Notice of Public Meeting
The Board of Trustees
Granbury ISD
Monday, August 25, 2025
5:00 PM

A Public Meeting of the Board of Trustees of Granbury ISD will be held Monday, August 25, 2025, beginning at 5:00 PM in the Granbury ISD Board Room, 217 N. Jones St., Granbury, Texas 76048.

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

1. CALL TO ORDER
2. CONVENE IN CLOSED SESSION
    a. Personnel
    To deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.
    (Texas Government Code 551.074)
        1. Discuss Staff Recommendations
        2. Discuss Second job Disclosures (HB 3372)
        3. School Marshal List for your review
    b. Consultation with Attorney, if needed
    To consult with its attorney when the Board seeks advice about pending or contemplated litigation or a settlement offer, or when the attorney will have an ethical duty of confidentiality
    (Texas Government Code 551.071)
    c. Real Property, if needed
    To deliberate the purchase, exchange, lease of real property if deliberation in an open meeting would have a detrimental effect on the Board's position in negotations with a third person.
    (Texas Government Code 551.072)
3. RECONVENE IN OPEN SESSION - 6:00 PM
4. INVOCATION
5. PLEDGES
6. PUBLIC HEARING ON BUDGET AND TAX RATE
7. ACHIEVEMENT SPOTLIGHT
    a. Community Donations 3
    b. Be An Angel- SPED grant presentation
8. BOARD COMMITTEE UPDATE
9. SUPERINTENDENT'S REPORT
10. PUBLIC COMMENTS
Patrons who have duly registered per policy BED (LOCAL) may address the board regarding matters of concern/interest to the district. The board may not act upon any matter that is not listed under the action item portion of the agenda.
11. Consider ACTION on ITEMS DISCUSSED IN CLOSED SESSION
    a. Approve Staff Recommendations
    b. Take action on the second job disclosures (HB 3372)
12. CONSENT AGENDA ITEMS
    a. Approve Meeting Minutes 4
    b. Approve a revision for LOCAL Policy EFB- Instruction, Instructional Resources: Library Materials 11
    c. Approve a revision for LOCAL Policy CFB-Business and Support Services, Accounting: Inventories. 26
    d. Approve a revision for LOCAL policy CH: Business and Support Services, Purchasing and Acquisition. 29
    e. Approve the Extra Duty Pay Schedule 2025-2026 48
    f. Employee Handbook Updates for your Review 56
    g. Approve a Staff Development waiver for 2025-2026 159
    h. Approve a Device Recycling contract for 2025-2026. 160

i. Approve the Communities in Schools contract for 2025-2026. 161
j. Approve (5) Out of State Travel Requests: (1) GHS Band & (4) MCJROTC 168
k. Approve the Hood County 4-H Extracurricular and Adjunct Faculty Request for 2025-2026. 177
l. Approve Budget Amendments 184
m. Approve the Walsh Gallegos contract for 2025-2026. 187
n. Approve a Safety and Security Resolution for 2025-2026 203
13. DISCUSSION/ACTION ITEMS
a. Discuss and take action on the Student Code of Conduct for 2025-2026. 206
b. Discuss and take action on the revision to LOCAL policy FD: Students-Admissions. 252
c. Discuss and take action on the Renewal of the Property, Crime, General Liability, Educator's Legal Liability, and Automobile Insurance with Texas Political Subdivisions (TPS) 257
d. Discuss and take action on an adoption of an order authorizing defeasance and redemption of a portion of Granbury Independent School District unlimited tax refunding bonds. 388
e. Discuss and take action on the adoption of the 2025-2026 General Operating, Child Nutrition, and Debt Service Budgets 400
f. Discuss and take action on the adoption of the 2025-2026 Tax Rate 409
g. Discuss and take action on a resolution committing Fund Balance 414
h. Discuss and take action on delegating authority to the Superintendent to obligate the school district under Chapter 49 417
i. Discuss and take action on the Technology purchases for 2025-2026. 421
14. REPORTS
a. School Update- Acton Elementary School 427
b. Strategic Plan Priority 1 Student Achievement 438
c. Support Services Report 447
d. Categorical Spending Report 453
e. Financial Statements for period ending July 31, 2025 455
f. Cash Flow and Investment Report for period ending July 31, 2025 458
15. ADJOURN

If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

On this notice was faxed or mailed to the news media who have previously requested such notice, posted on the GISD web page at www.granburyisd.org, and an original was posted on an outside door at 3:00 p.m. at the School District Administration Building at 217 N. Jones St., Granbury, Texas.

_____

Superintendent or Designee (For the Board of Trustees)

Community Donations

Other Donations from Community:	
Donation from State Farm (Angela Parker) to the Oakwoods campus activity fund to fund teacher appreciation needs	4,500.00
Donation from HEB (Pat Wilson) to the GMS campus activity fund for teacher luncheon	100.00
Donation from Brookeshire's (Matt Owens) to the GMS campus activity fund for staff luncheons	50.00
Donation from Kroger (Hillary Baker) to the GMS campus activity fund for staff luncheons	316.56
Donation from Bass Roofing (Keith Kellar) to the GMS campus activty fund for staff luncheon	269.11
Donation from StoneWater Church's Serve Our Schools Initiative to the GMS campus activity fund for Family Night at the Brazos Drive-In	500.00
Donation from Russel Feed & Supply to the GHS FFA student activity account for t-shirt sponsorship	3,000.00
Donation from the GHS Volleyball Booster Club to the GHS Volleyball campus activity fund to supplement travel	329.28
Donation from the Pirate Touchdown Club to the GISD athletic department campus activity account to help fund field house shower renovation	931.14
Donation form A1 Donuts to the GHS Jr Optimist student activity fund for swim safety project	800.00
Donation from Shottenkirk Hyundai to the GHS Jr. Optimist student activity fund for Scholarship for Summit	500.00
Donation of staff T-shirts from Shottenkirk	11,410.00
Total Donations from Community	**22,706.09**

For:	Board of Trustees
Date:	August 25, 2025
Action:	Consent

To:	Board of Trustees	From:	Board Secretary
RE:	Previous Board Meeting Minutes for Approval		

SUMMARY:

Previous Board Meeting Minutes for your approval:

July Regular Board meeting

RECOMMENDATION:
The recommendation is to approve all as presented.

Respectfully,

Billy Wimberly
Board Secretary

Meeting Minutes
Monday, July 21, 2025 4:00pm

Granbury ISD Board Room
217 N. Jones St.
Granbury, Texas 76048

Nancy Alana:	Present
Tim Bolton:	Present
Courtney Gore:	Present
Karen Lowery:	Present
Mike Moore:	Present
Barbara Townsend:	Present
Billy Wimberly:	Present

Present: 7.

1. CALL TO ORDER & ESTABLISH QUORUM

The meeting began at 4:04 pm by Nancy Alana, Vice President of the Board.
Move to budget workshop.

2. BUDGET WORKSHOP

Emmett presented the budget workshop. The budget will be brought to the board for approval at next month's board meeting.
The workshop ended at 4:53 pm.

3. CONVENE IN CLOSED SESSION

Courtney Gore, Board Pres. announced the board would go into closed session at 4:55 pm.

3.a. Personnel
To deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.
(Texas Government Code 551.074)

3.a.1. Staff Recommendations

3.b. Consultation with Attorney if needed
To consult with its attorney when the Board seeks advice about pending or contemplated litigation or a settlement offer, or when the attorney will have an ethical duty of confidentiality
(Texas Government Code 551.071)

3.c. Real Property
To deliberate the purchase, exchange, lease of real property if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person.
(Texas Government Code 551.072)

3.c.1. Discuss the Decker Gym complex located at 301 N Hannaford and 600 W Bridge St., Granbury TX 76048.

3.c.2. Discuss school property located at 1301 James Rd, Granbury, TX 76049.

DRAFT

3.c.3. Discuss property at 1300 Meadows Dr. Granbury TX 76048.
For amending from low density residential to high density residential zoning. This motion, made by Tim Bolton and seconded by Mike Moore, Passed.
Nancy Alana: Yea, Tim Bolton: Yea, Courtney Gore: Yea, Karen Lowery: Yea, Mike Moore: Yea, Barbara Townsend: Yea, Billy Wimberly: Yea
Yea: 7, Nay: 0

4. RECONVENE IN OPEN SESSION - Reconvene into open session at 6:16pm.

5. INVOCATION-Led by Billy Wimberly.

6. PLEDGES - Led by Board President Courtney Gore.

7. ACHIEVEMENT SPOTLIGHT

7.a. Lemonade Day Winners of Top Entrepreneur of the Year "Sunshine Sips" from Brawner Elementary School
Holly Martin, Granbury Chamber CEO & President congratulated the lemonade day winners.

7.b. Community Donations
Recognized by Mrs. Nancy Alana: GHS Basketball Booster Club, Granbury Optimist Club, Granbury Art Alliance for a total of $2906.96.

8. BOARD COMMITTEES UPDATE-Nothing at this time.

9. SUPERINTENDENT'S REPORT

- Candidate packet pickup for the Granbury ISD School Board Election is now available. Packets may be picked up and submitted at the front office of the administration building during business hours.
- District Leadership Retreat is next week. It is a wonderful time to pull our district leadership team together which includes leaders from all departments and campuses to team build and focus on the work ahead.
- Returning Student registration begins today. Please go to our website and if you need help, please contact or visit your campus.
- Legislative updates will be coming in over the next few months. We want to thank our staff, families, and community for providing valuable feedback through our brief surveys. We are thankful to have received over 1000 responses in regards to the new cell phone law and over 1500 responses in regards to the new homeschool law. All of the responses and comments were reviewed and will be used during decision making.
- The Athletic Department announces that 2025 Granbury Pirate football season tickets are available for online purchase between today and August 3. Visit **granburypirates.com** for more. Also, Gold Cards will soon be available to 55+ Granbury Pirates fans. Gold Cards must be purchased at one of the designated, in-person sales dates. Visit **granburyisd.org/goldcards** for more.

- Staff Convocation is at GHS the morning of August 13th. Convocation is a unique opportunity to connect with staff members as we celebrate the beginning of another school year! To become a sponsor or register for vendor booth space, email convocation@granburyisd.org.

10. PUBLIC COMMENTS

Patrons who have duly registered per policy BED (LOCAL) may address the board regarding matters of concern/interest to the district. The board may not act upon any matter that is not listed under the action item portion of the agenda.

1. Connie Wimberly- in favor of allowing homeschool students into GISD UIL
2. Jim Brown- HB900 school libraries
3. Monica Brown- Not supportive of deeding GISD property over to the United Way (Decker gym, library books, trustee election)
4. Cindy Leatherman- UIL
5. Shannon Wolf-comments read by Jessica Wark, Decker gym and United Way

11. Consider ACTION on ITEMS DISCUSSED IN CLOSED SESSION

11.a. Consider Staff Recommendations

Move to approve staff recommendations as presented in closed session. This motion, made by Barbara Townsend and seconded by Tim Bolton, Passed.
Nancy Alana: Yea, Tim Bolton: Yea, Courtney Gore: Yea, Karen Lowery: Yea, Mike Moore: Yea, Barbara Townsend: Yea, Billy Wimberly: Yea
Yea: 7, Nay: 0

11.b. Discuss the Decker Gym complex located at 301 N Hannaford and 600 W Bridge St., Granbury TX 76048.- More to discuss. The board has questions to get answered.

11.c. Discuss school property located at 1301 James Rd, Granbury, TX 76049.
More discussion to come. No action will be taken at this time.

11.d. Discuss property at 1300 Meadows Dr. Granbury TX 76048.
Motion to amend zoning from low density to high density residential. This motion, made by Tim Bolton and seconded by Mike Moore, Passed.
Nancy Alana: Yea, Tim Bolton: Yea, Courtney Gore: Yea, Karen Lowery: Yea, Mike Moore: Yea, Barbara Townsend: Yea, Billy Wimberly: Yea
Yea: 7, Nay: 0

12. CONSENT AGENDA ITEMS

Move to approve all consent agenda items (policies were separated). This motion, made by Karen Lowery and seconded by Tim Bolton, Passed.
Nancy Alana: Yea, Tim Bolton: Yea, Courtney Gore: Yea, Karen Lowery: Yea, Mike Moore: Yea, Barbara Townsend: Yea, Billy Wimberly: Yea
Yea: 7, Nay: 0
Pulling 12D for board discussion.

12.a. Previous Meeting Minutes: June monthly board meeting and July work session

12.b. Board Operating Procedures

12.c. Approve an Order of Election for the Board of Trustee places 5, 6 and 7 as well as contracts with counties for the November 4, 2025 Election.

12.d. Consider revisions to local policies :

- BDAA and BDB
- CSA
- DCE
- EI
- FD, FDE, FEC, FM and FNCE

Discussion on FD:
The law goes into effect. The Board must pass a policy that would not allow homeschool participation; otherwise, GISD UIL would be available for homeschool students. Wimberly made a motion to take no action tonight but to form a committee to see what departments would benefit from having homeschool participation in UIL activities. Then bring the policy before the board next month after the committee has met.

Amendment by T. Bolton to allow homeschool students to begin Jan. 2026 for spring tryouts, but if other opportunities to begin come before January 2026, the board would approve their participation. Is there a second on the amendment? No one seconded the amendment. Thus, the amendment fails.

Motion to form a committee to explore different UIL options where homeschoolers could participate and bring a decision for FD(LOCAL) forward with more information in August. This motion, made by Billy Wimberly and seconded by Tim Bolton, Passed.
Nancy Alana: Nay, Mike Moore: Nay, Barbara Townsend: Nay, Tim Bolton: Yea, Courtney Gore: Yea, Karen Lowery: Yea, Billy Wimberly: Yea
Yea: 4, Nay: 3
Nancy Alana: Nay, Mike Moore: Nay, Barbara Townsend: Nay

Motion to approve all local policies above except for FD. This motion, made by Tim Bolton and seconded by Karen Lowery, Passed.
Nancy Alana: Yea, Tim Bolton: Yea, Courtney Gore: Yea, Karen Lowery: Yea, Mike Moore: Yea, Barbara Townsend: Yea, Billy Wimberly: Yea
Yea: 7, Nay: 0
CSA- Lowery would like to approve this policy.

FNCE- Board policy District recommendation is to designate a storage area for the device if the student brings one to school. K. Lowery asked the following questions during discussion:

- Does this apply to all electronic devices?
- Can they be turned on before school and after school?

- Can the students bring their laptops into Quest or at lunch?
- Will there be a WIFI connection or lacking?
- Are we addressing the issues to solve the WIFI problem?

12.e. Board Review of the 2025-26 Attendance School start times

12.f. Staff salary and stipend schedules

12.g. Budget Amendments

12.h. Consider Approval of MRO Maintenance Repair and Operation Supplies CSP 2025-22

12.i. Consider Approval of Band, Choir, and Cheer Contracted Services CSP 2025-23

12.j. Consider Approval of CTE Instructional Supplies and Equipment CSP 2025-24

12.k. Consider Approval of Drug & Alcohol Testing Screening CSP 2025-25

12.l. Consider Approval of Facilities and Maintenance Contracted Services CSP 2025-28

13. DISCUSSION/ACTION

13.a. **Discuss for Approval the 2025-2026 Compensation Plan**
Move to approve compensation plan as presented. This motion, made by Tim Bolton and seconded by Mike Moore, Passed.
Nancy Alana: Yea, Tim Bolton: Yea, Courtney Gore: Yea, Karen Lowery: Yea, Mike Moore: Yea, Barbara Townsend: Yea, Billy Wimberly: Yea
Yea: 7, Nay: 0

13.b. **Discuss for Approval the District Scorecard and Objectives**
Administration recommends that the Board approve the District Scorecard as presented. This motion, made by Billy Wimberly and seconded by Tim Bolton, Passed.
Nancy Alana: Yea, Tim Bolton: Yea, Courtney Gore: Yea, Karen Lowery: Yea, Mike Moore: Yea, Barbara Townsend: Yea, Billy Wimberly: Yea
Yea: 7, Nay: 0

13.c. **Child Nutrition Report, Meal Prices for 2025-26 and August meals approval request**
Move to approve the meal prices for 2025-2026 and August meals prices for the reduced priced meals as presented. This motion, made by Nancy Alana and seconded by Tim Bolton, Passed.
Nancy Alana: Yea, Tim Bolton: Yea, Courtney Gore: Yea, Karen Lowery: Yea, Mike Moore: Yea, Barbara Townsend: Yea, Billy Wimberly: Yea
Yea: 7, Nay: 0

Amy Whiteley presented the Child Nutrition Report and shared the fantastic numbers the department served during the school year 2024-25 and the department as a whole passed all audits this year!

14. REPORTS

14.a. Academic Update: Summer School

14.b. Libraries Update: Report and First Look at local policy update
After Leah Dawson's presentation, it became evident board action would be necessary to create a SLAC or decide not to create a SLAC.

Motion to create a SLAC was made by Tim Bolton and seconded by Karen Lowery. This motion, made by Tim Bolton and seconded by Karen Lowery, Failed.
Billy Wimberly: Abstain (Without Conflict), Nancy Alana: Nay, Courtney Gore: Nay, Mike Moore: Nay, Barbara Townsend: Nay, Tim Bolton: Yea, Karen Lowery: Yea
Yea: 2, Nay: 4, Abstain (Without Conflict): 1
Tim Bolton: Yea, Karen Lowery: Yea

14.c. Foreign Trade Zones discussion
Shea Hopkins, Director of Economic Development for the City of Granbury.
S. Hopkins presented an opportunity and initiated the idea of the opportunity for Granbury to become a Foreign Trade Zone (FTZ). FTZ is a Federal program that has been around since the 1930s. FTZ has local control measures; FTZ is a designated areas for commerce. This would help companies with cash flow, to be competitive and remain in business or become profitable.

