Days Present - All Students (B-C)	.00	12.00	21.00	24.00	23.00	27.00	30.00	27.00
E Ineligible Days Present	.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	9.00	21.00	24.00	23.00	27.00	30.00	27.00
G Refined ADA (F/A)	.00	9.00	21.00	24.00	23.00	27.00	30.00	27.00
H Percent Attendance (%)	.00	68.57	80.77	82.76	71.88	87.10	81.08	79.41
	6	7	8	9	10	11	12	Total
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B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	301.50
C Tot Days Absent - All Students	7.00	5.00	2.00	.00	.00	.00	.00	56.50
D Tot Days Present - All Students (B-C)	22.00	37.00	22.00	.00	.00	.00	.00	245.00
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	3.00
F Tot Eligible Days Present (D-E)	22.00	37.00	22.00	.00	.00	.00	.00	242.00
G Refined ADA (F/A)	22.00	37.00	22.00	.00	.00	.00	.00	242.00
H Percent Attendance (%)	75.86	88.10	91.67	.00	.00	.00	.00	81.26

A Number of Days Taught 1

	EE	PK	KG	1	2	3	4	5
B Tot Days Membership - All Students	.00	.00	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	.00	7.00	5.00	11.00	3.00	9.00	7.00
D Tot Days Present - All Students (B-C)	.00	.00	19.00	24.00	21.00	28.00	28.00	27.00
E Ineligible Days Present	.00	.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	.00	19.00	24.00	21.00	28.00	28.00	27.00
G Refined ADA (F/A)	.00	.00	19.00	24.00	21.00	28.00	28.00	27.00
H Percent Attendance (%)	.00	.00	73.08	82.76	65.63	90.32	75.68	79.41

	6	7	8	9	10	11	12	Total
B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	284.00
C Tot Days Absent - All Students	7.00	3.00	4.00	.00	.00	.00	.00	56.00
D Tot Days Present - All Students (B-C)	22.00	39.00	20.00	.00	.00	.00	.00	228.00
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	0.00
F Tot Eligible Days Present (D-E)	22.00	39.00	20.00	.00	.00	.00	.00	228.00
G Refined ADA (F/A)	22.00	39.00	20.00	.00	.00	.00	.00	228.00
H Percent Attendance (%)	75.86	92.86	83.33	.00	.00	.00	.00	80.28

A Number of Days Taught Campus-Tracks: 101-01 (1), 101-02 (1)

	EE	PK	KG	1	2	3	4	5
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B Tot Days Membership - All Students	.00	17.50	26.00	29.00	32.00	31.00	37.00	34.00
C Tot Days Absent - All Students	.00	4.50	7.00	5.00	11.00	3.00	9.00	7.00
D Tot Days Present - All Students (B-C)	.00	13.00	19.00	24.00	21.00	28.00	28.00	27.00
E Ineligible Days Present	.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00
F Tot Eligible Days Present (D-E)	.00	10.00	19.00	24.00	21.00	28.00	28.00	27.00
G Refined ADA (F/A)	.00	10.00	19.00	24.00	21.00	28.00	28.00	27.00
H Percent Attendance (%)	.00	74.29	73.08	82.76	65.63	90.32	75.68	79.41
	6	7	8	9	10	11	12	Total
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B Tot Days Membership - All Students	29.00	42.00	24.00	.00	.00	.00	.00	301.50
C Tot Days Absent - All Students	7.00	3.00	4.00	.00	.00	.00	.00	60.50
D Tot Days Present - All Students (B-C)	22.00	39.00	20.00	.00	.00	.00	.00	241.00
E Ineligible Days Present	0.00	0.00	0.00	.00	.00	.00	.00	3.00
F Tot Eligible Days Present (D-E)	22.00	39.00	20.00	.00	.00	.00	.00	238.00
G Refined ADA (F/A)	22.00	39.00	20.00	.00	.00	.00	.00	238.00
H Percent Attendance (%)	75.86	92.86	83.33	.00	.00	.00	.00	79.93

