



COUPLAND ISD

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

Timeline and Process for Appointing School Board Members to Fill the Existing Vacancies

Timeline for Appointing Board Members to Fill Vacant Positions	
11/15/2023	Post Applications for Coupland ISD Board of Trustees Vacancies
11/30/2023	Application Deadline
Week of 12/03/2023	Committee Review of Applications
12/7/2023	Notify Applicants Chosen for Consideration
12/14/2023	CISD Board of Trustees Review and Appoint New Board Members
1/15/2024	Newly Appointed Board Members will be Sworn In and Seated

Applications will be made available on **November 15, 2023 at 8:00 am CDT**:

- In the front office (Coupland ISD, 620 S. Commerce Street, Coupland, TX 78615)
- From the Coupland ISD Webpage
- Posted on Coupland ISDs social media page

Applications must be received in the front office by **4:00 PM CDT on November 30, 2023**.

Applications must be submitted in a signed and sealed envelope.

A committee, consisting of a Coupland ISD staff member, a board member, and a community member, will review all applications and recommend up to five applicants for further consideration by the Board of Trustees at the December 14, 2023, board meeting.

The applicants chosen by the Application Review Committee for further consideration by the Board of Trustees will be notified by December 7, 2023. These applicants must attend and speak at the December 14, 2023 board meeting in order to be considered for appointment by the Coupland ISD Board of Trustees.

Coupland ISDs Board of Trustees plan to review, consider, and appoint two new board members at the December 14, 2023 board meeting.

Additional Information:

- BBC (LEGAL) – Filling a Vacancy
- BBA (LEGAL) – Board Member Eligibility/Qualifications

Commitment:

- New School board Members are required to complete 14 hours of training in the first 120 days in office
- Attend regular monthly board meetings (usually held on the second Thursday of the month)
- Attend special board meetings

NOTE: Appointed Board members will serve on the board until the next regularly scheduled election which will take place in November 2024.



Coupland ISD Board of Trustees Application for Vacant Position 2023

Personal Information

- Full Name: _____
- Date of Birth: _____
- Permanent Residence Address: _____
City: _____ State: _____ Zip Code: _____
- Email Address: _____
- Occupation: _____ Employer: _____
Time Length Employed: Years _____ Months _____
Business Address: _____ City _____
State _____ Zip: _____

Eligibility Information

- Are you a United States Citizen? Yes ____ No ____
- Are you 18 years or older? : Yes ____ No ____
- Are you a resident of the state of Texas?: Yes ____ No ____
 - How long have you resided in Texas? Years _____ Months _____
- Do you currently reside within the boundaries of Coupland ISD?: Yes ____ No ____
 - How long have you resided in within the boundaries of Coupland ISD?
Years ____ Months _____
- Are you a registered voter?: Yes ____ No ____
- Have you been convicted of felony?: Yes ____ No ____

Additional Information

- Do you have children in the district's schools?
Yes ____ No ____

- Are you related to a current employee of the District?
Yes ____ No ____
 - If yes, name of employee and relationship:

- Are you an officer at or employed by any city, country, local government, or other municipality?
Yes ____ No ____

- Do you currently serve on any county, city, or joint agency governmental boards?
Yes ____ No ____

- Do you receive any compensation or benefits as a result of any contracts or business with Coupland ISD?
Yes ____ No ____

- Do you currently hold a leadership position with any organization that provides financial support or receives funds in the name of Italy ISD, or schools or students?
Yes ____ No ____

Educational Background:

High School

- Name: (put N/A if not applicable): _____

- Graduated Year: _____

- Address: _____

Background & Experience

1. Do you have prior experience serving on a governing board? Please list such prior experience.

2. Have you worked on any school committees or participated in any school activities recently? Please list them.

3. Why do you want to be a school board member?

4. In your own words, what is the purpose of a school district board of trustees?

5. What, in your view, is the difference between the board's role and that of the superintendent?



6. Briefly describe your commitment to public education and our local school district.



7. What do you see as the strengths of the Coupland ISD?



8. Which area(s) most need improvement in the Coupland ISD?



9. What does equity mean to you and what role should equity play in a public school system?

10. Please describe a time where you had to adapt to joining a new team. What did learn, how did you overcome obstacles, etc.?

Position Expectations

- Should you be appointed to fill the current vacant trustee seat, would you consider running for a 4-year term in May 2025?

Not Interested _____ Would Consider _____ Would Run _____

- This position requires regular evening meetings and occasional daytime meetings, and occasional travel for trainings. It also includes spending time reading meeting materials and about current educational issues, best practices in school board leadership, and important legal documents. Are you willing to dedicate time to all activities?

YES _____ NO _____

SIGNATURE

I hereby certify that, to the best of my knowledge, the provided information is true and accurate.

- Applicant Printed Name _____
- Applicant Signature _____
- Date Signed _____

New Trustee Checklist

LEGAL REQUIREMENTS FOR THE FIRST YEAR

As soon as feasible after election

Receive certificate of election prepared by presiding officer in compliance with Texas Election Code section 67.016. See *TASB Policy BBBB(LEGAL)*.