14.d. Financial Statements for period ending June 30, 2025

14.e. Cash Flow and Investments Report for period ending June 30, 2025
Emmett presented the cash flow and investments report.

14.f. Categorical Spending Report
Mr. Whitefield presented the categorical spending report.

15. **ADJOURN**- Meeting adjourned at 8:35pm.

DRAFT

GRANBURY ISD

To:	Granbury ISD Board of Trustees
From:	Dr. Courtney Morawski, Superintendent
Date:	August 19, 2025
Subject:	Revised EFB (LOCAL)

Background: At the Board's last meeting trustees listened to a report about SB13 and the changes to current library laws. The Board advised the district to proceed developing the revised EFB (Local) without creating a School Library Advisory Council (SLAC). The administration has drafted the revised EFB (Local) consistent with that direction.

Proposed Policy Revisions: The proposed changes update EFB (Local) to conform with EFB (Legal), revise the recommendation and procurement procedures (including Board review and approval responsibilities and updated thresholds), and amend the challenge and appeals process to reflect the requirements of the recently enacted law. Per the Board's direction at the previous meeting, this draft was developed without creating or including a School Library Advisory Council (SLAC).

Recommended Motion: I move that the Board approve the revised EFB (Local) — Library Materials policy - as presented.

Respectfully,

Courtney Morawski

Dr. Courtney Morawski
Superintendent of Schools
Granbury ISD

Note: For information related to the selection of instructional materials, see EFA.

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

Collection Development Policy

In this policy, "library materials" may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library.

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, and online catalogs.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff trained on the proper collection development standards select and acquire library materials in accordance with state law and rules, this collection development policy, and administrative procedures.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law and the District's collection development purpose and goals.

Collection Development Goals

In addition to the requirements in state law and rules, the District's library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.
5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

6. Represent diverse viewpoints and cultures appropriate to each campus to ensure the collection embodies the unique background of its student population.

Selection and Evaluation of Materials

Library materials shall be selected and acquired in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

When selecting, acquiring, and evaluating library materials, librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.
2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.
3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.
4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the selection of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District community members.
2. Consultation with District teachers and library staff.
3. Consultation with library staff from other districts.
4. Extensive review of the library material.
5. Context of the library material, including overall fit within the existing collection and support of District curriculum.
6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.
7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental Involvement

Parents and guardians are the primary decision makers regarding their student's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their student.

In accordance with state law and administrative procedures, parents or guardians may select alternative library materials for their student. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

Access Procedures

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Online Catalog

A parent or guardian who wishes to access an online catalog shall look on the school's library website, look on the District's website, or submit a request to the principal.

Protection from Inappropriate Material

Library materials shall not include “harmful material” as defined by Penal Code 43.24(a)(2); “obscene” material as defined by Penal Code 43.21(a)(1); any library material that is pervasively vulgar or educationally unsuitable as referenced in *Board of Education v. Pico*; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Reconsideration of Library Material

A District employee or a parent or guardian of a District student may request the reconsideration of a library material maintained in the District’s library program.

Guiding Principles

The following principles shall guide the review of a request to reconsider a library material:

1. A District employee or a parent or guardian of a District student may raise an objection to a library material used in the District’s library program, despite the fact that the professional staff selecting the materials were qualified to make the selection, followed the proper procedure, and adhered to the objectives and criteria for library materials set out in this policy.
2. A parent’s or guardian’s ability to exercise control over instruction and instructional resources, including library materials, extends only to his or her own child as set forth in Education Code Chapter 26.
3. Access to a challenged material shall not be restricted during the reconsideration process, except the District may deny access to a student if requested by the student’s parent or guardian.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material’s author or the personal background of the characters in the material.

Informal Reconsideration

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or administrator shall try to resolve the matter informally. The librarian or ad-

ministrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and a form to request a formal reconsideration of the library material.

Formal Request for Reconsideration

A formal request for reconsideration may be made following an unresolved informal reconsideration. The District shall make a form to request reconsideration of library material available at the District's administration building.

If an employee or a parent or guardian of a District student wishes to request reconsideration of a library material, they shall follow the procedures to complete and submit the request for reconsideration form.

After a request for reconsideration form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

Reconsideration Committee

For purposes of this policy, "days" shall mean District business days, unless otherwise noted.

The library coordinator shall appoint a reconsideration committee and notify committee members within 15 days of receiving the request for reconsideration form.

The reconsideration committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

Within 15 days of appointment of the committee the District shall provide members of the committee the relevant materials to review. If additional time is required to obtain and distribute the materials for review, all members of the committee shall be informed that a reasonable extension of time is needed.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be

available in the library. The committee shall prepare a written report of its findings.

Absent extenuating circumstances, the written report shall be provided to the administration within 60 days of the District providing the material to the committee members. In calculating timelines under this policy, the day the committee is provided the materials is "day zero." The following business day is "day one."

Extensions of time due to extenuating circumstances shall take into consideration the time necessary to convene the committee members, the amount of material being reviewed, and any other pending reconsideration requests being handled by the committee.

An extension of any deadline shall be promptly communicated to the individual who submitted the request for reconsideration.

The Superintendent, the campus administrator, the school librarian, the individual submitting the request for reconsideration, and any other appropriate administrators shall receive a copy of the committee's report.

Appeal

An individual who submitted a request for reconsideration may appeal the decision of the reconsideration committee in accordance with appropriate complaint policies, starting at the level immediately preceding Board consideration of a complaint. [See DGBA and FNG]

Frequency of Review

After a library material has been reviewed through the reconsideration process, it shall not be reviewed again within two calendar years of the reconsideration committee's final decision.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

Gifts and Donations

Annually, the District will evaluate and make a determination if book or monetary donations are needed. Gifts and donations to school or classroom libraries shall be accepted as needed with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. All materials must support the curriculum and

needs of library users. Gifts and donations, like purchased resources, shall be removed from the collection at the end of their useful life. Gifts and donations shall also be subject to the reconsideration procedure as set out in this policy. [See CDC]

Policy Review This policy shall be reviewed at least every three years and revised as necessary.

PROPOSED POLICY

Note: For information related to the selection of instructional materials, see EFA.

The purpose of this policy is to ensure that the District provides a wide range of library materials for students and faculty that support student achievement and present varying levels of difficulty, diversity of appeal, and a variety of points of view. This policy also provides standards for collection development and the selection and evaluation of library materials.

Collection Development Policy

In this policy, "library materials" is defined by law and may include printed and electronic library acquisitions, including online catalogs, and other ancillary or supplementary materials maintained in a campus library. [See EFB(LEGAL)]

The library collection development standards shall apply to all library materials available for use or display, including material contained in school libraries, classroom libraries, online catalogs, library mobile applications used in the District, and any other library catalog a student may access.

In developing library collections, the District shall consider the age groups, grade levels, and access to library material by all students on a campus.

Responsibility

The District shall ensure librarians, professional library staff, and other designated professional staff are trained or receive information on the proper collection development standards.

The Superintendent shall develop administrative procedures to ensure that library collections comply with applicable law, library standards, and the District's collection development purpose and goals.

Collection Development Goals

In addition to the requirements in state law and rules, the District's library collections shall:

1. Present multiple viewpoints related to controversial issues [see EMB regarding instruction about controversial issues].
2. Provide a wide range of background information that will enable students to make intelligent decisions in their daily lives.
3. Include accurate and authentic factual content from authoritative sources.
4. Have a high degree of potential user appeal and interest.

5. Offer a global perspective that promotes equity of access, including print and nonprint materials such as electronic and multimedia, to meet the needs of individual learners.

6. Represent diverse viewpoints and cultural groups of the state and their contributions to the state, the nation, and the world, to ensure the collection embodies the background of all students.

Recommendation and Procurement of Materials

Library materials shall be recommended and procured in accordance with guidelines adopted by the Texas State Library and Archives Commission and the District standards and priorities expressed in this policy.

Librarians and other professional staff shall develop recommendations to be presented to the Board. The librarians and other professional staff shall ensure that the materials:

1. Enrich and support the TEKS and the state and local curriculum, taking into consideration students' varied interests, maturity levels, abilities, and learning styles.

2. Foster growth in factual knowledge, literary appreciation, aesthetic values, and societal standards.

3. Encourage the enjoyment of reading, foster high-level thinking skills, support personal learning, and encourage discussion based on rational analysis.

4. Represent ethnic, religious, and cultural groups of the state and their contributions to the state, the nation, and the world.

The Superintendent shall ensure that administrative procedures regarding the development of recommendations of library materials consider at least two of the following factors:

1. Recommendations from students, parents or guardians, teachers, and District residents.

2. Consultation with District teachers and library staff.

3. Consultation with library staff from other districts.

4. Extensive review of the library material.

5. Context of the library material, including overall fit within the existing collection and support of District curriculum.

6. Reviews of the library material from sources such as professional journals in library science, recognized professional education or content journals with book reviews, national and

state award recognition lists, library science field experts, and highly acclaimed author and literacy expert recommendations.

7. Coverage of topics, authors, series, or genres that fill gaps in the school library collection.

The Board shall consider the list of library materials that have been donated or proposed by the administration for procurement. Each Board member may propose changes before the Board takes action on the list of donated or proposed library materials.

The Board shall either approve or reject the library materials that have been donated or proposed for procurement.

Donated and Proposed Procurement List

At least 30 days prior to the Board's vote to accept donated library materials or approve procurement of library materials, the Superintendent shall make accessible to the public the list of library materials in accordance with law.

Access Plan

The District shall allow efficient parental access to the District's library and any available online catalogs.

Online catalogs shall be publicly available. The District shall publish information about library material titles, including how and where material can be accessed.

Each campus shall communicate the following to parents and guardians:

- Access to policies relating to school libraries and library materials;
- Consistent access to library materials and resources; and
- Opportunities for students, parents and guardians, educators, and community members to provide feedback on library materials and services.

Parental Involvement

Parents and guardians are the primary decision-makers regarding their child's access to library material. In general, a student is afforded the opportunity to self-select library materials as part of literacy development and the library program. District staff may assist a student in selecting library material; however, the ultimate determination of appropriateness remains with the student and parent or guardian. Parents and guardians are encouraged to communicate with the campus librarian and their child's teacher about special considerations regarding library materials self-selected by their child.

In accordance with state law and administrative procedures, parents or guardians may submit to the principal or a staff member

designated by the principal a list of library materials that the parent's or guardian's child shall not be allowed to check out or access for use outside of the school library. The Superintendent shall develop procedures that permit a parent or guardian to submit the request in at least one of the methods permitted by law.

The parent or guardian may select alternative library materials for their child. [For information on parental rights regarding instructional materials and other instructional resources, see EFA(LEGAL).]

The District shall focus on maximizing transparency with parents while meeting student needs and providing enrichment opportunities with library materials. Parental involvement in library acquisition, maintenance, and campus activities is encouraged.

Access Procedures

School Library

A parent or guardian who wishes to access a school's library shall first submit a request to the principal. The principal or a staff member designated by the principal shall work with the parent or guardian to determine a time to access the library that will not interfere with the delivery of instruction or disrupt student use of library services.

Library Catalog

A parent or guardian who wishes to access the catalog of library materials for any school in the District shall submit a written request to the school's principal. The principal or a staff member designated by the principal shall respond to the request in accordance with administrative procedures.

Protection from Inappropriate Material

In accordance with law and guidance from the Texas State Library and Archives Commission, library materials shall not include "harmful material"; any library material that is pervasively vulgar or educationally unsuitable; any library material containing indecent or profane content; any library material that refers a person to a website, including by use of a link or QR code, containing content legally prohibited under law; or any other material legally prohibited from inclusion in a public school library. [See EFB(LEGAL)]

Obscene material is not protected by the First Amendment to the United States Constitution.

Library materials shall comply with the Children's Internet Protection Act (CIPA), including technology protection measures. [See CQ]

Challenge of Library Material

A District employee, a parent or guardian of a District student, or District resident may challenge library material maintained in the District's library program.

Guiding Principles

The following principles shall guide the review of a challenge of library material:

1. An individual may challenge library material used in the District's library program, despite the fact that the professional staff and the Board followed the proper procedure and adhered to the objectives and criteria for recommending and procuring library materials set out in this policy.
2. Access to challenged material shall be restricted during the challenge process.

In addition to compliance with state law and this policy, a criterion for the final decision on challenged library materials is the appropriateness of the material for its intended use. No challenged library material shall be removed solely because of the ideas expressed in the library material or the personal background of the library material's author or the personal background of the characters in the material.

Informal Challenge

When the District or a campus receives an objection to the appropriateness of a library material, the appropriate librarian or administrator shall try to resolve the matter informally. The librarian or administrator shall explain the selection process and discuss the intended purpose for the library material.

The librarian or administrator shall offer a concerned parent or guardian an alternative library material to be used by the child in place of the material and, if requested, shall restrict the child's access to the material objected to by the parent or guardian.

If the individual wishes to make a formal challenge, the administrator shall make available to the individual a copy of this policy and the form to request a formal challenge of the library material.

Formal Challenge

The District shall make the Texas Education Agency form to challenge library material available on the District's website.

If a District employee, a parent or guardian of a District student, or a District resident wishes to challenge library material, they shall follow the procedures to complete and submit the challenge form.

After a challenge form is submitted, the form shall be provided to the Superintendent. Copies of the form shall be provided to the school librarian, the Board, and any other staff designated in administrative procedures.

Challenge Committee

The ***[insert pos appointing committee]*** shall appoint a challenge committee and notify committee members in accordance with administrative procedures.

The challenge committee shall include the librarian and at least one member of the instructional staff who is familiar with the material's content. Other members of the committee may include District-level staff, secondary-level students, parents or guardians, and any other appropriate individuals.

The District shall provide members of the committee the relevant materials to review in accordance with the deadlines established in administrative procedures and in accordance with law.

Any meeting of the committee must comply with the meeting requirements under Education Code 33.024(g) and (h), including required notices, meeting minutes, audio or video recordings, and submission of minutes and audio or video recordings of the meeting to the District.

All members of the committee shall review the challenged library material in its entirety and determine whether the material conforms to this policy and whether the material will continue to be available in the library. The committee shall prepare a written report of its findings.

The Superintendent, the school librarian, the individual submitting the challenge, and any other appropriate staff shall receive a copy of the committee's report.

Appeal

An individual who submitted a challenge may appeal the decision to the Board. The individual must provide the notice of appeal in accordance with administrative procedures.

The Board shall hear the appeal and render a decision in accordance with the timelines established in law.

When considering the appeal, the Board shall consider the factors in Education Code 33.027(f). The Board shall consider appeals in accordance with timelines set out in law.

Frequency of Review

After a library material has been challenged and the Board determines not to remove the library material from a school library catalog, it may not be challenged again before the second anniversary of the Board's final decision not to remove the material.

Removal of Library Materials

If a challenge to a library material results in the removal of the library material from the school library catalog, each teacher assigned as the classroom teacher at the grade level for which the library material was removed shall be notified and instructed to remove any copy of the library material from the teacher's classroom library, if applicable.

Maintenance of Library Materials

In accordance with state guidelines and District administrative procedures, collections shall be evaluated and updated regularly based on the collections' age, relevance, diversity, and variety. The Superintendent shall ensure administrative procedures are established for regular maintenance of the library collection on each campus. Standard maintenance procedures for any library collection include repair, replacement, and removal of materials as necessary. Regular maintenance shall also include scheduled inventories of the collection. Disposal of any District-owned library materials shall be in accordance with District policy and procedures. [See CI]

Gifts and Donations

The Board shall accept gifts and donations of library materials with the understanding that the use and disposition of the materials and monies will be in accordance with District policy and the selection criteria noted above. [See CDC]

Policy Review

This policy shall be reviewed at least every three years and revised as necessary.

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Approval

TO: Dr. Courtney Morawski, Superintendent

FROM: Houcine Chraibi
DATE: August 15, 2025
RE: Fixed Asset Capitalization Threshold

Background:
Recent guidance from the Texas Education Agency and updates to federal Uniform Grant Guidance have raised the recommended capitalization threshold for fixed assets in Texas public schools from $5,000 to $10,000 per unit, effective for assets placed in service on or after July 1, 2025. This change is intended to streamline asset management and align school district practices with newly adopted state and federal requirements.

Current Practice at Granbury ISD:
Granbury ISD currently defines fixed assets as tangible equipment with a unit cost of $5,000 or more. Assets meeting or exceeding this threshold are capitalized, tracked, and reported on the District's general ledger. Software arrangements of $15,000 or more with contract terms greater than twelve months and significant grouped purchases over $260,000 are also capitalized. Items valued below $5,000 may be tracked as inventory but are not capitalized.

Recommendation:
I recommend that Granbury ISD update its fixed asset capitalization threshold to $10,000 per unit, effective September 1, 2025, to ensure compliance with state and federal requirements and improve efficiency in asset management. Inventory tracking for items below this amount may continue at the campus or department level, as needed.

Additionally, I recommend updating CFB (LOCAL) policy to include a clarifying note reflecting this change and its alignment with revised state and federal guidance.

Proposed Note for Addition to CFB (LOCAL):
Note: Consistent with 2025 guidance from the Texas Education Agency and federal regulations, Granbury ISD will capitalize fixed assets with a unit cost of $10,000 or more, effective July 1, 2025. Items below this threshold may be tracked as inventory in accordance with district procedures.

Houcine Chraibi

Houcine Chraibi
Assistant Director of Finance

Staff Person Responsible: Houcine Chraibi
Kathy Butler

Date Submitted: August 15, 2025

PROPOSED REVISIONS

Capitalization Threshold

The capitalization threshold for purposes of classifying individual capital assets shall be $10,000 ~~$5,000~~.