Action and Discussion Items Calendar

Month	Action Items	Reports/Information/Discussion Items
September	<ul style="list-style-type: none"> ● Class Size Waivers (if necessary) ● Approval of District/Campus Improvement Plan ● Approve Bastrop & Williamson County Adjunct Faculty Agreements ● Approve Investment Officer(s) 	<ul style="list-style-type: none"> ● Procedures for dismissal of school due to weather conditions ● Beginning School Enrollment Report ● Free & Reduced Lunch Information
October	<ul style="list-style-type: none"> ● Approval of tax roll resolution Williamson County and Travis County Appraisal Districts ● Set Board meeting for canvassing election return (even years only) ● Announcement of Board Continuing Education hours ● Revise HB 3 Goals 	<ul style="list-style-type: none"> ● Staff Appreciation Event Planning ● Plan annual Team of 8 training
November	<ul style="list-style-type: none"> ● Induct new Board members ● Board Reorganization (Officers shall serve two year terms) ● Canvass Ballots for trustee election (Oath of Office) ● HB 3033 Business days ● Public Hearing - FIRST 	<ul style="list-style-type: none"> ● Fall ADA Report ● October special population enrollment: bilingual/ESL students ● Canvas ballots for trustee/special election (special meeting) Oath of Office (Even years only) ● Public Hearing – FIRST ● Financial Rating Workshop ● Provide new board member(s) with local orientation ● Plan for Superintendent Evaluation and set evaluation date
December	<ul style="list-style-type: none"> ● Review of Board Operating Procedures ● Annual Financial Audit report for Prior Year (PY) 	<ul style="list-style-type: none"> ● Consider budget plan / timeline ● Staff Appreciation Event ● Superintendent delivers self-evaluation and required evaluation reports
January	<ul style="list-style-type: none"> ● Commit Fund Balance ● Public Hearing - TAPR 	<ul style="list-style-type: none"> ● Superintendent's evaluation form approved

	<ul style="list-style-type: none"> ● Superintendent Annual (Summative) Evaluation ● Superintendent Contract Consideration 	<p>if changes needed</p> <ul style="list-style-type: none"> ● Begin District Goal Setting ● Determine/plan summer projects ● Set Superintendent Goals for the following year
February	<ul style="list-style-type: none"> ● Adopt School Calendar for next school year ● Approve audit firm for upcoming year ● Determine/plan summer projects 	<ul style="list-style-type: none"> ● Proposed School Calendar ● Discipline Report ● Board Self-Evaluation ● Continue District Goal Setting
March	<ul style="list-style-type: none"> ● Teacher Contract Renewals ● Approve PD Waiver ● Finalize district goals ● Establish district goals ● Approve summer work hours 	<ul style="list-style-type: none"> ● Review of Technology Plan Updates ● Set calendar for end of year activities/graduation ● Board Self-Evaluation
April	<ul style="list-style-type: none"> ● Approve summer projects ● IMA & TEKS Certification ● Board Self-Evaluation ● Review compensation/benefits package 	<ul style="list-style-type: none"> ● ESL & Summer School Plan ● Initial Budget Workshop – School Finance ● Receive Preliminary Values ● Plan Team of 8 training
May	<ul style="list-style-type: none"> ● Bank Depository Bids (every other year) 	<ul style="list-style-type: none"> ● Begin Budget Planning ● Review professional development report ● Review District/Campus Improvement Plan
June	<ul style="list-style-type: none"> ● Superintendent Annual (Formative) Evaluation ● Superintendent Contract Consideration ● Cafeteria Services Report and Prices for the next year ● Intent to Apply for ESSA/Grant Funds ● MOU for DAEP ● SB401 Review, Consider & Approve – UIL Participation for Homeschool Students ● Security Guard Contract for next SY 	<ul style="list-style-type: none"> ● Budget Workshop – DRAFT 2025-2026 Budget ● Consider new or modified programs for upcoming school year ● Review Employee/Staff Handbook Draft ● Review Student Handbook & Code of Conduct Draft
July	<ul style="list-style-type: none"> ● Approve Code of Conduct ● Approve Employee Handbook 	<ul style="list-style-type: none"> ● Budget Workshop – Preliminary 2025-2026 Budget