Policies adopted by school boards are organized by topic into policy manuals maintained by the school district. Your local policy manual contains TASB's (LEGAL) reference policies and board-adopted (LOCAL) policies. Find out more about policies at tasb.org/services/policy-service/resources.aspx.

Read and sign Statement of Elected Officer and take oath of office. Tex. Const. art. XVI, section 1. See *TASB Policy BBBB(LEGAL)*.

First week

File conflict-of-interest disclosure forms as applicable.

These requirements are ongoing and apply to all school officials as defined by state law and district policy:

- You need to file Form CIS (available on the Texas Ethics Commission website at ethics.state.tx.us/data/forms/conflict/CIS.pdf) with the district records administrator (often the superintendent's secretary) if any of the following apply: within the last year, you or your first-degree family member have received taxable income of more than \$2,500, or gift(s) with a value of more than \$100, from a school district vendor; or you have a family relationship within the third degree of relation to a school district vendor. See *TASB policies BBFA(LEGAL), (LOCAL)*.
- If you own, or are a representative of, an entity that does business with the district, you must also complete and file with the district records administrator the vendor's questionnaire form CIQ (available on the Texas Ethics Commission website at ethics.state.tx.us/data/forms/conflict/CIQ.pdf). See *TASB Policy CHE(LEGAL)*.

- Other disclosures may be required of trustees in your district by state law or local policy. See *TASB Model Policy BBFA(LOCAL)*. If you are not sure what laws apply to your district, contact an attorney.

First two weeks

Complete the form to withhold personal information, such as your home address, phone number, emergency contact information, and family information, from the district's response to a request for public information. See *TASB Policy GBA(LEGAL)*.

Receive introduction to TASB resources and set up your TASB login.



Access TASB guidance specific to new board members at New Board Members web page tasb.org/new-board-member.

First 90 days

Attend one to two hours of Open Meetings Act training. Tex. Gov't Code § 551.005. See *TASB Policy BBD (LEGAL)*. Open Meetings Act training is available in the Online Learning Center at onlinelearning.tasb.org.

Attend one to two hours of Public Information Act (PIA) training if required by local policy. Board member training on the PIA is recommended but not required if the district has delegated responsibility for the training to the superintendent or other administrator in Policy BBD(LOCAL). Tex. Gov't Code § 552.012. See *TASB Policy BBD(LEGAL), (LOCAL)*.



TASB Legal Services has online resources about the Texas Open Meetings Act at schoollawsource.tasb.org. The Texas attorney general offers free online training at texasattorneygeneral.gov.



First 120 days

If you have not already attended a local orientation, receive orientation to local district policies and procedures, including, but not limited to, an introduction to the following:

- Current school board policy manual and any operating procedures
- Policies governing board meetings and trustee responsibilities in policy manual Section B on Governance
- District goals and priorities
- District budget calendar and process for board adoption of budget and tax rate
- Superintendent evaluation instrument and process

Attend three-hour orientation on the Texas Education Code delivered by regional education service center.

Attend a three-hour *Evaluating and Improving Student Outcomes (EISO)* session at a regional education service center with an authorized provider. TASB is an authorized EISO provider and can offer these sessions at our conferences or per requests from local boards.

Attend one-hour training on identifying and reporting potential victims of sexual abuse, human trafficking, and other maltreatment of children. Trustees can also meet this training requirement in the Online Learning Center at onlinelearning.tasb.org. See *TASB Policy BBD(LEGAL)*.

Complete the Texas School Safety Center's two-hour school safety course provided free online at SBOE - School Safety Training - TEA Learn. register.tealearn.com/courses/sboe---school-safety-training

First year

Participate in team-building session and assessment of continuing education needs with district board of trustees and superintendent.

Attend at least 10 hours of additional continuing education based on assessed needs and state-adopted Framework for School Board Development.

Attend annual cybersecurity training in accordance with with the Texas Department of Information Resources guidelines. See *TASB Policy CQB(LEGAL)* and *DIR Certified Cybersecurity Training*. See *TASB Policy BBD(LEGAL)*.



You can find more information about school board trustee training requirements, including a list of approved training providers, on the Texas Education Agency website at tea.texas.gov/Texas_schools/school_boards/school_board_member_training.



For more information on board training and other legal requirements, visit TASB School Law eSource schoollawsource.tasb.org.

Additional Resources

Board development and events | TASB Board Development Services | tasb.org/board-dev, 800.580.8272

Continuing education credit | TASB Board Development Services | cec.tasb.org, 800.580.8272

TASB login | loginsupport@tasb.org, 800.436.8501

Policy | TASB Policy Service | policy.tasb.org, 800.580.7529

TASB Legal Services | Legal Line | legal.tasb.org, 800.580.5345

TASB Member Center | tasb.org/members

TASB publications | store.tasb.org

TASB School Law eSource | schoollawsource.tasb.org

TASB website | tasb.org



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