The Superintendent shall determine the capitalization threshold for a group of assets, the individual cost of which does not exceed the capitalization threshold above but for which the cost in the aggregate is significant.

In order to provide accurate information for the annual audit of the district's fiscal accounts, a district shall maintain inventories of its assets as recommended and directed by the *Financial Accountability System Resource Guide*. *19 TAC 109.1(a), .41, .5001*

[For requirements for federally owned property or property acquired with federal funds, see CBB(LEGAL).]

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Approval

TO: Dr. Courtney Morawski, Superintendent

FROM: Houcine Chraibi
DATE: August 15, 2025
RE: Procurement Threshold

Background:

Senate Bill 1173, passed by the 88th Texas Legislature, amends Texas Education Code §44.031 to increase the competitive procurement threshold for school districts from $50,000 to $100,000, effective September 1, 2025. This change means that school districts will no longer be required by state law to follow formal competitive procurement procedures for purchases below $100,000.

Current Practice at Granbury ISD:

Granbury ISD currently requires Board approval for all single, budgeted purchases of $50,000 or more, regardless of whether those purchases are made through competitive bidding or a cooperative agreement. The Superintendent is permitted to approve purchases under $100,000 that are part of an approved interlocal, cooperative, or continuing contract, but those purchases are reported to the Board after the fact.

Recommendation:

I recommend that Granbury ISD maintain its current $50,000 procurement threshold and continue to operate under our more restrictive local policy. This approach has proven to be effective in promoting transparency, accountability, and Board visibility over significant district expenditures.

In addition, I recommend updating our CH (LOCAL) policy to include a clarifying note that acknowledges the change in state law while affirming our local threshold. This will ensure clear alignment between Board intent, policy language, and administrative procedures.

Proposed Note for Addition to CH (LOCAL):

Note: While state law (Texas Education Code §44.031) now requires competitive procurement for purchases of $100,000 or more effective September 1, 2025, Granbury ISD has elected to maintain its existing local threshold of $50,000 for requiring Board approval of purchases. This local policy reflects the District's commitment to transparency and oversight.

Conclusion:

Keeping our current threshold aligns with Granbury ISD's established practices and values. Adding the clarifying note to CH (LOCAL) will provide transparency and help ensure consistency with future audits, policy reviews, and administrative implementation.

Houcine Chraibi

Houcine Chraibi
Assistant Director of Finance

Staff Person Responsible: Houcine Chraibi
Bradee Drake

Date Submitted: August 15, 2025

Purchasing Authority

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

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases costing less than $100,000, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;
2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL) or CBB(LEGAL), as appropriate]; or
3. A continuing or periodic purchase under a Board-approved bid or contract.

Exception for Emergency Contracts

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

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

Purchasing Procedures

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

Purchasing Method

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

Competitive Bidding

If competitive bidding is chosen as the purchasing method, the Superintendent shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted

rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

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

Competitive Sealed Proposals

If competitive sealed proposals are chosen as the purchasing method, the Superintendent shall prepare the request for proposals and/or specifications for items to be purchased. All proposals shall be in accordance with administrative regulations, and the submission of any electronic proposals shall also be in accordance with Board-adopted rules. Proposals received after the specified time shall not be considered. Proposals shall be opened at the time specified, and all proposers shall be invited to attend the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened.

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

Electronic Bids or Proposals

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

Responsibility for Debts

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

Purchase Commitments

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

Personal Purchases

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

Table of Contents

Board Authority 2
Delegation of Authority 2
Purchases Valued at or Above $50,000 2
Methods 2
Site-Based Purchasing 6
Contract Selection Factors 6
Preferences 7
Notice Publication 8
Electronic Bids or Proposals 9
Right to Work 9
Contract with Person Indebted to District 9
Out-of-State Bidders 9
Professional Services 10
Professional Services Procurement Act 10
Contingent Fee Contract for Legal Services 11
Specific Purchases 12
Computers 12
Automated Information System 12
Automated External Defibrillators 12
Insurance 12
Other Purchasing Methods 13
State Purchasing Program 13
Multiple Award Contract Schedule 14
Cooperative Purchasing Program 14
Commitment of Current Revenue 15
Change Orders 15
Criminal Offenses 15
Removal from Office 16
Injunction 16

Note: For legal requirements applicable to purchases with federal funds, see CBB.

For required vendor disclosures and contract provisions, including prohibitions, see CHE.

For provisions pertaining to criminal history record information on contractors, see CJA.

For legal requirements related to energy savings performance contracts, see CL.

For information on procuring school buses, see CNB.

For legal requirements applicable to school nutrition procurement, including produce, with federal funds, see COA.

For information regarding construction of school facilities, see CV series.

Board Authority

The board may adopt rules and procedures for the acquisition of goods and services. *Education Code 44.031(d)*

Delegation of Authority

The board may, as appropriate, delegate its authority regarding an action authorized or required by Education Code Chapter 44, Subchapter B, to be taken by a district to a designated person, representative, or committee.

The board may not delegate the authority to act regarding an action authorized or required to be taken by the board by Education Code Chapter 44, Subchapter B.

Disaster Delegation

Notwithstanding any other provision of the Education Code, in the event of a catastrophe, emergency, or natural disaster affecting a district, the board may delegate to the superintendent or designated person the authority to contract for the replacement, construction, or repair of school equipment or facilities under Education Code Chapter 44, Subchapter B if emergency replacement, construction, or repair is necessary for the health and safety of district students and staff.

Education Code 44.0312

Purchases Valued at or Above $50,000

Methods

Except as provided by Education Code Chapter 44, Subchapter B, all district contracts for the purchase of goods and services, except contracts for the purchase of produce or vehicle fuel, valued at $50,000 or more in the aggregate for each 12-month period, shall be made by the method, of the following methods, that provides the best value for a district:

1. Competitive bidding for services other than construction services.
2. Competitive sealed proposals for services other than construction services.
3. A request for proposals for services other than construction services.
4. An interlocal contract.
5. A method provided by Government Code Chapter 2269 for construction services [see CV series];
6. The reverse auction procedure as defined by Government Code 2155.062(d).
7. The formation of a political subdivision corporation under Local Government Code 304.001 (purchase of electricity).

Education Code 44.031(a)

Exceptions

Emergency Damage or Destruction

If school equipment, a school facility, or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the board determines that the delay posed by the methods provided for in Education Code 44.031 would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment, school facility, or the part of the school facility may be made by methods other than those required by Education Code 44.031. *Education Code 44.031(h)*

Sole Source

Without complying with Education Code 44.031(a) above, a district may purchase an item that is available from only one source, including:

1. An item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly.
2. A film, manuscript, or book.
3. A utility service, including electricity, gas, or water.
4. A captive replacement part or component for equipment.

The exceptions above do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of $15,000.

Education Code 44.031(j)-(k)

Competitive Bidding

Except to the extent prohibited by other law and to the extent consistent with Education Code Chapter 44, Subchapter B, a district may use competitive bidding to select a vendor as authorized by Education Code 44.031(a)(1).

A district shall award a competitively bid contract at the bid amount to the bidder offering the best value for the district. In determining the best value for the district, the district is not restricted to considering price alone but may consider any other factors stated in the selection criteria. The selection criteria may include the factors listed in Education Code 44.031(b) [see Contract Selection Factors, below].

Except as provided below, Local Government Code Chapter 271, Subchapter B (Competitive Bidding on Certain Public Works Contracts) does not apply to a competitive bidding process under this policy.

Local Government Code Sections 271.026 (Opening of Bids), 271.027(a) (Award of Contract), and 271.0275 (Safety Record of Bidder Considered) apply to a competitive bidding process under Education Code Chapter 44, Subchapter B. [See CVA for these requirements.]

Education Code 44.0351

[For information on additional competitive procedures under the Public Property Finance Act, see CHH.]

Competitive Sealed Proposals

In selecting a vendor through competitive sealed proposals as authorized by Education Code 44.031(a)(2), a district shall follow the procedures prescribed below.

Request for Proposals

The district shall prepare a request for competitive sealed proposals that includes information that vendors may require to respond to the request. The district shall state in the request for proposals the selection criteria that will be used in selecting the successful offeror.

Opening Proposals

The district shall receive, publicly open, and read aloud the names of the offerors and, if any are required to be stated, all prices stated in each proposal. Not later than the 45th day after the date on which the proposals are opened, the district shall evaluate and rank each proposal submitted in relation to the published selection criteria.

Selection

The district shall select the offeror that offers the best value for the district based on the published selection criteria and on its ranking evaluation. The district shall first attempt to negotiate a contract with the selected offeror. The district may discuss with the selected

offeror options for a scope or time modification and any price change associated with the modification. If the district is unable to negotiate a satisfactory contract with the selected offeror, the district shall, formally and in writing, end negotiations with that offeror and proceed to the next offeror in the order of the selection ranking until a contract is reached or all proposals are rejected.

In determining the best value for the district, the district is not restricted to considering price alone but may consider any other factors stated in the selection criteria.

Education Code 44.0352

Interlocal Contracts

"Interlocal contract" means a contract or agreement made under Government Code Chapter 791 (Interlocal Cooperation Act). *Gov't Code 791.003(2)*

A district, may agree with another local government or with the state or a state agency, including the comptroller, to purchase goods and services. *Gov't Code 791.025(a)*

A district may agree with another local government, including a nonprofit corporation that is created and operated to provide one or more governmental functions and services, or with the state or a state agency, including the comptroller, to purchase goods and any services reasonably required for the installation, operation, or maintenance of the goods. This provision does not apply to services provided by firefighters, police officers, or emergency medical personnel. *Gov't Code 791.025(b)*

A district that purchases goods and services under Government Code 791.025 satisfies the requirement to seek competitive bids for the purchase of the goods and services. *Gov't Code 791.025(c); Atty. Gen. Op. JC-37 (1999)*

Note: For legal provisions related to interlocal contracts, generally, see GRB.

For legal provisions related to using cooperative purchasing for construction-related services, see CV.

Reverse Auction

A district that uses the reverse auction procedure must include in the procedure a notice provision and other provisions necessary to produce a method of purchasing that is advantageous to the district and fair to vendors. *Local Gov't Code 271.906(b)*

"Reverse auction procedure" means:

1. A real-time bidding process usually lasting less than one hour and taking place at a previously scheduled time and internet

location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods or services; or

2. A bidding process usually lasting less than two weeks and taking place during a previously scheduled period and at a previously scheduled internet location, in which multiple suppliers, anonymous to each other, submit bids to provide the designated goods or services.

Gov't Code 2155.062(d)

Site-Based Purchasing

If a purchase is made at the campus level in a district with a student enrollment of 180,000 or more that has formally adopted a site-based decision-making plan under Education Code Subchapter F, Chapter 11 [see BQ series], that delegates purchasing decisions to the campus level, Education Code 44.031 applies only to the campus and does not require the district to aggregate and jointly award purchasing contracts. A district that adopts site-based purchasing under this provision shall adopt a policy to ensure that campus purchases achieve the best value to the district and are not intended or used to avoid the requirement that a district aggregate purchases under Education Code 44.031(a). *Education Code 44.031(m)*

Contract Selection Factors

Except as provided by Education Code Chapter 44, Subchapter B, in determining to whom to award a contract, the district shall consider:

1. The purchase price.
2. The reputation of the vendor and of the vendor's goods or services.
3. The quality of the vendor's goods or services.
4. The extent to which the goods or services meet the district's needs.
5. The vendor's past relationship with the district.
6. The impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses.
7. The total long-term cost to the district to acquire the vendor's goods or services.
8. For a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent

company or majority owner has its principal place of business in this state or employs at least 500 persons in this state.

9. Any other relevant factor specifically listed in the request for bids or proposals.

Education Code 44.031(b)

In awarding a contract by competitive sealed bid under Education Code 44.031, a district that has its central administrative office located in a municipality with a population of less than 250,000 may consider a bidder's principal place of business in the manner provided by Local Government Code 271.9051. This provision does not apply to the purchase of telecommunications services or information services, as those terms are defined by 47 U.S.C. Section 153. *Education Code 44.031(b-1)*

The factors listed above are the only criteria that may be considered by a district in its decision to award a contract. *R.G.V. Vending v. Weslaco Indep. Sch. Dist., 995 S.W.2d 897 (Tex. App.—Corpus Christi 1999, no pet.)*

Preferences

Agricultural Products

A district that purchases agricultural products shall give preference to those produced, processed, or grown in Texas if the cost to the district is equal and the quality is equal. If agricultural products produced, processed, or grown in Texas are not equal in cost and quality to other products, the district shall give preference to agricultural products produced, processed, or grown in other states of the United States, if the cost and quality of the U.S. and foreign products are equal.

"Agricultural products" includes textiles and other similar products.

"Processed" means canning, freezing, drying, juicing, preserving, or any other act that changes the form of a good from its natural state to another form.

A district may not adopt product purchasing specifications that unnecessarily exclude agricultural products produced, processed, or grown in Texas.

Vegetation for Landscaping

A district that purchases vegetation for landscaping purposes, including plants, shall give preference to Texas vegetation if the cost to the district is equal and the quality is equal.

Education Code 44.042

[For legal requirements applicable to school nutrition procurement, including produce and agricultural products, with federal funds, see COA.]

Recycled Products

A district shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality and the average price of the product is not more than 10 percent greater than the price of comparable nonrecycled products. Preferences will be applied in accordance with state procurement statutes and rules. *30 TAC 328.203*

Subchapter K of 30 Administrative Code (Governmental Entity Recycling and Purchasing of Recycled Materials) does not apply to a district with a student enrollment of less than 10,000 students. *30 TAC 328.204(a)*

A district regularly shall review and revise its procurement procedures and specifications for the purchase of goods, supplies, equipment, and materials in order to:

1. Eliminate procedures and specifications that explicitly discriminate against products made of recycled materials;
2. Encourage the use of products made of recycled materials; and
3. Ensure to the maximum extent economically feasible that the district purchases products that may be recycled when they have served their intended use.

In developing new procedures and specifications, the district shall encourage the use of recycled products and products that may be recycled or reused.

Health and Safety Code 361.426(b)-(c)

Bidder's Place of Business

In awarding a contract by competitive sealed bid under Education Code 44.031, a district that has its central administrative office located in a municipality with a population of less than 250,000 may consider a bidder's principal place of business in the manner provided by Local Government Code Section 271.9051. This provision does not apply to the purchase of telecommunications services or information services, as those terms are defined by 47 U.S.C. 153. *Education Code 44.031(b-1)*

Notice Publication

Notice of the time by when and place where the bids or proposals, or the responses to a request for qualifications, will be received and opened shall be published in the county in which the district's central administrative office is located, once a week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. If there is not a newspaper in that county, the advertising shall be published in a newspaper in the county nearest the county seat of the county in which a district's central administrative office is located. In a two-step procure-

ment process, the time and place where the second-step bids, proposals, or responses will be received are not required to be published separately. *Education Code 44.031(g)*

Electronic Bids or Proposals

A district may receive bids or proposals under Education Code Chapter 44 through electronic transmission if the board adopts rules to ensure the identification, security, and confidentiality of electronic bids or proposals and to ensure that the electronic bids or proposals remain effectively unopened until the proper time.

Notwithstanding any other provision of Education Code Chapter 44, an electronic bid or proposal is not required to be sealed. A provision of Education Code Chapter 44 that applies to a sealed bid or proposal applies to a bid or proposal received through electronic transmission in accordance with the rules adopted by the board.

Education Code 44.0313

Right to Work

While a district is engaged in procuring goods and services or awarding a contract, or overseeing procurement or construction for a public work or public improvement, a district:

1. May not consider whether a vendor is a member of or has another relationship with any organization; and
2. Shall ensure that its bid specifications and any subsequent contract or other agreement do not deny or diminish the right of a person to work because of the person's membership or other relationship status with respect to any organization.

Education Code 44.043

Contract with Person Indebted to District

The board by resolution may establish regulations permitting the district to refuse to enter into a contract or other transaction with a person indebted to the district. It is not a violation of Education Code Chapter 44, Subchapter B (Purchases; Contracts) for a district, under regulations adopted under this provision, to refuse to award a contract to or enter into a transaction with an apparent low bidder or successful proposer that is indebted to the district.

"Person" includes an individual, sole proprietorship, corporation, nonprofit corporation, partnership, joint venture, limited liability company, and any other entity that proposes or otherwise seeks to enter into a contract or other transaction with the district requiring approval by the board.

Education Code 44.044

Out-of-State Bidders

A district may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted

by a responsible resident bidder by an amount that is not less than the greater of the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located, or the state in which a majority of the manufacturing relating to the contract will be performed. *Gov't Code 2252.002*

This requirement does not apply to a contract involving federal funds. A district shall use the information published by the comptroller under Government Code 2252.003 (Publication of Other State's Laws on Contracts) to evaluate the bid of a nonresident bidder. A district may rely on information published under Government Code 2252.003 to meet the requirements of Government Code 2252.002. *Gov't Code 2252.003-.004*

"Governmental contract" means a contract awarded by a governmental entity, including a public school district, for general construction, an improvement, a service, or a public works project or for a purchase of supplies, materials, or equipment.