	<ul style="list-style-type: none"> • Order Trustee election and approve contract for election services (Even years only) • Establish Trustee Election Dates (Even years only) 	<ul style="list-style-type: none"> • Consider TASB attendance at TASB Conference in September • Select TASB Delegate and Alternate • Receive Certified Values (7/25)
August	<ul style="list-style-type: none"> • Approve Proposed 2025-2026 Budget • Amend budget for previous year • Accept certification of appraisal roll for the certified taxable value • Approval of clubs for extra-curricular absence purposes • Approve district teacher appraisal calendar • Set the Tax Rate (Special Board Meeting) • Budget Hearing (Special Board Meeting) 	<ul style="list-style-type: none"> • Review Multi-Hazard Emergency Operations Plan

Revised 12/5/2025



Budget Timeline for 2026-2027

September 2025 – December 2025	<ul style="list-style-type: none"> • Monitor current budget • Audit for Prior Year • FIRST Hearing • Consider budget plan/timeline
January 2026	<ul style="list-style-type: none"> • Monitor current budget • Review Budget by Function, Object, & PIC • Commit Fund Balance • Draft Master Schedule & Staffing Needs
February 2026	<ul style="list-style-type: none"> • Administration Review of Budget <ul style="list-style-type: none"> ○ Review Fall PEIMS Staff, Student, and Budget ○ Review Fall ADA ○ Identify potential facility or capital improvements • Begin Campus Needs Assessment (CIP/DIP)
March 2026	<ul style="list-style-type: none"> • Finalize District Goals • Superintendent and Business Manager begin to construct budget template • Consult TASB • Initial Budget Workshop – School Finance Basics • Approve summer projects • Review Preliminary Values
April 2026	<ul style="list-style-type: none"> • Superintendent & Business Manager continue to compile budget • Review/Approve Compensation Plan/Benefits Package • Budget Workshop with Board of Trustees (Draft 2026-2027 budget) • Receive Certified Property Values • Finalize campus budget needs
May 2026	<ul style="list-style-type: none"> • Superintendent & Business Manager continue to compile budget • Review Fiscal, Purchasing, and Credit Card Manuals • Review Preliminary 2026-2027 budget • Call for an Efficiency Audit
June 2026	<ul style="list-style-type: none"> • Notice of Budget Adoption & Proposed Tax Rate (paper and website) • Public Hearing on Proposed Budget and Tax Rate • Final Budget Amendment • Board adopts budget • Board adopts Tax Rate (Sept.2026?) • Call a VATRE (August 2026?)

Purpose	<p>The purpose of this regulation is to ensure compliance with law and policy regarding the use of private spaces in District facilities. This regulation provides guidance on the designation and use of multiple-occupancy private spaces based on sex, as defined in the Texas Women’s Privacy Act, Government Code Chapter 3002. The Board of Trustees has directed the Superintendent to ensure that appropriate staff designate private spaces in accordance with the law. [See CSA(LEGAL) and (LOCAL)]</p>
Application	<p>This regulation applies to all employees, students, contractors, and visitors and governs the use of private spaces in all buildings owned, operated, or controlled by the District. The District will take every reasonable step to ensure an individual whose sex is opposite to the sex designated for a private space does not enter the private space, unless the use meets an exception or accommodation as set forth below.</p>
Designation of Private Spaces	<p>Private spaces where an individual may be in a state of undress will be designated either single-occupancy or multiple-occupancy as defined by law. [See CSA(LEGAL)]</p> <p>Designation of private spaces will be determined by the Superintendent or designee for all non-campus District facilities. Designation of private spaces at campus facilities will be by the campus principal or designee.</p>
Single-Occupancy Private Spaces	<p>Single-occupancy private spaces owned, operated, or controlled by the District may be designated as either male, female or unisex. The District may also designate a family restroom or a single-occupancy changing room. Single-occupancy private spaces will have a locking door unless the space is designated for use only by children under 9 or individuals needing assistance through an accommodation as described below.</p>
Multiple-Occupancy Private Spaces	<p>The District will designate each multiple-occupancy private space in a building the District owns, operates, or controls for use only by individuals of one sex. The District may change the designation of a multiple-occupancy private space from the exclusive use of one sex to the exclusive use of the other sex.</p> <p>The District will designate private spaces and change the designation of multiple- or single-occupancy private spaces with appropriate notice and signage.</p>
Athletic, Band, and Performance Facilities	<p>A multiple-occupancy private space may be temporarily designated as a non-private space. Temporary redesignation of a space may be warranted for coaching, instruction, rehearsal, training, medical care, media coverage, parent visits, or other purposes approved by the Superintendent.</p>

Appropriate campus or District officials will notify affected staff, participating students, and participating students' parents of a general schedule of approximate times immediately before, during, and after practices, rehearsals, events, and competitions that specific spaces will be designated non-private.

In order to ensure the privacy of student participants and others is respected, consistent protocols will be followed as a space is changing from a designated private space to a non-private space. A clear announcement will be made to ensure that no one is in a state of undress and occupants are placed on notice that the space is in a non-private status. Temporary signage must be posted at or near the entrance of the space during these times.

Prohibitions

The use of a multiple-occupancy private space by an individual whose sex is opposite to the sex-designation of the private space is prohibited, unless the use meets an exception or accommodation as set forth below.

Exceptions

The following are exceptions to the designation of multiple-occupancy private spaces for the use of a single sex:

- Providing custodial services;
- Performing maintenance;
- Inspecting facilities;
- Providing medical or other emergency assistance, which includes medical assistance provided by athletic trainers, team physicians, or other medical personnel;
- Assisting an individual who needs assistance using the facility;
- Performing law enforcement duties;
- Rendering assistance to prevent a serious threat to order or safety;
- Allowing a child age nine or younger to use the space when accompanied by an individual caring for the child.

Accommodations

The District will offer accommodations necessary to assist an individual with a disability, a young child, or an elderly individual who requires assistance to use the facility.

With or without an accommodation, a child nine years of age or younger may enter a multi-occupancy private space designated for the opposite sex of the child when accompanied by an individual caring for the child.

Reporting Violations

Potential violations of this regulation occurring at a school or school activity should be reported immediately to the District employee overseeing the relevant school activity or the campus principal. Potential violations of this regulation occurring at a non-campus facility should be reported immediately to the Superintendent or designee.

Within 24 hours, a report of a known or suspected violation of this regulation will be put in writing and provided to the campus principal, if any, and the Superintendent.

Violations of this policy and regulation may result in corrective or disciplinary action in accordance with District policy and rules.



Senate Bill 11 on Daily Prayer Time

January 7, 2026

To: District Superintendent, Superintendent's Administrative Assistant, and Policy Contact

Administrative Action: Yes

- Review the included information.
- Contact your policy consultant for recommended local policy language if your board is likely to adopt the [SB 11 resolution](#).

Board Action: Yes

- Review the included information.
- Consider the statutory resolution relating to SB 11.
- If the resolution is adopted, also adopt local policy relating to a daily period of prayer and reading of the Bible or other religious texts.

Deadline:

- Review the information included as soon as possible.
- Vote on the SB 11 resolution on or before **March 1, 2026**.

Background

SB 11 from the 89th Legislative Session adds Texas Education Code section 25.0823, which allows school boards to designate time each school day at every campus for students and employees to pray and read the Bible or other religious texts. The bill requires that within six months of the effective date (by March 1, 2026), each district's board must take a record vote either to establish the daily prayer time and reading of religious texts by adopting the resolution set out in the new statute or to decline to establish the daily prayer time.

A board wishing to establish a daily period for prayer and reading of religious texts must do so by adopting the statutory resolution. A resolution complying with the statutory requirements is available to download [here](#).

Action Needed

On or before March 1, 2026, each district's board must take a record vote on whether to adopt the statutory resolution. If your board adopts the resolution, contact your policy consultant for recommended policy language at DGA(LOCAL) and FNA(LOCAL) to implement the daily period of prayer and reading of the Bible or other religious text.

Need help?

If you have questions, please contact your [policy consultant](#) for assistance.

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This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

If you need assistance accessing any of the policy resources available through your TASB account or if you would like to be removed from this mailing list, please contact Susan Acevedo at susan.acevedo@tasb.org.