"Resident bidder" refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Gov't Code 2252.001

Professional Services

Education Code 44.031 does not apply to a contract for professional services rendered, including the services of an architect, attorney, certified public accountant, engineer, or fiscal agent. A district may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Government Code 2254.003 (Professional Services Procurement Act) (see below), in lieu of the methods provided by Education Code 44.031. *Education Code 44.031(f)*

Professional Services Procurement Act

Selection

A district may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price. *Gov't Code 2254.003(a)*

Definition

"Professional services" means services:

1. Within the scope of the practice, as defined by state law, of accounting, architecture, landscape architecture, land survey-

ing, medicine, optometry, professional engineering, real estate appraising, professional nursing, or forensic science;

2. Provided in connection with the professional employment or practice of a person who is licensed or registered as a certified public accountant, architect, landscape architect, land surveyor, physician, optometrist, professional engineer, state-certified or state-licensed real estate appraiser, registered nurse, or a forensic analyst or forensic science expert; or

3. Provided by a person lawfully engaged in interior design, regardless of whether the person is registered as an interior designer under Occupations Code Chapter 1053.

Gov't Code 2254.002

[For specific information on procuring architectural or engineering services, see CV. For information on procuring services of physicians, optometrists, and registered nurses under certain circumstances, see Government Code 2254.008.]

Contingent Fee Contract for Legal Services

"Contingent fee contract" means a contract for legal services under which the amount or the payment of the fee for the services is contingent in whole or in part on the outcome of the matter for which the services were obtained. The term includes an amendment to a contract for legal services described by this provision if the amendment changes the scope of representation or may result in the filing of an action or the amending of a petition in an existing action. *Gov't Code 2254.101(2)*

Government Code Chapter 2254, Subchapter C provides the manner in which and the situations under which a district may compensate a public contractor under a contingent fee for legal services. That subchapter does not apply to a contract for legal services:

1. Provided to a district under Government Code Chapter 403, Subchapter M; or

2. Entered into by a district for the collection of an obligation, as defined by Government Code 2107.001, that is delinquent [see CCGA(LEGAL) regarding delinquent tax collection] or for services under Government Code 1201.027 [see CCA(LEGAL) regarding issuance of public securities], except that Government Code sections 2254.1032, 2254.1034, 2254.1036, and 2254.1037 do apply to the contract.

Gov't Code 2254.102

A district may select an attorney or law firm to award a contingent fee contract only in accordance with Government Code

2254.003(a) (Professional Services Procurement Act) [see Selection, above] and Government Code 2254.1032.

In procuring legal services under a contingent fee contract, a district shall:

1. Select a well-qualified attorney or law firm on the basis of demonstrated competence, qualifications, and experience in the requested services; and

2. Attempt to negotiate a contract with that attorney or law firm for a fair and reasonable price.

Gov't Code 2254.1032

Specific Purchases

Computers

A district may acquire computers and computer-related equipment, including computer software, through the Department of Information Resources (DIR) under contracts entered into in accordance with Government Code Chapter 2054 or 2157. *Education Code 44.031(i)*

Automated Information System

A district may purchase an automated information system using the purchasing method described by Government Code 2157.068 for commodity items or a purchasing method designated by the comptroller to obtain the best value for the state, including a request for offers method. A district that purchases an item using a method described above satisfies any state law requiring the district to seek competitive bids for the purchase of the item. *Gov't Code 2157.006; 34 TAC 20.222* [See 1 Administrative Code Chapter 212 for rules related to purchases of commodity items.]

Automated External Defibrillators

A district that purchases or leases an automated external defibrillator (AED), as defined by Health and Safety Code 779.001, shall ensure that the AED meets standards established by the federal Food and Drug Administration. *Education Code 44.047(a)*

Insurance

A contract for the purchase of insurance is not a contract for professional services. A district must award such a contract using one of the methods in Education Code 44.031. *Atty. Gen. Op. DM-418 (1996)*

Multiyear Contracts

A district may execute an insurance contract for a period longer than 12 months, if the contract complies with Local Government Code 271.903(a) [see Commitment of Current Revenue, below]. If a district executes a multiyear insurance contract, it need not advertise for insurance vendors until the 12-month period during which the district will be executing a new insurance contract. *Atty. Gen. Op. DM-418 (1996)*

Other Purchasing Methods

State Purchasing Program

The comptroller shall establish a program by which the comptroller performs purchasing services for local governments. The services must include:

1. The extension of state contract prices to participating local governments when the comptroller considers it feasible.
2. Solicitation of bids on items desired by local governments if the solicitation is considered feasible by the comptroller and is desired by the local government.
3. Provision of information and technical assistance to local governments about the purchasing program.

The comptroller may charge a participating local government an amount not to exceed the actual costs incurred by the comptroller in providing purchasing services to the local government under the program.

Local Gov't Code 271.082

District Participation

A district may participate in the purchasing program, including participation in purchases that use the reverse auction procedure, by filing with the comptroller a resolution adopted by the board requesting that the district be allowed to participate on a voluntary basis, and to the extent the comptroller deems feasible, and stating that the district will:

1. Designate an official to act for the district in all matters relating to the program, including the purchase of items from the vendor under any contract, and that the board will direct the decisions of the representative;
2. Be responsible for:
    a. Submitting requisitions to the comptroller under any contract; or
    b. Electronically sending purchase orders directly to vendors, or complying with procedures governing a reverse auction purchase, and electronically sending to the comptroller reports on actual purchases made under this provision that provide the information and are sent at the times required by the comptroller;
3. Be responsible for making payment directly to the vendor;
4. Be responsible for the vendor's compliance with all conditions of delivery and quality of the purchased item.

A district that purchases an item under a state contract or under a reverse auction procedure, sponsored by the comptroller satisfies

any state law requiring the district to seek competitive bids for the purchase of the item.

Local Gov't Code 271.083

Multiple Award Contract Schedule

The comptroller shall develop a schedule of multiple award contracts that have been previously awarded using a competitive process by the federal government or any other governmental entity in any state. *Gov't Code 2155.502(a)*

A district may purchase goods or services directly from a vendor under a contract listed on a schedule developed under Government Code Chapter 2155, Subchapter I. A district contracting for the purchase of an automated information system under a contract listed on a schedule shall comply with Government Code 2157.068(e-1) (Purchase of Information Technology Commodity Items) [see Automated Information System, above]. A purchase authorized by this provision satisfies any requirement of state law relating to competitive bids or proposals.

The price listed for a good or service under a multiple award contract is a maximum price. A district may negotiate a lower price for goods or services under a contract listed on a schedule developed under Government Code Chapter 2155, Subchapter I.

Gov't Code 2155.504

Cooperative Purchasing Program

A district may participate in a cooperative purchasing program with another local government of this state or another state or with a local cooperative organization of this state or another state. A district that is participating in a cooperative purchasing program may sign an agreement with another participating local government or a local cooperative organization stating that the district will:

1. Designate a person to act under the direction of, or on behalf of, the district in all matters relating to the program;

2. Make payments to another participating local government or local cooperative organization or directly to a vendor under a contract made under these provisions, as provided in the agreement between the participating local governments or between a local government and a local cooperative organization; and

3. Be responsible for the vendor's compliance relating to the quality of items and terms of delivery, to the extent provided in the agreement between the participating local governments or between a local government and a local cooperative organization.

A district that purchases goods or services under these provisions satisfies any state law requiring the district to seek competitive bids for the purchase of the goods or services.

Local Gov't Code 271.102; Atty. Gen. Op. JC-37 (1999)

Cooperative Purchasing Contract Fees

A district that enters into a purchasing contract valued at $25,000 or more under Education Code 44.031(a)(5) (interlocal contract), under Local Government Code Chapter 271, Subchapter F (cooperative purchasing program), or under any other cooperative purchasing program authorized for school districts by law shall document a contract-related fee, including a management fee, paid by or to the district and the purpose of each fee under the contract.

The amount, purpose, and disposition of any fee described above must be presented in a written report and submitted annually in an open meeting of the board. The written report must appear as an agenda item. The commissioner of education may audit the written report.

Education Code 44.0331

Commitment of Current Revenue

If a contract for the acquisition, including lease, of real or personal property retains to the board the continuing right to terminate at the expiration of each budget period during the term of the contract, is conditioned on a best efforts attempt by the board to obtain and appropriate funds for payment of the contract, or contains both the continuing right to terminate and the best efforts conditions, the contract is a commitment of a district's current revenue only. *Local Gov't Code 271.903*

Change Orders

For provisions regarding change orders, see CV.

Criminal Offenses

An officer, employee, or agent of a district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Education Code 44.031(a) or (b). An offense under this provision is a Class B misdemeanor and is an offense involving moral turpitude.

"Component purchases" means purchases of the component parts of an item that in normal purchasing practices would be made in one purchase. "Separate purchases" means purchases, made separately, of items that in normal purchasing practices would be made in one purchase. "Sequential purchases" means purchases, made over a period, of items that in normal purchasing practices would be made in one purchase.

Education Code 44.032(a)-(b)

An officer, employee, or agent of a district commits an offense if the person with criminal negligence violates Education Code 44.031(a) or (b) other than by conduct described by Education Code 44.032(b). An offense under this provision is a Class B misdemeanor and is an offense involving moral turpitude. *Education Code 44.032(c)*

An officer or employee of a district commits an offense if the officer or employee knowingly violates Education Code 44.031, other than by conduct described by Education Code 44.032(b) or (c). An offense under this provision is a Class C misdemeanor. *Education Code 44.032(d)*

Removal from Office

The final conviction of a person other than a trustee of a district for an offense under Education Code 44.032(b) or (c) above results in the immediate removal from office or employment of that person. A trustee who is convicted of an offense under Education Code 44.032 is considered to have committed official misconduct for purposes of Local Government Code Chapter 87, and is subject to removal as provided by that chapter and Texas Constitution Article V, Section 24. For four years after the date of the final conviction, the removed person is ineligible to be a candidate for or to be appointed or elected to a public office in Texas, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. *Education Code 44.032(e)*

Injunction

A court may enjoin performance of a contract made in violation of Education Code Chapter 44, Subchapter B. A county attorney, district attorney, criminal district attorney, citizen of the county in which the district is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this provision is entitled to reasonable attorney's fees as approved by the court. *Education Code 44.032(f)*

Director of Human Resources

For:	Board of Trustees
Date:	August 12, 2025
Action:	Consent

To: Dr. Courtney Morawski, Superintendent **From: Wes Jones**
Date: August 25, 2025
RE: Extra Duty Pay Schedules

SUMMARY:

We have posted a Licensed Specialist in School Psychology (LSSP) position, but no candidates have applied, and there is a shortage across the state. Therefore, we added a stipend for the two LSSPs currently on staff so they can cover the duties and caseload of the position we could not fill. In addition, we created a stipend for elementary staff to coordinate spelling bees. The changes and additions are highlighted in yellow.

RECOMMENDATION:
Approval of the Extra Duty Pay Schedules 2025-2026 school year as presented.

Respectfully submitted,

Wes Jones
Director of Human Resources

DRAFT

GRANBURY ISD

EXTRA DUTY
PAY SCHEDULES
2025/2026

DEPARTMENT HEADS:

GRANBURY HIGH SCHOOL		***$1,000 Plus $100 per Teacher Over 10**
English	1	2,500
Foreign Language	1	2,500
Mathematics	1	2,500
Science	1	2,500
Social Studies	1	2,500
CTE	1	2,500
Fine Arts	1	2,500
Special Education - ALL	1	3,000
Special Education - Life Skills	1	1,500

MIDDLE SCHOOLS		**$1,000 Plus $100 per Teacher Over 10**
English/LA	1	1,000
Mathematics	1	1,000
Science / PE	1	1,000
Social Studies	1	1,000
CTE/Technology/Foreign Language	1	1,000
Fine Arts	1	1,000
Special Education	1	1,500

*Teachers who were previously employeed and held this position prior to the 23/24 year will be grandfathered in for this stipend

ELEMENTARY CAMPUSES GRADE LEVEL CHAIRS

		$1,000 Plus $100 per Teacher Over 10	
Kindergarten	1	1,000	
1st Grade	1	1,000	
2nd Grade	1	1,000	
3rd Grade	1	1,000	
4th Grade	1	1,000	
5th Grade	1	1,000	
Special Programs: (SPED, Music, PE, 504 & Library)	1	1,000	
Spelling Bee Sponsor	**1**	**400**	**PAY AFTER EVENT**
UIL Coordinator	1	500	PAY AFTER EVENT

GRANBURY ISD

UIL - EXTRA DUTY
PAY SCHEDULE
2025/2026

GRANBURY HIGH SCHOOL

All stipends are based upon full district representation in all contests and in any District meet where a complete entry is not fielded, the stipend will be subject to reduction accordingly.

Event		Extra Pay	
UIL Campus Coordinator	1	1,500	
Host District Meet Coordinator	1	825	PAY AFTER EVENT
Accounting	1	825	PAY AFTER EVENT
Calculator Applications	1	825	PAY AFTER EVENT
Computer Science	1	825	PAY AFTER EVENT
Copy Editing	1	825	PAY AFTER EVENT
Current Issues and Events	1	825	PAY AFTER EVENT
Copy, Editorial, Feature, Headline, News Writing	1	825	PAY AFTER EVENT
Film Festival	1	825	PAY AFTER EVENT
Literary Criticism	1	825	PAY AFTER EVENT
Mathematics	1	825	PAY AFTER EVENT
Number Sense	1	825	PAY AFTER EVENT
Poetry Interpretation	1	825	PAY AFTER EVENT
Prose Interpretation	1	825	PAY AFTER EVENT
Ready Writing	1	825	PAY AFTER EVENT
Robotics	1	825	PAY AFTER EVENT
Science	1	825	PAY AFTER EVENT
Social Studies	1	825	PAY AFTER EVENT
Spelling and Vocabulary	1	825	PAY AFTER EVENT
One-Act Play	1	1,575	

$75.00 Paid Per Weekend Day for Attendance at Meet ABOVE District UIL Level (effective 15/16)

GRANBURY ISD

UIL - EXTRA DUTY
PAY SCHEDULE
2025/2026

Competing in Lone Star 8 County Middle School District

Event		Extra Pay	
District Meet Director	1	400	PAY AFTER EVENT
Campus Coordinator	1	200	PAY AFTER EVENT
Art	1	450	PAY AFTER EVENT
Calculator Applications	1	450	PAY AFTER EVENT
Chess Puzzle	1	450	PAY AFTER EVENT
Dictionary Skills	1	450	PAY AFTER EVENT
Earth & Life Science	1	450	PAY AFTER EVENT
Impromptu Speaking	1	450	PAY AFTER EVENT
Listening	1	450	PAY AFTER EVENT
Maps, Graphs & Charts	1	450	PAY AFTER EVENT
Mathematics	1	450	PAY AFTER EVENT
Modern Oratory	1	450	PAY AFTER EVENT
Number Sense	1	450	PAY AFTER EVENT
One-Act Play (+100)	1	550	PAY AFTER EVENT
Oral Reading	1	450	PAY AFTER EVENT
Ready Writing	1	450	PAY AFTER EVENT
Social Studies	1	450	PAY AFTER EVENT
Spelling	1	450	PAY AFTER EVENT
Art History	1	450	PAY AFTER EVENT
(Available)	1	450	PAY AFTER EVENT

* Lone Start 8 County Meet Events not in UIL C&CR

GRANBURY ISD

OTHER EXTRA DUTY
PAY SCHEDULE
2025/2026

GRANBURY HIGH SCHOOL

1st Assistant Band Director	3	13,331	
2nd Asst Band Director (MS/HS Ensemble)	0	2,320	
Auditorium Manager	1	5,464	
Cheerleader Sponsor - Varsity	1	6,376	
Cheerleader Sponsor - 9th	1	3,477	
Cheerleader Sponsor - Jr.Varsity	1	4,637	
Choral Director/District Coordinator	1	12,000	
1st Assistant Choral Director	1	7,878	
Color Guard Instructor FALL, WINTER, SUMMER	1	7,210	
Culinary	2	4,000 & 2,000	
PAY AFTER EVENT - DECA Sponsor	2	3,000 & 1,000	
Drama/Theater Arts Sponsor	1	2,320	
Asst. Drama/Theater Arts Sponsor	1	1,739	
Drill Team Sponsor	1	12,500	
Asst. Drill Team Sponsor	1	2,026	
EMT	1	1,500	
PAY AFTER EVENT - FCCLA Sponsor	2	1,000	
PAY ATER EVENT - F1 Sponsor	1	*1,000	1,000 if team advances (Pay After)
PAY AFTER EVENT - HOSA Sponsor	4	1,000	
ROBOTICS Sponsor	1	2,500	
Asst. ROBOTICS Sponsor	1	1,500	
National Honor Society	1	1,500	
Speech/Debate Sponsor	1	3,500	
Student Council Sponsor	1	2,250	
Yearbook Sponsor	1	5,000	
PAY AFTER EVENT - History Fair Coordinator	1	400	
PAY AFTER EVENT - LEFSA (Law Enforcement)	3	1,000	
PAY AFTER EVENT - Science Fair Coordinator	1	400	
PAY AFTER EVENT - Skills USA	1	1,000	
PAY AFTER EVENT - TSA Sponsor	1	1,000	

MIDDLE SCHOOL CAMPUSES

Middle School Band Director	2	8,723
Middle School Assistant Band Director	2	7,878
Cheerleader Sponsor	2	2,814
Middle School Choir Director	2	3,939
Middle School Choir Director	2	3,939
National Junior Honor Society	2	500
Student Council Sponsor	2	500
Yearbook Sponsor	2	1,000
PAY AFTER EVENT - Spelling Bee Sponsor	2	400
PAY AFTER EVENT - History Fair Coordinator	2	400

GRANBURY ISD

OTHER EXTRA DUTY
PAY SCHEDULE
2025/2026

SPECIAL ASSIGNMENTS

Automotive Tech Teacher - GHS **(NA for New Hires after 22/23)**	4	3,500
Athletics Website - Graphics/Schedule	1	1,000
Audio Visual - GHS	1	7,500
Bilingual Support Specialist- Baccus/GHS	3	3,500
Bilingual Teachers - Baccus/Brawner/Roberson	22	3,500
CN Café Mgr Summer Conference (Pay After Event)	9	300
CN Café Mgr Stipend(Pay After Event)	9	500
Counselor - Lead (GHS)	1	2,500
Elementary District UIL Coordinator (Pay After Event)	0	400
Health Coordinator	1	2,000
IPM Coordinator - Maintenance	1	1,500
JROTC	2	12,000
LSSP - SPED **(NA for New Hires after 25/26)**	2	6,000
Occupational Therapists - SPED	2	6,000
P&FE (Parent & Family Campus Liaison) (Pay After Event)	10	500
Professional Development (in District Training - paid per hour)*	0	$25 - $75
*Payment After Required Training is Completed		
Project Lead the Way Leader	1	1,500
Project Lead the Way Instructor Training*	0	1,500
*Payment After Required Training is Completed		
Security - Teacher Marshalls	0	1,500
Speech Language Pathologists - SPED	9	6,000
Speech Language Pathologists Supervisor - SPED	4	1,500
Visual Impairment Specialist - SPED	1	6,000
Visual Impairment Specialist and O & M	1	6,000
*TCC-Teachers **($640 per class/prorated by student $64 up to 10 students)**	0	640
Teacher Residents	26	3,250
Teacher Resident Mentor	26	1,000
Travel Expense - Asst. Supt, CFO	3	3,000
Tutors - Paid Hourly (hourly rate varies)		$12 or $25
WIT/WIT Jr Sponsors (Pay After Event - Paid by A&M)	2	3,000

***Teachers who were previously employed with Weatherford College will receive the additional GISD Stipend**

Board Approved _____

GISD is an Equal Opportunity Employer; policies, procedures and practices shall not discriminate against any individual with respect to compensation, terms, conditions or privileges of employment on the basis of race, color, religion, national origin, age, sex or disability.