COUPLAND ISD

2026- 2027 SCHOOL CALENDAR

July 2026						
S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	{11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	{13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2026						
S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Start	End
CES	7:40	3:20
CJH/HS	7:50	3:35

IMPORTANT DATES	
Registration	July 27 - 31
Meet the Teacher Night	Aug 6
Staff Pre-Service/Workdays	Aug. 3-5 & 10; Aug 6 - 7 WD
First Day of School	Aug. 11
Student/Staff Holiday	Sept. 7
Student Holiday/Staff WD	Jan. 5 & May 24
Holiday - Thanksgiving	Nov. 23 - 27
Holiday - Christmas	Dec. 21 - Jan. 1
Student/Staff Holiday	Jan. 18; Feb. 15 & March 29
Spring Break	March 15 - 19
Student Holiday/TWD	Jan. 5
Staff Prof. Development	Oct. 12; Jan. 4; Feb. 12
STAAR Testing	April 5 - 30
Last Day of School	May 21
Half Days	10/9, 12/18, 1/29, 3/26***, 5/21
***Bad Weather Make Up	March 26 (Half Day) if Needed
Summer School Workday	May 28
Summer School	June 1 - 25

EARLY RELEASE DATES 12:00 Noon	
Oct. 9; Dec. 18; Jan. 29; March 26 (if NEEDED); May 21	

NINE WEEK PERIODS	
1st: Aug. 11 - Oct. 9	43 Days
2nd: Oct. 13 - Dec. 18	44 Days
3rd: Jan. 6 - Mar. 12	45 Days
4th: Mar. 22 - May 21	43 Days

DRAFT A	
TOTAL DAYS	
Instructional Days = 175	Teacher Days = 186

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

Employee Work Calendar	Start Date - End Date
176	
185	
186	8/3/2026 - 5/21/2027
197	
202	
212	
226	
236	

Bad weather make up (if needed) 3/26/2027 - Half day

January 2027						
S	M	T	W	TH	F	S
					1	2
3	4	5	{6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	{22	23	24	25	26	27
28	29	30	31			

April 2027						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027						
S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027						
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Testing dates subject to change per TEA

79,700 Minutes CES	
80,555 Minutes CJH/HS	



The Additional Days School Year (ADSY) initiative has been updated via House Bill 2 (HB 2) following the 89th Legislative session, introducing an additional funding pathway and broadening eligibility criteria. ADSY provides formula funding for school systems that extend their instructional calendar by up to 30 days beyond the minimum of 175 days at any elementary or middle school (grades PK-8).

ADSY Program: Key Changes Under House Bill 2 Effective September 1, 2025

Category	Previous ADSY Requirements	Updated ADSY Requirements from HB 2 Effective September 1, 2025
Grade Level Eligibility	Formula funding is available to campuses serving at least one grade level within grades PreK-5. Formula funding is now available to campuses serving at least one grade level within grades PreK-8.	Formula funding is now available to campuses serving at least one grade level within grades PreK-8 .
Base Instructional Calendar Requirements	The calendar must include at least 180 instructional days with 75,600 operational minutes (excluding staff development waivers) for all campus instructional tracks,	<p>For half-day formula funding: Operate a base calendar with at least 175 instructional days and 75,600 operational minutes for all campus instructional tracks, excluding staff development waivers</p> <p>For three-quarters day formula funding: Have a total of at least 200 full instructional days in the calendar. This total may include ADSY days, but the campus must operate a base calendar for all campus instructional tracks with:</p> <ul style="list-style-type: none"> • At least 175 full instructional days, with • A minimum of 75,600 operational minutes, excluding any minutes covered by staff development waivers.
ADSY Formula Funding Based on Additional Days Offered	<p>Campuses may add up to 30 additional instructional days beyond the 180-day regular calendar</p> <p><i>*Host ADSY days separately from the regular instructional calendar days (i.e., ADSY days cannot be hosted in the second part of a regular instructional day)</i></p>	<p>Campuses may add up to 30 additional instructional days beyond the 175-day regular calendar.</p> <p>New Funding Pathway for Adding Days Beyond the 175-Day Minimum:</p> <ul style="list-style-type: none"> • Campuses adding 1-30 additional half-days will receive half-day formula funding for each. • Campuses adding 25-30 full days will receive three-quarters day formula funding for all days in that range. <p><i>*Host ADSY days separately from the regular instructional calendar days (i.e., ADSY days cannot be hosted in the second part of a regular instructional day)</i></p>
Instructional Requirement based on Formula Funding Pathway	A certified teacher must deliver at least two hours of instruction on designated ADSY days.	<p>For half-day formula funding: A teacher meeting the school system's certification requirements must deliver at least 2 hours of TEKS-based instruction on designated ADSY days.</p> <p>For three-quarters day formula funding: A teacher meeting the school system's certification requirements must deliver at least 4 hours of TEKS-based instruction on designated ADSY days.</p>