Director of Human Resources

For:	**Board of Trustees**
Date:	**August 7, 2025**
Action:	**Review Only**

To:Dr. Courtney Morawski, Superintendent	**From:**	**Wes Jones**
	Date:	**August 25, 2025**
	RE:	**Employee Handbook**

SUMMARY:

The employee handbook has been updated and changes have been made based on TASB's recommendations. I have included a one-page summary of the changes for your convenience.

RECOMMENDATION:

This is not an action item and is for review only.

Respectfully submitted,

Wes Jones

Wes Jones
Director of Human Resources

2025 -2026 GISD Employee Handbook Guide to Changes

Topic	Page Number	Description of Change
Cover Page	1	Updated dates
Table of Contents	2-4	Added new topics and updated to make it more user friendly
Acknowledgment of Receipt	5	Added Policy codes CY, DMA, DBB and EB
Board of Trustees	9	Updated Trustees and changed 72 hours to three business days
Board Meeting Schedule	10	Updated dates
Administration	10	Updated to agree with the current staff
Calendar	11	Updated to 25-26 Calendar
District Campus Directory	12-13	Updated to agree with current staff
Equal Employment Opportunity	14	3rd paragraph removed Dr. Glenn and added Dr. Morawski
Contract and Noncontract Employment	15	Removed "including Licensed Vocational Nurses serving as Campus Nurses"
ADA Accommodations	19	Added new topic describing process for initiation and requests for reasonable accommodations because of a disability
Outside Employment and Tutoring	20	Added information related to restrictions on school administrators' performance of outside employment
Mental Health Training	22	Added new topic addressing the requirements for mental health training in 19 TAC § 153.1015 which became effective December 2, 2024
Master's Degree	23	Corrected to read 'notify Karen Taylor in the Human Resources Department by email at karen.taylor@granburyisd.org to confirm"
Paychecks	24	Updated Pay Dates for 25-26 Payroll Calendar
Supplemental Insurance Benefits	25	Removed " cancer, and heart/stroke" to read "critical Illness"
Teacher Incentive Allotment	29	Added Section regarding the Teacher Incentive Allotment program
Leave and Absences	31	Added Non-Contract Days clarification
Local Leave	34	Added "Local leave shall be used according to the terms and conditions of State Sick Leave. (see State Sick Leave above)
Complaints and Grievances under Harassment of Students	53	Updated page numbers in paragraph three for referencing Reporting Suspected Child Abuse and Bullying.
Staff Dress Code	62	Moved this section to Employee Conduct and Welfare
Harassment of Students	63	Added page numbers in paragraph three for referencing Reporting Suspected Child Abuse and Bullying.

2025 -2026 GISD Employee Handbook Guide to Changes

Topic	Page Number	Description of Change
Reporting Suspected Child Abuse	64	Changes were made in the first five paragraphs to meet the new reporting deadline and procedures required by Senate Bill 571.
Sexual Abuse and Maltreatment of Children	65	Changes were made to reflect amendments to the definition of abuse in Senate Bill 571.
Reporting to Texas Education Agency	65	Topic moved from the Termination section and edited as a result of SB 571, which amended reporting requirements for all employees
Technology Resources	66	Added an optional bullet addressing the appropriate use of artificial intelligence
Personal use of Electronic Communications	67	Added reference to Policy CY, Updated reference to Twitter to X in the first Paragraph and edited third bullet in the third paragraph to reflect Policy CY(LOCAL) changes in Update 124 to include
Criminal History Background Checks	77	Edited to reflect requirements to conduct criminal history checks on all employees
Employee Arrest and Convictions	77	Edited the third and fourth paragraphs to reflect reporting requirements in SB 571
Tabacco and E-Cigarette Use	79	Deleted “and nicotine products” from first paragraph since statute doesn’t prohibit nicotine products and deleted “and nicotine products: in Local Considerations
Copyrighted Materials	81	Editorial Change to the first sentence
Emergency School Closing	84	Added policy reference
Name and Address Changes	85	Added requirements regarding employee name changes
Identification Badge Replacement	86	Added section
Facility Use	86	Updated to agree with current staff
Resignation	87 & 88	Updated to reflect revised reporting requirements in SB 571
Dismissal or Non-renewal of Contract Employees	88	Updated policy reference. Updated the second paragraph to reflect reporting requirements to SB 571. Deleted the second paragraph in local considerations.
Dismissal of Non-Contract Employees	88	Updated policy reference. Updated the second paragraph to reflect reporting requirements to SB 571. Deleted the second paragraph in local considerations.
Discharge of Convicted Employees	89	Updated the offenses requiring employee discharge. Updated the Texas Education Code reference in local considerations
Reports to Texas Education Agency	Removed	The topic was edited and moved to Employee Conduct and Welfare as a result of SB 571, which amended reporting requirements for all employees and is no longer limited to resignation and terminations.
Index	98-100	Added new topics and updated pages

GRANBURY ISD

2025 - 2026

EMPLOYEE HANDBOOK

If you have difficulty accessing the information in this document because of a disability, please email ryan.cox@granburyisd.org.

Table of Contents

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK 5
INTRODUCTION 6
DISTRICT INFORMATION 7
Description of District 7
Mission Statement, Goals, and Objectives 8
Board of Trustees 9
Board Meeting Schedule 10
Administration 10
2025-2026 GISD School Calendar 11
District Campus Directory 12
EMPLOYMENT 14
Equal Employment Opportunity 14
Job Vacancy Announcements 14
Contract and Noncontract Employment 15
Certification and Licenses 16
Recertification of Employment Authorization 16
Searches and Alcohol and Drug Testing 16
Health Safety Training 17
Reassignments and Transfers 17
Workload and Work Schedules 18
ADA Accommodations 19
Breaks for Expression of Breast Milk 19
Pregnant Workers Fairness Act 19
Notification to Parents Regarding Qualifications 20
Outside Employment and Tutoring 20
Performance Evaluation 21
Employee Involvement 21
Staff Development 21
Mental Health Training 22
COMPENSATION AND BENEFITS 23
Salaries, Wages, and Stipends 23
Master's Degree 23
Paychecks 23
Automatic Payroll Deposit 24
Payroll Deductions 24
Overtime Compensation 25
Travel Expense Reimbursement 26
Health, Dental, and Life Insurance 26
Supplemental Insurance Benefits 26
Cafeteria Plan Benefits (Section 125) 27
Workers' Compensation Insurance 27
Unemployment Compensation Insurance 27
Teacher Retirement 28
Other Benefit Programs 28
Teacher Incentive Allotment 29
LEAVE AND ABSENCES 30
LEAVE AND ABSENCES 30
Personal Leave 32
State Sick Leave 33
Local Leave 34
Sick Leave Bank (or Pool) 36
Local Procedures for Implementing Family and Medical Leave Provisions 42
Temporary Disability Leave 43
Workers' Compensation Benefits 43

Assault Leave 44
Bereavement Leave 44
Jury Duty 44
Compliance with a Subpoena 44
Truancy Court Appearances 45
Religious Observance 45
Military Leave 45
EMPLOYEE RELATIONS AND COMMUNICATIONS 46
Employee Recognition and Appreciation 46
District Communications 46
COMPLAINTS AND GRIEVANCES 47
EMPLOYEE CONDUCT AND WELFARE 58
Standards of Conduct 58
Staff Dress Code 62
Discrimination, Harassment, and Retaliation 63
Harassment of Students 63
Reporting Suspected Child Abuse 64
Sexual Abuse and Maltreatment of Children 65
Reports to Texas Education Agency 65
Reporting Crime 66
Scope and Sequence 66
Technology Resources 66
Personal Use of Electronic Communications 67
Public Information on Private Devices 68
Electronic Communications between Employees, Students, and Parents 69
Granbury Independent School District Responsible Use Technology Agreement for FACULTY &STAFF 72
Criminal History Background Checks 77
Employee Arrests and Convictions 77
Alcohol and Drug-Abuse Prevention 78
Tobacco and Nicotine Products and E-Cigarette Use 79
Fraud and Financial Impropriety 79
Conflict of Interest 80
Gifts and Favors 80
Copyrighted Materials 81
Associations and Political Activities 81
Charitable Contributions 82
Safety and Security 82
Possession of Firearms and Weapons 83
Visitors in the Workplace 83
Asbestos Management Plan 83
Pest Control Treatment 83
GENERAL PROCEDURES 84
Emergency School Closing 84
Emergencies 84
Purchasing Procedures 84
Name and Address Changes 85
Personnel Records 85
Identification Badge Replacement 86
Facility Use 86
TERMINATION OF EMPLOYMENT 87
Resignations 87
Dismissal or Nonrenewal of Contract Employees 88
Dismissal of Non-contract Employees 88
Discharge of Convicted Employees 89
Exit Interviews and Procedures 89
Reports Concerning Court-Ordered Withholding 89

STUDENT ISSUES 90
Equal Educational Opportunities *90*
Student Records *90*
Parent and Student Complaints *90*
Administering Medication to Students *91*
Dietary Supplements *91*
Psychotropic Drugs *91*
Student Conduct and Discipline *91*
Student Attendance *92*
Bullying *92*
Hazing *92*
Student Dress Code *92*
Student Code of Conduct *92*
Student Field Trips *93*
EXHIBITS 94
Getting Started with Skyward Employee Access *95*
INDEX 98

Acknowledgment of Receipt of Employee Handbook

Name _____ **Campus/Department** _____

I hereby acknowledge that I understand that the:

1. **Granbury ISD Policies**
2. **Granbury ISD Employee Handbook**
3. **Granbury ISD Parent-Student Handbook**
4. **GISD Computer Acceptable Use Policies**
5. **GISD Safety Manual**
6. **GISD Notification of Annualized Compensation**

are all on-line at *www.granburyisd.org* and accessible by me. I agree to read the handbook, the policies listed below, the Computer Acceptable Use Policy, and the appropriate Safety Manual for my position. I will abide by the standards, policies, and procedures defined or referenced in those documents. I understand I am responsible for preventing accidents by observing all established safety rules and regulations of the district. Additionally, I understand that violation of these policies and/or any safety procedures may result in disciplinary action, including possible termination and/or termination of rights to use the district network and/or possible civil and criminal penalties.

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will relationships are intended by this handbook.

I understand that a computer and printer are readily accessible to me on the campus or in the department to which I have been assigned. I also understand that upon reasonable request, I can use a computer and printer to access and print any of the following listed policies and all other GISD policies and other official documents during regular working hours. I further understand that if I do not know how to use the computer, my supervisor will provide the means for me to access the information. Also, I understand that it is very important that I am aware of the information contained in all the policies both (LEGAL) and (LOCAL) listed below. These are found on-line at *www.granburyisd.org*.

Policy Code

AE	*BA*	*BB*	*BD series*	*BE series*	*BQ series*
CAA	*CE*	*CFEA*	*CH*	*CK series*	*CLB*
CO	*CQ*	*CRD*	*CRE*	*CRF*	*CY*
DAA	*DBA*	*DBAA*	*DBB*	*DBD*	*DC Series*
DEA	*DEAA*	*DEAB*	*DEE*	*DF series*	*DFA series*
DFAC	*DFB series*	*DFD*	*DFF*	*DG*	*DGA*
DGBA	*DH*	*DHB*	*DHE*	*DI*	*DIA*
DK	*DL*	*DMA*	*DMD*	*DN Series*	*EB*
EFA	*EFE*	*EIA*	*EIE*	*FB*	*FD Series*
FEB	*FFAC*	*FFAD*	*FFG*	*FFH*	*FFI*
FL	*FN Series*	*FNC Series*	*FNG*	*FO Series*	*GBA Series*
GKA	*GKD series*	*GKG*	*GRA*		

I understand that I have an obligation to inform my supervisor and the GISD HR office of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the GISD Human Resources Office if I have any questions, concerns, or need further explanations. I also understand that I may request, in writing, a hard copy of this Employee Handbook from the Human Resources Office or use the electronic access and/or use both methods to access this information.

I further understand that all certified employees are required to provide accurate contact information to the State Board of Educator Certification.

** Finally, I understand that as a salaried (professional or paraprofessional) employee that I will be paid on a 12-month basis. **
Note: Sign, date and return to your supervisor.

_____ _____

Signature Date

Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be faxed to Wes Jones, Director of Human Resources, @ 817-408-4199

This handbook is neither a contract nor a substitute for the official district policy manual. Nor is it intended to alter the at-will status of noncontract employees in any way. Rather, the handbook is a guide to and a brief explanation of various district policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. District policies can be accessed online at www.granburyisd.org and can be accessed and printed by all employees.

District Information

Description of the District

Granbury ISD has ten campuses and serves approximately 7,900 students.

Granbury High School serves students in grades 9 -12 and provides a complete array of curricular and extracurricular programs. For students in grades 6-8, Acton Middle School and Granbury Middle School provide extensive extra-curricular programs that complement the curriculum. An alternative education campus is provided for high school students through STARS Accelerated High School. The Behavior Transition Center provides an alternative setting for students who must be removed from the regular instructional program for disciplinary reasons.

The school district is divided into five elementary attendance zones: Acton Elementary School, Baccus Elementary School, Brawner Elementary School, Oak Woods School, and STEAM Academy at Mambrino. Full-day pre-kindergarten is available at Roberson Early Learning Academy

The district covers more than 254 square miles of Hood County, with small areas of Somervell County, Parker County and Johnson County also within the district boundaries. More than 50 regular bus routes cover 5,500 miles daily and provide transportation to an average of 3,800 students daily.

The district provides specialized instructional assistance through its Career and Technical Education Department, Curriculum Department, Special Education Department and Technology Department. Additional Support is provided through the Athletics and Community Education Department, Business Office, Communications Department, Facilities and Maintenance Department, Human Resources Department, Support Services Department and Transportation Department. A Chief of Safety and Security supervises security personnel and protocols at all campuses.

Mission Statement, Goals, and Objectives

Policy AE The mission of the Texas public education system is to ensure that all Texas children have access to a quality education that enables them to achieve their full potential and fully participate now and in the future in the social, economic, and educational opportunities in our state and nation. That mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens. It is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child. The objectives of public education are:

- OBJECTIVE 1: Parents will be full partners with educators in the education of their children.
- OBJECTIVE 2: Students will be encouraged and challenged to meet their full educational potential.
- OBJECTIVE 3: Through enhanced dropout prevention efforts, all students will remain in school until they obtain a diploma.
- OBJECTIVE 4: A well-balanced and appropriate curriculum will be provided to all students.
- OBJECTIVE 5: Educators will prepare students to be thoughtful, active citizens who have an appreciation for the basic values of our state and national heritage and who can understand and productively function in a free enterprise society.
- OBJECTIVE 6: Qualified and highly effective personnel will be recruited, developed, and retained.
- OBJECTIVE 7: Texas students will demonstrate exemplary performance in comparison to national and international standards.
- OBJECTIVE 8: School campuses will maintain a safe and disciplined environmental conducive to student learning.
- OBJECTIVE 9: Educators will keep abreast of the development of creative and innovative techniques in instruction and administration using those techniques as appropriate to improve student learning.
- OBJECTIVE 10: Technology will be implemented and used to increase the effectiveness of student learning, instructional management, staff development and administration.

The academic goals of public education are to serve as a foundation for a well-balanced and appropriate education. The students in the public education system will demonstrate exemplary performance in:

- GOAL 1: The reading and writing the English language.
- GOAL 2: The understanding of mathematics.
- GOAL 3: The understanding of science
- GOAL 4: The understanding of social studies

Board of Trustees

Policies BA, BB series, BD series, and BE series

Texas law grants the board of trustees the power to govern and oversee the management of the district's schools. The board is the policy-making body within the district and has overall responsibility for the curriculum, school taxes, annual budget, employment of the superintendent and other professional staff, and facilities. The board has complete and final control over school matters within limits established by state and federal laws and regulations.

The Board of Trustees is elected by the citizens of the district to represent the community's commitment to a strong educational program for the district's children. Board members are elected by position or place and serve three-year terms. Board members serve without compensation, must be qualified voters, and must reside in the district.

Current board members include:

- Courtney Gore, President, Place 4
- Nancy Alana, Vice President, Place 2
- Billy Wimberly, Secretary, Place 5
- Mike Moore, Trustee, Place 1
- Tim Bolton, Trustee, Place 3
- Barbara Townsend, Trustee, Place 6
- Karen Lowery, Trustee, Place 7

Regular meetings of the Board shall be scheduled in June of each year for a year in advance. Regular meetings shall be scheduled to begin with a closed session at 5:00 p.m. and regular business to begin at 6:00 p.m. Workshops or Board training are also held, when needed, in the Board Room. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and the Superintendent's office at least three (3) business days before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a one-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the board to go into a closed session from which the public and others are excluded. Closed session may occur for such things as discussing prospective gifts or donations, real-property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or consulting with attorneys regarding pending litigation.

Board Meeting Schedule

July 21, 2025	January 15, 2026
August 25, 2025	February 16, 2026
September 15, 2025	March 23, 2026
October 20, 2025	April 20, 2026
November 17, 2025	May 18, 2026
December 15, 2025	June 16, 2026

Administration

Dr. Courtney Morawski, Superintendent	408-4000
Tammy Clark, Assistant Superintendent	408-4000
Wes Jones, Director of Human Resources	408-4185
Emmett Whitefield, Chief Financial Officer	408-4015
Brent Wilson, Director of Technology	408-4101
Ryan Cox, Director of Communications	408-4000
Lissa Oliver, Director of Community Relations	408-4018
Stacie Brown, Director of Curriculum and Instruction and ESD Program	408-4035
Jennifer Anderson, Director of Special Education	408-4050
Hailey Vernon, Director of Maintenance and Facilities	408-4075
Lamont Moore, Director of Athletics and Community Education	408-4080
Brian Caruthers, Director of Transportation	408-4150
Todd Gibson, Director of CTE	408-4282
Amy Whiteley, Director of Support Services – Child Nutrition	408-4085
Bryan Johnson, Director of Support Services – Custodial	408-4013
Wade Clark, Chief of Safety and Security	408-4617

2025-2026 GISD School Calendar

GRANBURY
INDEPENDENT SCHOOL DISTRICT

2025 - 2026 SCHOOL CALENDAR

July 2025

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

August 2025

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

September 2025

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

October 2025

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

November 2025

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

December 2025

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

January 2026

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

February 2026

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

March 2026

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

April 2026

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

May 2026

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

June 2026

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

CALENDAR KEYS

- First & Last Day of School
- Staff Day - District Initiative Training
- Staff Day - Convocation
- Staff Day - Professional Development
- **Student & Staff Holiday**
- Early Release Day
- { } Beginning/End of Grading Period
- **STARS Graduation**
- **GHS Graduation**

DATES AT A GLANCE

Aug. 14:	First Day of School
Sept. 1:	Labor Day
Oct 3 - 6:	Fall 4-Day Weekend
Nov. 24 - 28:	Thanksgiving Break
Dec. 18:	STARS Graduation
Dec. 19 - Jan 5:	Christmas Break
Jan. 19:	Martin Luther King, Jr. Day
Mar. 16 - 20:	Spring Break
April 3:	Good Friday
May 21:	Last Day of School
May 21:	STARS Graduation
May 22:	GHS Graduation
May 25:	Memorial Day

GRADING PERIODS

1st Semester: 80 Days
- GP 1: August 14 - September 19
- GP 2: September 23 - October 30
- GP 3: November 3 - December 18

2nd Semester: 87 Days
- GP 4: January 8 - February 13
- GP 5: February 17 - April 2
- GP 6: April 6 - May 21

SCHOOL TIMES

Elementary Schools: 7:25 a.m. - 3:05 p.m.
Middle Schools: 8:35 a.m. - 4:15 p.m.
Granbury High School: 8:45 a.m. - 4:25 p.m.
STARS Accelerated High School: 8:35 a.m. - 4:15 p.m.
BTC: 8:30 a.m. - 3:30 p.m.

EARLY RELEASE TIMES

Elementary Schools: 11:45 a.m.
Middle Schools/STARS/BTC: 12:55 p.m.
Granbury High School: 1:05 p.m.

OTHER DATES TO NOTE

6th Grade Pirate Camp:	August 11
Elementary Meet The Teacher:	August 12

Helpful Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

	Dept #	Fax #
Human Resources Department	408-4185	4199
Payroll Department	408-4025	4199
Business Office	408-4015	4033
Curriculum Office	408-4035	4045
Special Education	408-4050	4067
Employee Health Insurance Benefits	408-4191	4199

District Campus Directory

Granbury High School 2000 West Pearl - **817-408-4600**

- Principal – Duane Fish
- Associate Principal – Stefanie McKethan
- Assistant Principal – Dustin Conn
- Assistant Principal – Daniel Guidry
- Assistant Principal – Truett Miller
- Assistant Principal – Brenda Pickett

STARS Academy (High School) 301 North Hannaford **– 817-408-4450**

- Principal – Margaret Flores-Rodriguez

Acton Middle School 1300 James Road **- 817-408-4800**

- Principal – Jennifer Pennington
- Assistant Principal – Michael Pickett
- Assistant Principal – John Dafoe

Granbury Middle School 2000 Crossland **– 817-408-4850**

- Principal – Julie Rohleder
- Assistant Principal – Ben Sherley
- Assistant Principal – Kelly Eppler
- Assistant Principal – Tiffany Biggs

Brawner Elementary School 1520 South Meadows **-817-408-4950**

- Principal –Sandy Ruiz
- Assistant Principal – Julie Sellers
- Assistant Principal – Nuvia Velazquez

Oak Woods Elementary School 311 Davis Road **– 817-408-4750**

- Principal – Chelsey Gibson
- Assistant Principal – Nathan Daniels

STEAM Academy at Mambrino (Elementary) 3835 Mambrino Hwy **– 817-408-4900**

- Principal – Melissa Shipp
- Assistant Principal – Jessica McNeal Johnson
- Assistant Principal – Molly Whisenhunt

Acton Elementary School 3200 Acton School Road **– 817-408-4200**

- Principal – Maggie Walton
- Assistant Principal – Haley Briggs
- Assistant Principal – Mallory Myers

Nettie Baccus Elementary School 901 Avery Road **– 817-408-4300**

- Principal – Dr. Lacey Padgett
- Assistant Principal – Lacey Clark

Emma Roberson Early Learning Academy (Pre-K) 1500 Misty Meadows **– 817-408-4500**

- Principal – Kellie Lambert
- Assistant Principal -Kellie Pollock

Behavioral Transition Center 301 North Hannaford **– 817-408-4450**

- Principal – Margaret Flores- Rodriguez

Employment

Equal Employment Opportunity

Policies DAA, DIA

In its efforts to promote nondiscrimination and as required by law, Granbury ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, military status, genetic information, or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

In accordance with Title IX, the district does not discriminate on the basis of sex and is prohibited from discriminating on the basis of sex in its educational programs or activities. The prohibition against discrimination extends to employment. Inquiries about the application of Title IX may be referred to the district's Title IX coordinator, to the Assistant Secretary for Civil Rights of the Department of Education, or both.

The district designates and authorizes the following employee as the Title IX coordinator for employees to address concerns or inquiries regarding discrimination based on sex, including sexual harassment: *Courtney Morawski, Ed.D, Superintendent, at 817-408-4007, courtney.morawski@granburyisd.org or Wes Jones, Director of Human Resources, at 817-408-4185,* wes.jones@granburyisd.org *or Tammy Clark, Assistant Superintendent, at 817-408-4009, tammy.clark@granburyisd.org*. Reports can be made at any time and by any person, including during non-business hours, by mail, email, or phone. During district business hours, reports may also be made in person.

The district designates and authorizes the following employee as the ADA/Section 504 coordinator for employees for concerns regarding discrimination on the basis of a disability: *Wes Jones, Director of Human Resources, 217 N. Jones Street, Granbury, Texas 76048, wes.jones@granburyisd.org 817-408-4185*.

Questions or concerns relating to discrimination for any other reason should be directed to the Superintendent.

Job Vacancy Announcements

Policy DC

Announcements of job vacancies by position and location are posted on a regular basis on the district's website at www.granburyisd.org.

Employment after Retirement

Policy DC

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*.

Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov).

Contract and Noncontract Employment

Policy DC series

State law requires the district to employ all full-time professional employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and nurses under probationary, term, or continuing contracts. Employees in all other positions are employed at-will or by a contract that is not subject to the procedures for nonrenewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the district.

Probationary Contracts. All registered nurses and full-time professional employees new to the district and employed in positions requiring SBEC certification must receive a probationary contract during their first years of employment. All those requiring a probationary contract will receive a one-year probationary contract for the first 3 years of employment, regardless of previous employment with the district or previous employment in public education. There is an option for an additional fourth-year probationary contract if the board determines it is doubtful whether a term contract should be given.

Term Contracts. Full-time professionals employed in positions requiring certification and nurses will be employed by term contracts after they have successfully completed the probationary period. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Employment policies can be accessed online, or copies will be provided upon request.

Noncertified Professional and Administrative Employees. Employees in professional and administrative positions that do not require SBEC certification (such as noninstructional administrators) are employed by a one-year contract that is not subject to the provisions for nonrenewal or termination under the Texas Education Code.

Paraprofessional and Auxiliary Employees. All paraprofessional and auxiliary employees, regardless of certification, are employed at will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.

Certification and Licenses

Policies DBA, DF

Professional employees whose positions require SBEC certification or a professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner. Employees licensed by the Texas Department of Licensing and Regulations (TDLR) must notify Human Resources when there is action against, or revocation of, their license.

A certified employee's contract may be voided without Chapter 21 due process and employment terminated if the individual does not hold a valid certificate or fails to fulfill the requirements necessary to renew or extend a temporary certificate, emergency certificate, probationary certificate, or permit. A contract may also be voided if SBEC suspends or revokes certification because of an individual's failure to comply with criminal history background checks. Contact Human Resources if you have any questions regarding certification or licensure requirements.

State certification shall not be required for some teachers of career and technology education (CTE) courses and Science, Technology, Engineering, Arts, and Mathematics (STEAM) courses. All other teaching assignments shall require certification in accordance with state law.

Recertification of Employment Authorization

Policy DC

At the time of hire, all employees must complete the Employment Eligibility Verification Form (Form I-9) and present documents to verify identity and employment authorization.

Employees whose immigration status, employment authorization, or employment authorization documents have expired must present new documents that show current employment authorization. Employees should file the necessary application or petition sufficiently in advance to ensure that they maintain continuous employment authorization or valid employment authorization documents. Contact Human Resources if you have any questions regarding the reverification of employment authorization. Failure to verify employment authorization may result in termination.

Searches and Alcohol and Drug Testing

Policy CQ, DHE

Non-investigatory searches in the workplace, including accessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes, may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the district reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The district may search the employee, the employee's personal items, and work areas, including district-owned technology resources, lockers, and private vehicles parked on district premises or work sites or used in district business. Disciplinary action, up to and including termination, may result if an employee refuses to submit to testing or is found to violate district policy.

Employees Required to Have a Commercial Driver's License. Any employee whose duties require a commercial driver's license (CDL) is subject to alcohol and drug testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver, drivers of large vehicles, or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements if their duties include driving a commercial motor vehicle.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted when reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who are otherwise subject to alcohol and drug testing will receive a copy of the district's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs.

Employees with questions or concerns relating to alcohol and drug testing policies and related educational material should contact the Athletic Department (for Students) 817-408-4080, Human Resources (for Employees) 817-408-4185, and Transportation (for Bus Drivers) 817-408-4159.

Health Safety Training

Policies DBA, DMA

Certain employees who are involved in physical activities for students must maintain and submit to the district proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion, and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to Health Services.

School nurses and employees with regular contact with students must complete a Texas Education Agency approved Online training regarding seizure disorder awareness, recognition, and related first aid.

Reassignments and Transfers

Policy DK

All personnel are subject to assignment and reassignment by the superintendent or designee when the superintendent or designee determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. Campus reassignments must be approved by the principal at the receiving campus except when reassignments are due to enrollment shifts or program changes, in which the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the district process for employee complaints as outlined in this handbook and district policy DGBA(Local). All employees on a growth plan or deficiency plan are not eligible for voluntary transfers.

Workload and Work Schedules

Policies DEAB, DK, DL

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year, designating the work schedule for teachers and all school holidays. Notice of work schedules, including start and end dates and scheduled holidays, will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation, including conferences. The schedule of planning periods is set at the campus level, but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Elementary classroom teachers are required to be on their campus from 7:10 am to 3:40 pm. Middle School classroom teachers are required to be on campus from 8:15 am to 4:30 pm. High School classroom teachers are required to be on campus from 8:25 am to 4:40 pm. STARS/BTC classroom teachers are required to be on campus from 8:15 am to 4:30 pm. BTC classroom teachers are required to be on campus from 8:00 am to 4:15 pm. If you have morning or after-school duty responsibility, your day may start earlier or end later. Please speak with your campus administrator to confirm your duty schedule. Periodically, teachers will be required to perform supervisory duty and/or participate in faculty/staff meetings held outside these prescribed times. Teachers may also be elected or assigned to various committees that require meeting time outside the regular school day. As contract personnel, teachers are not governed by the 40-hour workweek regulations set by the wage and hour laws.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. See Overtime Compensation for additional information.

True Time

All paraprofessionals and auxiliary employees scheduled for an 8-hour day are required to work a full 8 hours per day not including lunchtime. The lunch period is normally 30 minutes in length. (See Overtime). All paraprofessionals and auxiliary employees are required to keep a time sheet for each week of work. GISD utilizes the True Time Electronic Timekeeping system. Training in the use of this system is provided in each department. All timesheets, whether electronic or paper, are to be reviewed for accuracy and approved by the immediate supervisor on a weekly basis. Supervisors can adjust work schedules to suit the need of the department, school, and/or students.

ADA Accommodations

Policies DAA, DBB, DIA

The district will provide reasonable accommodations to employees with a disability if the accommodation would allow the individual to perform the essential functions of their job, unless doing so would create an undue hardship. An employee or their supervisor may initiate a request for accommodation by contacting Wes Jones, Director of Human Resources, 817-408-4185. and identifying an adjustment or change at work that is needed because of a disability. An employee may also submit a written request to the Human Resources Department

Upon receiving the reasonable accommodation request, HR will meet with the employee and conduct an informal, interactive discussion to identify an accommodation that will allow the employee to perform the essential functions of the job effectively. The district may request medical information concerning the employee's disability to assist in determining what accommodation(s) may be available and appropriate. The employee will be responsible for obtaining the information from their health care provider. Medical information received will be confidential and kept separate from the employee's personnel file.

After meeting with the employee and reviewing medical documentation, the Director of HR will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee. Accommodation will be determined on a case-by-case basis. HR will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

Breaks for Expression of Breast Milk

Policies DEAB, DG

The district supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk. A place, other than a multiple-user bathroom, that is shielded from view and free from intrusion from other employees and the public, where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. For nonexempt employees, these breaks are unpaid and are not counted as hours worked. Employees should meet with their supervisor to discuss their needs and arrange break times.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns should contact Wes Jones, Director of Human Resources, 817-408-4185.

Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact Human Resources to begin the interactive process.

Notification to Parents Regarding Qualifications

Policies DK, DBA

In schools receiving Title I funds, the district is required by the Every Student Succeeds Act (ESSA) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. ESSA also requires that parents be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notice under ESSA is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Robin Imes, Certification Officer, at 817-408-4190.

Outside Employment and Tutoring

Policy DBD

All employees are required to disclose in writing to their immediate supervisor any outside employment that may create a potential conflict of interest with their assigned duties and responsibilities or the best interest of the district. Approval for outside employment will be determined by the Superintendent or his designee and based on whether the outside employment interferes with the duties of the regular assignment. The form can be found on the GISD Human Resources page under HR Forms (internal Use Only). Teachers are not allowed to privately tutor their students for pay, except during the summer months.

Administrators. An employee who has significant administrative duties relating to the operation of a school district, including the operation for a campus, program, or other subdivision of the district, is restricted from outside employment. Administrators may not receive financial benefits for performing personal services for any business entity that conducts or solicits business with the district.

Administrators are also prohibited from receiving financial benefits for performing personal services for any education business that provides services regarding the curriculum or administration of any school district or financial benefits for performing personal services for other school districts, open enrollment charter schools, and education service centers. An exception applies to an administrator who is not a superintendent, assistant superintendent, or member of a board of managers if the board approves as required by statute. Services must be performed on the administrator's personal time. Contact your supervisor for more information.

Performance Evaluation

Policy DN series

Evaluation of an employee's job performance is a continuous process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the district. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, participate in a performance conference with their supervisor, and have the opportunity to respond to the evaluation.

Upon receiving a report, a nursing review committee may review a nurse's nursing services, qualifications, and quality of patient care, as well as the merits of a complaint concerning a nurse, and a determination or recommendation regarding a complaint. A nurse may request, orally or in writing, a determination by the committee regarding conduct requested of the nurse believed to violate the nurse's duty to a patient.

Employee Involvement

Policies BQA, BQB

At both the campus and district levels, Granbury ISD offers opportunities for input in matters that affect employees and influence the instructional effectiveness of the district. As part of the district's planning and decision-making process, employees are elected to serve on district- or campus-level advisory committees. Plans and detailed information about the shared decision-making process are available in each campus office or from the office the Assistant Superintendent.