ADSY HB 2 FAQ

1. Is there an application for districts to participate in ADSY?

There is no application or deadline for ADSY. School systems may host ADSY days as long as they meet all requirements. However, PEIMS reporting is required to generate funding:

- PEIMS Summer Submission (3) due in June of the associated school year: Submit base calendar information.
- PEIMS Extended Year Submission (4) * due August of the associated school year: Report ADSY attendance data.
 - **Mandatory reporting of participating campuses, staff, and student data from ADSY days to generate formula funding*

2. How did ADSY funding formulas change under HB 2?

Texas Education Code (TEC), §48.0051, establishes that a campus must operate on a base calendar of at least 175 instructional days with 75,600 operational minutes to be eligible for ADSY formula funding. This is a statutory minimum and not flexible--a base calendar of fewer than 175 days does not qualify for ADSY funding, regardless of how many additional days are added.

Subsection (b-1) of TEC, §48.0051, then provides the pathway for $\frac{3}{4}$ -day formula funding, which is only available to campuses that reach at least 200 full instructional days. A campus operating at 175 full instructional days may configure the calendar and ADSY days in the following way:

- The base calendar includes at least 175 full instructional days, and
- A minimum of 25 full ADSY days are added and properly submitted in PEIMS EXYR submission as ADSY-designated days. The 25 full days would then generate $\frac{3}{4}$ day formula funding, assuming all other ADSY requirements are met (i.e., certified teacher, separate calendar days, instructional time).

Below are some other calendar configuration examples:

- A campus with 190 full instructional days in its base calendar and 10 full ADSY days would meet the 200-day threshold. The 10 ADSY days would generate $\frac{3}{4}$ -day formula funding, assuming all other ADSY requirements are met (i.e., certified teacher, separate calendar days, instructional time).
- A campus with 175 full instructional days and 30 full ADSY days would also qualify, with all 30 ADSY days eligible for $\frac{3}{4}$ -day formula funding.

Importantly, only ADSY-designated days submitted in PEIMS generate funding. A campus with 200 full regular instructional days but no ADSY designation would not receive ADSY formula funding

3. Have the eligible grade levels changed?

Yes. Previously, formula funding was available to campuses serving grades PreK–5. Under HB 2, eligibility now includes campuses serving at least one grade level within grades PreK–8.

4. Do all tracks under the campus academic calendar need to meet the 175-day calendar requirement?

Yes. All campus tracks must meet the minimum of 175 instructional days and 75,600 operational minutes, excluding staff development waivers, regardless of whether a certain track attends ADSY days.

5. Is there a limit to the number of ADSY days a campus can add?

Per TEC, Sec. 48.0051, eligible campuses may add up to 30 additional instructional days beyond the 175-day regular calendar.

6. What funding is available for campuses adding different numbers of ADSY days?

- Campuses adding 1 to 30 half instructional days beyond the base eligibility requirement will generate half-day formula funding for those days.

- Campuses adding a minimum of 25 to 30 full instructional days beyond the base eligibility requirement of 175 full instructional days will generate three-quarters day formula funding for all additional 25 to 30 full instructional days.

7. Who must deliver instruction on ADSY days and are there specific certification requirements for teachers?

A teacher meeting the school system's certification requirements must deliver:

- At least 2 hours of instruction on ADSY days for half-day funding.
- At least 4 hours of instruction on ADSY days for three-quarters day funding.

8. How many hours of instruction are required on ADSY days to qualify for funding?

- For half-day funding (1–30 days): At least 2 hours of TEKS-based instruction must be delivered.
- For three-quarters day funding (25–30 days): At least 4 hours of TEKS-based instruction must be delivered.

9. Does reaching 200 full instructional days with regular instruction automatically qualify a district for ADSY funding?

No. Only days explicitly designated as ADSY and submitted as ADSY in PEIMS will generate funding under TEC, Sec. 48.0051(b-1). A district must meet the 175 full instructional-day base requirement and then submit additional ADSY days.

10. Can a district submit a mix of regular and ADSY days to meet the 200-day threshold?

Only if all 200 days are full instructional days and provided that the base ADSY eligibility requirement of 175 full instructional days is met.

For example, a district with a 182-day regular instructional calendar and 18 ADSY days submitted in PEIMS would qualify for the funding increase if the total reaches 200 days.

- In this scenario, the base calendar 182 days and the 18 ADSY days must meet the “full instructional day” requirement to qualify for the ¾ day funding per TEC, Sec. 48.0051 (b-1).

11. What distinguishes a half-day of instruction from a full day of instruction?

Per the 2025-2026 Student Attendance Accounting Handbook (SAAH), to qualify for ADA:

- Half-day attendance requires at least two hours of instruction (120 minutes).
- Full-day attendance requires at least four hours of instruction (240 minutes).

12. Can a district with a 170-day base calendar add 30 ADSY days and formula funding for the 30 days?

No. School districts and open-enrollment charter schools must meet the base ADSY eligibility requirement set in statute to be considered ADSY eligible. Only school systems/campuses offering a minimum base instructional calendar of 175 instructional days (not including staff development waivers) to all campus tracks are considered eligible to generate formula funding for added days.

13. Do all ADSY days submitted in PEIMS generate ¾ day funding if the 200-day threshold is met?

Not necessarily. The funding generated depends on both the base calendar configuration and the instructional duration of each ADSY day.

To qualify for ¾-day formula funding:

- Per TEC, Sec. 48.0051(b-1), a campus must offer at least 200 full instructional days (each with a minimum of 4 hours of TEKS-based instruction). Only full ADSY days qualify for ¾ day formula funds.
- ADSY days must be scheduled separately from regular instructional days.

Examples of calendar and ADSY day configurations:

- A campus provides 180 full instructional days, adds 20 full ADSY days (≥4 hours of instruction), and 10 half ADSY days (2–3.99 hours).
 - → The 20 full ADSY days qualify for ¾-day formula funding because the 200 full-day threshold is met.
 - → The 10 half ADSY days qualify only for ½-day formula funding.
- A campus provides 180 full instructional days and adds 20 half ADSY days (less than 4 hours each).
 - → The 200 full-day threshold is not met, so none of the ADSY days qualify for ¾-day funding. However, the ADSY days would generate half-day formula funding.

- → A campus provides 200 full instructional days (excluding ADSY) and adds 30 half ADSY days.
- → The base calendar meets the 200 full-day threshold, but the 30 ADSY days are not full days, so they would only generate half-day formula funding.

Key Reminder:

Only ADSY days with at least 4 hours of TEKS-based instruction will generate $\frac{3}{4}$ -day formula funding, and only if the 200 full-day threshold is met.

14. If a district is only interested in accessing half-day formula funding for their ADSY days, do they still need to ensure that their base calendar of 175 days is full instructional days?

No. If a district or campus only intends to access half-day formula funding, there is no requirement to configure the calendar to offer 200 full instructional days for ADSY. However, please keep in mind that the district must still meet the minimum 75,600 operational minutes required per TEC, Sec. 25.081. To qualify for half-day formula funding, campus academic calendars must include at least 175 instructional days with 75,600 operational minutes, not including staff development waivers. For ADSY days to count toward half-day formula funding, a minimum of 2 hours of instruction must be provided, delivered by a teacher who meets the school system's certification requirements.

15. As a result of HB 2, will there be a grant to support school systems with high-quality implementation of ADSY?

Yes. Visit the Learning Acceleration Support Opportunities (LASO) webpage to find ADSY implementation grant supports.