Staff Development

Policy DMA

Staff development activities are organized to meet the needs of employees and the district. Staff development for instructional personnel is predominantly campus-based, related to achieving campus performance objectives, addressed in the campus improvement plan, and approved by a campus-level advisory committee. Staff development for noninstructional personnel is designed to meet specific licensing requirements (e.g., bus drivers) and continued employee skill development.

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation.

Mental Health Training

Policy DMA

All district employees who regularly interact with students are required to complete an evidence-based mental health training program that is designed to provide instruction regarding the recognition and support of children and youth who experience mental health or substance use issues that may pose a threat to school safety. Employees must provide a certificate of completion to the district that includes the name of the training course, along with supporting documentation confirming that the training meets the requirements of the commissioner rules for mental health training.

Campus staff required to complete the training includes, but is not limited to, teachers, coaches, librarians, instructional coaches, administrators, administrative support personnel, school resource officers, paraprofessionals, substitutes, custodians, cafeteria staff, bus drivers, crossing guards, and district special program liaisons, and supervisors of personnel who regularly interact with students.

Compensation and Benefits

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See *Overtime Compensation.*)

Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

Employees should contact Human Resources at 817-408-4185 for more information about the district's pay schedules or their own pay.

Master's Degree

It is the employee's responsibility to notify Karen Taylor in the Human Resources department by email at karen.taylor@granburyisd.org to confirm successfully completing a master's degree. The employee must provide documentation (original transcripts with conferred date) as requested by the HR department to show that they completed the degree.

A change in pay will only occur on September 1 or January 1 during the year. If HR is notified of a completed master's degree after September 1, the salary increase for the master's degree will not take place until January 1. For December graduates, they will need to inform HR before they leave for the Christmas holiday and provide an original transcript with the conferred date in January.

There will be no "retroactive pay" changes.

Paychecks

Employees who are on annualized pay will be paid twice a month. All other employees are paid according to the payroll calendar. The district uses a completely paperless payroll system. Paychecks are deposited into employee-designated accounts. Employees are responsible for regularly reviewing the accuracy of their pay statements.

An employee's payroll statement contains detailed information, including deductions, withholding information, and the amount of leave accumulated. See the illustrated guide, Exhibit A, if you have any

questions about your payroll statement, or visit the Business Office website under payroll at www.granburyisd.org.

The schedule of pay dates for the 2025-2026 school year follows:

September 15, 2025	March 13, 2026
September 30, 2025	March 31, 2026
October 15, 2025	April 15, 2026
October 31, 2025	April 30, 2026
November 14, 2025	May 15, 2026
November 28, 2025	May 29, 2026
December 15, 2025	June 15, 2026
December 31, 2025	June 30, 2026
January 15, 2026	July 15, 2026
January 30, 2026	July 31, 2026
February 13, 2026	August 14, 2026
February 27, 2026	August 31, 2026

Automatic Payroll Deposit

The district offers employees automatic payroll deposit. Paychecks will be electronically deposited into an employee's designated checking account, savings account, or both as a condition of employment. Contact Payroll in the Business Office at 817-408-4015 for more information about the automatic payroll deposit service. The supervisor must clear an employee before a final paycheck will be issued.

Payroll Deductions

Policy CFEA

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or Social Security employee contributions
- Federal income tax required for all full-time employees.
- Medicare tax (applicable only to employees hired after March 31, 1986)
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans or prepaid tuition

programs. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overpayments. Employees are not entitled to any funds the district overpays. An agreement between an employee and the district must be in place in order to deduct any overpayment from one or more paychecks if an overpayment occurs.

Overtime Compensation

Policies DEAB, DEC

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. A nonexempt employee who works overtime without prior approval will be subject to disciplinary action up to and including termination.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees may be compensated for overtime (i.e., hours beyond 40 in a workweek) at time-and-a-half rate with compensatory time off (comp time) or direct pay in rare instances. The following applies to all nonexempt employees:

- Comp time earned by nonexempt employees may not accrue beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of overtime, the employee will be required to use compensatory time or, at the district's option, will receive overtime pay.

- Comp time must be used in the duty year that it is earned, unless previously approved by the Supervisor.

- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.

- An employee is required to use comp time before using available paid leave (e.g., sick, personal, vacation).

- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.

- In calculating the 40-hour week, employees do not calculate the time used for lunch. Lunch should be taken somewhere other than the regular workstation.

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. Reimbursement for authorized travel shall be in accordance with legal requirements.

Accounting records shall accurately reflect that no state or federal funds were used to reimburse travel expenses beyond those authorized for state employees.

For any authorized expense incurred, the employee shall submit a statement with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

Expenses for meals associated with authorized travel not related to a state or federal grant shall be paid to employees on a Per diem basis. No receipts shall be required for expenses paid on a per diem basis. All forms are available on the GISD website at www.granburyisd.org.

Health, Dental, and Life Insurance

Policy CRD

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. The district currently contributes $378.00 for full-time regular employees and $282.00 for part-time employees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are employed for 10 or more regularly scheduled hours per week.

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each year or when they experience a qualifying event (e.g., marriage, divorce, birth). Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Tracey Poe at 817-408-4191 or tracey.poe@granburyisd.org for more information.

Supplemental Insurance Benefits

Policy CRD

At their own expense, employees may enroll in supplemental insurance programs. Various insurance products are offered each year i.e., dental, vision, disability, accident, supplemental life, and critical illness insurance. Premiums for these programs are paid by payroll deduction. Employees should contact the District's Third-Party Administrator or the Human Resources office at 817-408-4185 for more information.

The Plan Year for all Supplemental Insurance products is from September 1 through August 31.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and new dismemberment, cancer, and dread disease, dental, and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

Employees must either enroll or decline participation in the Cafeteria Plan during their first month of eligibility. To amend or revoke an election under a 125 Cafeteria Plan within the Plan year, the participant must meet Qualifying Event requirements. A Qualifying Event is marriage, divorce, births, adoptions, death, disability, retirement, involuntary loss of employment or insurance for employee and/or spouse, leave of absence, or return from leave of absence and change in eligibility status of a dependent.

Employees may also elect to participate in the Medical Expense Reimbursement or Dependent Care Flexible Spending Account programs, which are a tax savings plan, for eligible out-of-pocket medical, dental, prescription, orthodontia, and dependent care expenses. A third-party administrator handles claims made on Flexible Spending Accounts (FSA).

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district has workers' compensation coverage from Creative Risk Funding, Inc., effective September 2017.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See *Workers' Compensation Benefits* for information on use of paid leave for such absences.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Human Resources Department at 817-408-4185.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify the Payroll and the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the web (www.trs.texas.gov). See section Employment (Employment after Retirement) information on restrictions of employment of retirees in Texas public schools.

Other Benefit Programs

Children of non-resident District employees may attend District school's tuition free if approved by the Superintendent or designee. Placement in a specific school will be based upon the capacity and the current enrollment of the campus.

The district offers Extended School Day to all GISD employees at a discounted rate. The service is a supervised, before and after school care for children in Pre-K through fifth grade. The district also offers childcare services at The Little Buccaneers GISD Staff Childcare Center for Granbury ISD employee's children and grandchildren that are 6 weeks to 4 years old, provided that space is available. All eligible interested families are encouraged to register for the Extended School Day program and childcare services immediately, due to limited space. Both programs operate on a first come first serve basis. For more information and to check if space is available in Extended School Day or Little Buccaneers GISD Staff Childcare Center please contact Tiffany Rodriguez, Child Care Coordinator, at 817-408-4141 or tiffany.rodriguez@granburyisd.org

If your child turns 4 years old on or before September 1st, they can attend full day pre-kindergarten at their home campus. For more information and to check if space is available, please contact your child's home campus.

Teacher Incentive Allotment

Teacher Incentive Allotment

TEACHER INCENTIVE ALLOTMENT

What Granbury ISD Teachers Need to Know

Three Levels of Base Designation

RECOGNIZED — 3,000

EXEMPLARY — 6,000

MASTER — 12,000

(+ individual campus multipliers)

Spending Plan

Granbury ISD will allocate 93% of the allotment to the designated teacher and retain 7% to support the designation system, help teachers pursue designations, and/or support National Board Certification efforts.

100%

What is TIA?

The Teacher Incentive Allotment (TIA) is a state program designed to reward highly effective teachers with additional compensation while allowing them to continue teaching in the classroom. Established in Texas statute, TIA provides sustainable funding directly tied to teacher designations, with no limits on the number of teachers who can earn a designation or the total funds a district can receive. Through TIA, teachers have a clear pathway to significantly increase their earnings, while schools benefit from stronger teacher retention and the ability to recognize and reward exceptional teaching.

How to Earn a Designation

Teacher Observation
T-TESS Domains 2 & 3

Student Growth
STAAR Growth Measure

Designations

Phase 1 (SY 25-26) - Data Capture

Eligible Teaching Assignments:

4th ELAR/SLAR through English II

4th Math through Algebra 1

****Secondary teachers must teach at least 2 sections of an eligible courses with at least 16 students counting toward student growth measure percentage.*

Student Growth Measure - 60% of score

- *ELAR/SLAR STAAR Growth Measure*
- *MATH STAAR Growth Measure*

(must have 55% of students show growth to be considered)

Teacher Evaluation (TTESS) - 40% of score

- *1 classroom observation, 3 walkthroughs, and 1 summative evaluation required of all eligible teachers.*

(Only summative scores in domain 2 and 3 are included in calculation)

- *All summative domains and dimensions must be proficient or higher*

(Domains 2 and 3 must average 3.7 or higher to be considered)

MORE INFORMATION

Email: TIA@granburyisd.org

Stacie Brown, Director of Curriculum — Stacie.brown@granburyisd.org

Karla Willmeth, Asst Director — karla.willmeth@granburyisd.org

Leave and Absences

LEAVE AND ABSENCES

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Human Resources Department at 817-408-4185 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

The Board's policy governing an employee's use of state personal leave may not restrict the order in which an employee may use state personal leave and any additional personal leave provided by the district.

An employee who retains any state sick leave is entitled to use the state sick leave, state personal leave, or local personal leave in any order to the extent that the leave the employee uses is appropriate to the purpose of the leave.

Paid leave must be used in one-half or full-day increments. Earned comp time must be used before any available paid state and local leave.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Any unapproved absences or absences beyond accumulated or available paid leave shall result in a deduction from the employee's pay.

If an hourly employee does not report or request leave of absence(s) according to district procedures, the incident is considered a "no call/no show." An employee who is absent for 3 consecutive days without notice is considered to have abandoned their job and may face disciplinary consequences up to and including termination.

Immediate Family. For purposes of leave other than family and medical leave, immediate family is defined as the following:

- Spouse
- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.
- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.
- Sibling, stepsibling, and sibling-in-law
- Grandparent and grandchild
- Any person residing in the employee's household at the time of illness or death.

For purposes of family and medical leave, the definition of family is limited to spouse, parent, son, daughter, and next of kin. The definition of these are found in Policy DECA(LEGAL).

Health care benefits for employees on leave, authorized under the Family and Medical Leave Act, will be paid by the district, as they were when they were working.

Personal and local leave days are earned at the rate of one-half (1/2) day of each for every 18 days employed up to 5 days of each type as per the following schedule:

Number of Days Employed	Days Earned
0-17	0
18-35	0.5
36-53	1.0
54-71	1.5
72-89	2.0
90-107	2.5
108-125	3.0
126-143	3.5
144-161	4.0
162-179	4.5
180 +	5.0

Use of Leave. Leave is available for the employee's use immediately at the beginning of employment and at the beginning of each new applicable work year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Non-Contract Days

Those employees who work a 226-day or more work schedule are entitled to non-contract days. Non-Contract days are unpaid days; they are not paid leave days. The total number of non-contract days may vary from year to year depending on the school calendar. Non-contract days may be taken at any time during the calendar year with the employee's immediate supervisor's permission. Non-contract days must be used by June 30th each year. Unused non-contract days do not roll over to the following year and are forfeited upon resignation/retirement or termination.

Reporting Absences

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave procedures and forms. All employees must notify their immediate supervisor or his/her designee and submit a time off request through Skyward Employee Access. Go to Employee Center, Skyward Employee Access. Help information can be found at the Employee Center, Time Off Process. Procedures for reporting absences for these employees are handled through the Skyward Time Off Limited Access System.

Medical Certification. Any employee, who is absent more than three (3) days because of a personal or immediate family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The district may require medical certification due to an employee's questionable pattern of absences or when deemed necessary by the supervisor or superintendent. The district may also request medical certification when an employee requests leave under the Family and Medical Leave Act (FMLA) for the employee's serious health condition, a serious health condition of the employee's spouse, parent, or child, or for military caregiver leave.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and health care providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance. Employees, on an approved leave of absence other than family and medical leave, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the FMLA will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than FML. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

At this time, the district has an absence reporting system, which all employees on campuses and Exempt Administration employees are required to use when the employee is absent from work. The absence reporting system records the employee's absence.

Personal Leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: nondiscretionary and discretionary.

Non-discretionary. Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered nondiscretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Nondiscretionary may be used in the same manner as state sick leave.

Discretionary. Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five (5) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of substitutes, will be considered by the principal or supervisor.

Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year.

A **maximum** of ten percent of the campus employees in each job category will be permitted to take discretionary personal leave at the same time. Discretionary personal leave is to be granted only upon approval by the supervisor and shall not be granted if it creates a hardship in a department or on a campus.

Discretionary use of state personal leave shall not exceed three (3) consecutive workdays.

Discretionary leave may not be taken on the following key days: on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for STAAR tests, professional or staff development days or workdays, and the first or last day of a grading period. However, extenuating circumstances may be considered by the supervisor to evaluate exceptions. A request describing any extenuating circumstances must be submitted to his or her supervisor.

Use of discretionary personal leave shall be considered granted unless the principal or designee notifies the employee to the contrary at least one workday prior to the requested leave date. When a person's state personal leave has been depleted, local leave days is not available for personal reasons. Local leave days can only be used for the reasons discussed below.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
  1) Spouse
  2) Son or daughter, including biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis.*
  3) Parent, stepparent, parent-in-law, or another individual who stands *in loco parentis* to the employee.
  4) Sibling, stepsibling, sibling-in-law.
  5) Grandparent and grandchild.

6) Any person who may be residing in the employee's household at the time of illness or death.

For purposes of the Family and Medical Leave Act, the definition of "family" shall include only items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law and parent-in-law

- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave

All employees shall earn an additional five equivalent workdays of local leave days per school year, concurrently with state personal leave. Local leave days shall be used according to the terms and conditions of state sick leave accumulated before the 1995-96 school year, except as otherwise provided by DEC (LEGAL), and are available for the employee's use at the beginning of the school year. When an employee who ceases to be employed by the district has used more leave than he/she has accumulated or earned, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

Upon initial employment, all eligible employees shall earn three (3) days of Local Leave Days. Additionally, two (2) days of Local Leave Days will be placed by the District in the Catastrophic Sick Leave Days Bank in the name of each eligible new employee.

During each subsequent year, all eligible employees shall earn five workdays of paid local leave per school year in accordance with administrative regulations. Local leave shall accumulate without limit.

If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, state personal leave and local leave shall be prorated based on the actual time employed.

If an employee separates from employment before the last duty day of the school year, the employee's final paycheck shall be reduced for:

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and

2. Local leave the employee used but had not earned as of the date of separation.

Local Leave shall be used according to the terms and conditions of State Sick Leave. (see State Sick Leave above)

Reimbursement for Leave upon Retirement

The following leave provisions shall apply to local leave earned beginning on the original effective date of this program.

A full-time employee who retires from the district shall be eligible for reimbursement for local leave under the following conditions:

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.
2. The employee provides advance written notice of intent to retire by February 1 of the duty year in which the retirement will occur.
3. The employee completes his or her final duty year.
4. The employee is retiring under the Teacher Retirement System of Texas (TRS).
5. The employee has at least five consecutive years of full-time service with the district immediately preceding retirement.
6. The employee uses no more than six days of paid or unpaid leave during his or her final year of service with the district: and
7. The employee uses no more than three days of paid or unpaid leave after providing notice on February 1.

For purposes of this provision, the duty year for an exempt, 12-month employee retiring at the end of August shall extend through his or her final day of service with the district.

An eligible employee shall be reimbursed for each day of local leave at his or her daily rate of $100 per day, whichever is less, to a maximum amount of $3,000.

Sick Leave Bank (or Pool)

The purpose of the Sick Leave Bank is to provide additional paid sick leave days to eligible full-time employees who experience a disabling catastrophic event. Days may be requested from the bank only after the member has exhausted all accumulated state leave and local leave days and has taken five consecutive days of leave without pay after exhausting all accrued leave prior to the request.

For purposes herein, "Bank" shall refer to the District Sick Leave Bank. "Committee" shall refer to the Sick Leave Bank Committee.

Membership:

Eligible employees are all full-time GISD employees who have contributed days to the sick leave bank. Membership is established in the first year of employment once GISD contributes two paid days of local leave in Bank in the name of the new employee. (See Board Policy DEC (Local), Local Leave). Employees who return each year without a break in employment remain members of the Bank until termination of employment. All members shall be eligible for benefits beginning with the first official day of work for that school year. For Bank purposes, the school year shall begin on the first official day of work for ten-month employees.

Catastrophic illness or injury:

A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's spouse or child that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the district. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.

Any member of the Bank who uses days from the Bank shall earn three (3) days of local leave days the following school year. The district shall contribute two (2) days of local leave days to the Bank in the name of any employee who uses days from the Bank during the following year.