16. Is there an application for districts to participate in ADSY?

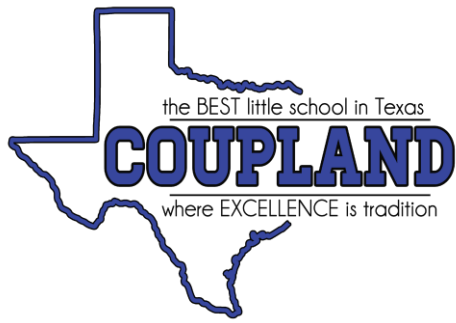
No, there is no application for ADSY and there is no deadline for eligibility. As long as a district meets all the ADSY requirements they can host ADSY days. Requirements can be found at the top of this FAQ document.

17. If a campus serving ADSY-eligible grade levels provide a calendar of 170 full instructional days with 5 half days of instruction and then adds 25 full ADSY days, will the ADA from the 25 ADSY days generate $\frac{3}{4}$ funding?

According to Subsection (b-1) of TEC, §48.0051, a school system must operate for at least 175 full instructional days, where each day is defined as a minimum of 240 minutes. Half days (i.e., 2 hours) do not count toward this requirement.

Therefore, a calendar with 170 full days and 5 half days does not meet the 175 full instructional day threshold. In this case, the 25 ADSY days would only generate $\frac{1}{2}$ -day formula funding, assuming the base calendar still meets the 75,600-minute requirement across at least 175 instructional days.

Explore the *ADSY Frequently Asked Questions (FAQ) page*, for detailed information about *PEIMS Reporting, waivers, and ADA*.



COUPLAND ISD

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

2025-2026

Future Board Meetings

- July 31, 2025
- August 14, 2025*
- September 9, 2025
- ~~September 11, 2025~~ conflicts with txEDCON Conference
- ~~October 9, 2025~~
- October 14, 2025 (at 7:00pm)
- November 13, 2025
- November 18, 2025**
- December 11, 2025
- January 15, 2026
- February 12, 2026
- March 12, 2026
- April 9, 2026
- May 14, 2026
- June 11, 2026

*Budget, Tax Rate, possibly call a VATRE

** Canvass the ballots (VATRE)

8/29/2025



Board of Trustees

Date of Meeting
Item Type

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

Attachments	
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Contact Person E-Mail Address



Board of Trustees

Date of Meeting

Item Type

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

Attachments	
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Contact Person

E-Mail Address

**Employment and
Evaluation**

The board shall adopt a policy providing for the employment and duties of district personnel. The employment policy must provide that the board employs and evaluates the superintendent. *Education Code 11.1513(a)(1)* [See DC]

Appraisal Process

A board shall appraise a superintendent annually using either:

1. The commissioner of education's recommended appraisal process and criteria; or
2. An appraisal process and performance criteria that are:
 - a. Developed by the district in consultation with the district- and campus-level committees; and
 - b. Adopted by the board.

Education Code 21.354(c)

In addition to other procedures and criteria determined by the board, the commissioner's recommended appraisal process and criteria shall include, at a minimum, an annual evaluation of the superintendent and a student performance domain. Completion of the Lone Star Governance superintendent evaluation may satisfy these requirements. *19 TAC 150.1031(b)-(c)*

Annual
Performance Report

The information in the annual report describing the educational performance of a district [see AIB] shall be a primary consideration of the board in evaluating the superintendent. *Education Code 39.307(3)(C)*

**Penalty for
Noncompliance**

Funds of the district may not be used to pay a superintendent who has not been appraised in the preceding 15 months. *Education Code 21.354(d)*

Confidentiality

A document evaluating the performance of a teacher or administrator is confidential and is not subject to disclosure under the Public Information Act, Government Code Chapter 552. *Education Code 21.355* [For disclosure requirements on evaluations, see GBA.]

SUPERINTENDENT
EVALUATION

BJCD
(LOCAL)

Written Evaluation

The Board shall prepare a written evaluation of the Superintendent at annual or more frequent intervals.

The Board shall furnish the Superintendent with a copy of the completed evaluation and shall discuss its conclusions with the Superintendent in a closed meeting, unless the Superintendent requests that the discussion be open.

Informal Evaluation

The Board may at any time conduct and communicate oral evaluations to augment its written evaluations.



Board of Trustees

Date of Meeting	
Item Type	

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

Attachments	
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Contact Person	<input type="text"/>	E-Mail Address	<input type="text"/>
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