All local leave days placed in the Bank remain the property of the Bank. Ending employment with the district will end an employee's membership in the Bank.

Sick Leave Bank Committee

The governing committee that approves or disapproves all requests for sick leave bank days shall be the Sick Leave Bank Committee ("the Committee").

Appointment to the Committee:

The Superintendent or designee shall appoint six members of the Bank to the Committee as follows: two classroom teachers, two administrators, and two classified employees. Members will serve terms of two years and can be reappointed for additional terms at the discretion of the Superintendent or designee. The Superintendent or designee has the right to remove members from the Committee in his/her sole discretion.

The Committee shall evaluate applications, consider all available information, and cast a vote concerning applications for use of the Bank. The Superintendent or designee shall vote only, if necessary, to break a tie.

CRITERIA FOR GRANTING OF DAYS

1. Requests for Bank days shall be made within thirty (30) days of the absence to be considered.

2. Bank days shall be granted only for absences from working days and shall not be granted for holidays, vacation days, or noncontract days.

3. Conditions known to exist by the employee that have been diagnosed or treated in the six-month period prior to enrollment in the Bank will not be covered until six months following the member joining the Bank. Pre-existing conditions shall include, but shall not be limited to, any condition for which the member received treatment during the 6-month period preceding the member's enrollment in the Bank. Charter members shall be exempt from meeting these conditions.

4. Days from the Bank shall only be granted for the catastrophic illness or injury (as defined by Board Policy DEC (Local) and these regulations) of the employee or the employee's spouse or child. Normal pregnancies with no complications and routine surgeries with no complications are not, in general, considered to be catastrophic illnesses. Complications arising from childbirth or routine surgery shall be considered on an individual basis.

5. The Committee shall be authorized to approve up to 30 days per request only for a member's personal illness or injury or for the care of a spouse or a dependent child. Subsequent request for days and additional days shall require an additional request from the employee, the recommendation of the Committee and the Superintendent or designee, and the approval of the Board. Each request must be preceded by a mandatory five (5) consecutive dock days. Requests are limited to 60 days per year and 120 days per Lifetime.

6. The Committee shall not grant more days than the district has had contributed.

7. If the Committee denies a request, the employee may provide additional documentation by a physician at the member's expense, to be considered during an appeal (see below).

8. At the end of the Bank year, all unused sick leave days in the Bank shall be carried over to the next Bank year.

9. A member shall lose the right to use the benefits of the Bank by:
   - Termination or suspension of employment in the district
   - Attempted abuse of the Bank and/or its policies

10. Grants of days from the Bank shall be considered only for a catastrophic illness lasting five (5) consecutive days or longer.

PROCEDURES

The application procedure shall be as follows:

1. Any members seeking days from the Bank must submit a request for days from the Bank. Members should call the Human Resource Department at 817-408-4191 for an application packet.

2. The member will complete the appropriate request forms and questionnaire provided by the Human Resources Department. If the member is unable to request leave from the Bank due to the member's catastrophic illness or injury, a member of the member's family or the member's supervisor may submit the request.

   The Human Resources Department will make an initial determination as to whether the application meets the minimum requirements for granting days. If the request form is incomplete, the Human Resources Department will contact the member to complete the form. If the number of requested days exceeds the maximum number of days which may be granted to the member, the member has not exhausted all accrued leave or incurred five days' unpaid leave, or if the member has exhausted the annual or lifetime allotment, the Human Resources Department will notify the member that the application does not meet the terms for granting days. If the member is subsequently entitled to days, the member may reapply.

3. If the request meets the initial criteria for granting days, within three (3) District business days the request will be forwarded to the Committee for consideration.

4. The Committee shall review individually all requests for Bank days. Applications will be redacted of identifying information so that requests will be anonymous.

5. The Committee may request that a member provide additional information to the Committee to substantiate the validity of the request.
6. The Committee shall either grant the request and determine the number of days approved, deny the request, or request additional information. The Committee will provide a written response to the member. If the Committee denies the request or grants fewer days than requested, the Committee will provide an explanation for its decision.

7. No member of the Committee shall participate on the Committee when making a personal request for Bank days or when the committee is considering a request made by a family member.

8. The Human Resources Department shall coordinate the notification to the member of the Committee's decision.

APPEAL

All decisions regarding the sick leave bank may be appealed in accordance with Board Policy DGBA (Local), beginning at Level One with the Committee presiding over the Level One complaint.

Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, *Your Employee Rights Under the Family and Medical Leave Act.* Specific information that the district has adopted to implement the FMLA follows this general notice.

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with unpaid, **job-protected leave** for qualifying family and medical reasons.

The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees. Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption, or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child, or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness ***may* take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is ***not* paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if *all* of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or

- You work for a public agency, such as a local, state, or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management

How do I request FMLA leave?

Generally, **to request FMLA leave you *must***:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do *not* have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You ***must* also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer *may* request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress

What does my employer need to do?

If you are eligible for FMLA leave, your employer ***must***:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits, and other working conditions, including shift and location, at the end of your leave.

Your **employer *cannot* interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer *must* confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, **your employer *must* notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

Local Procedures for Implementing Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period from July 1 through June 30.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition, or for the birth, adoption, or foster placement of a child. Military caregivers' leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district does not permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for adoption or placement of a child with the employee.

Fitness for Duty. An employee who takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. When leave is taken for the employee's own serious health condition, the certification must address the employee's ability to perform essential job functions. The district shall provide a list of essential job functions (e.g., job description) to the employee with the FML designation notice to share with the health care provider. Fitness for duty is not required when an employee returns to work following leave to care for a family member with a serious health condition; to care for a child following birth, adoption, or foster care placement; or for qualifying exigency leave.

Reinstatement. An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue family and medical leave until the end of the semester. The additional time off is not counted against the employee's FML entitlement, and the district will maintain the employee's group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in policy (see DECA(LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees who require FML or have questions should contact Tracey Poe at 817-408-4191 or tracey.poe@granburyisd.org for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time educator whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability.

Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the board of trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Director of Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days.

An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. If the use of paid leave is not elected, then the employee will only receive workers' compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or -injury wage.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as a the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the Assistant Superintendent of Finance and Operations (Business Office) at 817-408-4015. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation, the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Bereavement Leave

Use of state leave and/or local leave days for death in the immediate family (as defined in Local Policy DEC) shall not exceed five (5) workdays per occurrence, subject to the approval of the district.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to 15 days of paid leave per fiscal year when engaged in authorized training or duty orders by proper authority. An additional seven days of leave per fiscal year are available if called to state active duty in response to a disaster. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Human Resources Department at 817-408-4185. In most cases, the length of federal military service cannot exceed five years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Human Resources Department at 817-408-4185 for details on eligibility, requirements, and limitations.

Employee Relations and Communications

Employee Recognition and Appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the district. Employees are recognized at board meetings, in the district newsletter, and through special events and activities. Recognition and appreciation activities also include an annual awards banquet hosted by the Superintendent and Board of Trustees to present service pins for 5-year increments and to honor the district's elementary and secondary Teachers of the Year and current retirees. Employees of the Year from various Departments will also be honored at the banquet.

District Communications

Throughout the school year, the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements as well as Board actions. All of these publications can be found on the district website at www.granburyisd.org.

Complaints and Grievances

Policy DGBA

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time.

The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

This policy and procedure shall not be construed to create new or additional rights beyond those granted by Board policy or law.

Even after initiating the formal complaint process, employees are encouraged to seek an informal resolution of their concerns. An employee whose concerns are resolved may withdraw a formal complaint at any time.

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, or to require a full evidentiary hearing or "mini-trial" at any level.

For a new version of Policy DGBA, contact the Human Resources office at 817-408-4185. All District employees will be notified when the policy is online. The website for District policies is www.granburyisd.org. You will go to the School Board and then District Policy.

An employee should also carefully read policy DGBA (Local) for more complete information about this process.

For the purpose of this policy, "days" shall mean official District "business" days.

LEVEL ONE. Complaint forms must be filed:

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

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

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

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

The appropriate administrator shall schedule a conference with the employee within ten days after receipt of the written complaint.

Absent extenuating circumstances, the administrator shall have ten days following the conference to provide the employee a written response.

LEVEL TWO. If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

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

The Superintendent or designee shall schedule a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents considered at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the employee a written response.

LEVEL THREE. If the employee did not receive the relief requested at Level Two or if the time for a response has expired, the employee may appeal the decision to the Board.

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

The Superintendent or designee shall inform the employee of the date, time, and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.
The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal notices, and all written documentation previously submitted by the employee or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

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

The district shall determine whether the complaint will be presented in open or closed meetings in accordance with the Texas Open Meetings Act and other applicable law. (See BE)

The presiding officer may set reasonable time limits and guidelines for the presentation. The Board shall hear the complaint and may request that the administration provide an explanation for the decisions at the preceding levels.

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the

employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.
The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

The terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

1. Grievances concerning an employee's wages, hours, or conditions of work.
2. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, color, religion, national origin, age, or disability.
3. Specific allegations of unlawful discrimination or retaliation on the basis of the employee's exercise of constitutional rights.
4. "Whistleblower" complaints. [See DG]
5. Complaints arising from the dismissal or termination of an at-will employee. [See DCD]
6. Complaints arising from the "termination at end-of-year" of the probationary contract of a professional employee. [See DFAA]

Initial procedures and information regarding sexual harassment by other employees are found in DIA (LOCAL) and information regarding federal nondiscrimination is found in DAA (LEGAL).

An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the district does not otherwise provide for a review of the matter. ***Standard 3.9*** *The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:*

a. The nature, purpose, timing, and amount of the communication.
b. The subject matter of the communication.
c. Whether the communication was made openly, or the educator attempted to conceal the communication.
d. Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship.
e. Whether the communication was sexually explicit; and whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Discrimination, Harassment, and Retaliation

(Policies DH, DHB, DIA, Local and Legal) (Note –This policy addresses harassment of District employees. For harassment of students, see FFH. For reporting requirements related to child abuse and neglect, see FFG, FFI)

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors,

contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate District official. If the campus principal, supervisor, or District official is the subject of a complaint, the complaint should be made directly to the Assistant Superintendent. A complaint against the Superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation can be found at this link https://pol.tasb.org/Policy/Search/669?filter=dia then by search DIA (LOCAL)

SEXUAL HARASSMENT *(Policy DIA Local)*

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. Submission to the conduct is either explicitly or implicitly a condition of an employee's employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee;or
2. The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee's work performance or creates an intimidating, threatening, hostile, or offensive work environment.

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

OTHER PROHIBITED HARASSMENT *(Policy DIA Local)*

Harassment of a District employee on the basis of the employee's race, color, sex, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance.
2. Creates an intimidating, threatening, hostile, or offensive work environment; or
3. Otherwise adversely affects the employee's employment opportunities.

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

REPORTING PROCEDURES *(Policy DIA Local)*

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person designated below.

Any District employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a District employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

TIMELY REPORTING *(Policy DIA Local)*

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the district's ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the district officials below:

DISTRICT OFFICIALS *(Policy DIA Local)*

1. For sexual harassment, the Title IX coordinator (See DAA (LEGAL)), Tammy Clark, Assistant Superintendent or Wes Jones, Director of Human Resources.
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

NOTIFICATION OF REPORT *(Policy DIA Local)*

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate District official listed above.

CONFIDENTIALITY *(Policy DIA Local)*

To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

INVESTIGATION OF THE REPORT *(Policy DIA Local)*

The district may request, but shall not insist upon, a written report. If a report is made orally, the district official shall reduce the report to written form.

Upon receipt or notification of a report, the district official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the district official shall immediately authorize or undertake an investigation.

If appropriate, the district shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The district's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

CONCLUDING THE INVESTIGATION *(Policy DIA Local)*

If there are no extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time, if necessary, to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the district official overseeing the investigation.

DISTRICT ACTION *(Policy DIA Local)*

If the results of an investigation indicate the prohibited harassment occurred, the district shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The district may take disciplinary action based on the results of an investigation, even if the district concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

APPEAL *(Policy DIA Local)*

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level.

The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

RETALIATION PROHIBITED *(Policy DIA Local)*

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliations for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

RECORDS RETENTION *(Policy DIA Local)*

Retention of records shall be in accordance with DAA (LEGAL).

ACCESS TO POLICY *(Policy DIA Local)*

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the district administrative offices and online at www.granburyisd.org. You will then go to School Board and then District Policy.

Harassment of students *(Policies DH, DF, DHB, DIA, FB, FFG, FFH, FFI, FNC) (Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG). You* will find District policy under School Board at www.granburyisd.org.

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse,* page 64, and *Bullying,* page 92, for additional information.

The district prohibits sexual harassment and harassment based on a person's race, color, sex, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required. You will find District policy under School Board at www.granburyisd.org.

The district's policy can be found at this link https://pol.tasb.org/Policy/Search/669?filter=dia, then by search FFH (LOCAL)

SEXUAL HARASSMENT BY AN EMPLOYEE

Sexual harassment of a student by a District employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:

    a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
    b. Creates an intimidating, threatening, hostile, or abusive educational environment

Romantic or inappropriate social relationships between students and District employees are prohibited. Any sexual relationship between a student and a District employee is always prohibited, even if consensual.

SEXUAL HARASSMENT BY OTHERS

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES OF SEXUAL HARASSMENT

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact, such as assisting a child by taking the child's hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature, is not sexual harassment.

OTHER PROHIBITED HARASSMENT

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, sex, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES Of PROHIBITED HARASSMENT

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

REPORTING PROCEDURE

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. (See FFG)

TIMELY REPORTING

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the district's ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the district officials below:

DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator (See FB (LOCAL)), Tammy Clark, Assistant Superintendent or Wes Jones, Director of Human Resources.
2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

NOTICE TO PARENTS

The principal or District official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a District employee or another adult associated with the district. In cases of student-to-student harassment, the district shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy.

CONFIDENTIALITY

To the greatest extent possible, the district shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

INVESTIGATION OF THE REPORT

The district may request, but shall not insist upon, a written report. If a report is made orally, the district official shall reduce the report to written form.

Upon receipt or notification of a report, the district official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by District policy. If so, the district official shall immediately authorize or undertake an investigation.

If appropriate, the district shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the district official or a designee, such as the campus principal, or by a third party designated by the district, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The district's obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

CONCLUDING THE INVESTIGATION

If there are no extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time, if necessary, to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the district official overseeing the investigation.

DISTRICT ACTION

If the results of an investigation indicate that prohibited harassment occurred, the district shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The district may take disciplinary action based on the results of an investigation, even if the district concludes that the conduct did not rise to the level of harassment prohibited by law or District policy.

APPEAL

A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

RETALIATION PROHIBITED

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding prohibited harassment is subject to appropriate discipline.

Reporting Crime *(Policy DG)*

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence *(Policy DG)*

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

RECORDS RETENTION

Retention of records shall be in accordance with FB (LOCAL)

ACCESS TO POLICY

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the district's administrative offices and online at www.granburyisd.org. You will go to School Board and then to District Policy.

Employee Conduct and Welfare

Standards of Conduct

Policy DH

All employees are expected to work together in a cooperative spirit to serve the best interests of the district and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action up to and including termination.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines, including intentionally making a false claim, offering false statements, or refusing to cooperate with a district investigation may result in disciplinary action, up to and including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the superintendent knew of the incident. See *Reports to the Texas Education Agency* for additional information.

The *Educators' Code of Ethics*, adopted by the State Board for Educator Certification, which all district employees must adhere to, is reprinted below:

Texas Educators' Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. This chapter shall apply to educators and candidates for certification. (19 TAC 247.1(b))

Enforceable Standards

1. Professional Ethical Conduct, Practices, and Performance

Standard 1.1 The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

Standard 1.2 The educator shall not intentionally, knowingly, or recklessly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.3 The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.4 The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.5 The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or that are used to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

Standard 1.6 The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.7 The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

Standard 1.8 The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

Standard 1.9 The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

Standard 1.10 The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

Standard 1.11 The educator shall not intentionally, knowingly, or recklessly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

Standard 1.12 The educator shall refrain from the illegal use, abuse, or distribution of controlled substances, prescription drugs and toxic inhalants.

Standard 1.13 The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

2. Ethical Conduct toward Professional Colleagues

Standard 2.1 The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2 The educator shall not harm others by knowingly making false statements about a colleague or the school system.

Standard 2.3 The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4 The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5 The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

Standard 2.6 The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

Standard 2.7 The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

Standard 2.8 The educator shall not intentionally or knowingly subject a colleague to sexual harassment.

3. Ethical Conduct toward Students

Standard 3.1 The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2 The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

Standard 3.3 The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

Standard 3.4 The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

Standard 3.5 The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

Standard 3.6 The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

Standard 3.7 The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

Standard 3.8 The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

Standard 3.9 The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

(i) the nature, purpose, timing, and amount of the communication.

(ii) the subject matter of the communication.

(iii) whether the communication was made openly, or the educator attempted to conceal the communication.

(iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship.

(v) whether the communication was sexually explicit; and

(vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

Staff Dress Code

A dress code for employees is established to ensure modeling of good grooming and hygiene and appropriate dress for work. Staff shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that in the supervisor's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

All GISD staff members should maintain a neat, professional appearance. The public tends to judge a school and community, in part, by the staff member's dress (condition, appropriateness, neatness, cleanliness, and the manner in which it is worn); therefore, all staff is expected to comply with professional standards. Some specific examples of what will and will not be considered appropriate at GISD are as follows:

1. No revealing apparel will be permitted. Sheer fabrics or see-through materials without proper under clothing will not be permitted. Proper underclothing should be worn at all times.
2. Shoes or sandals shall be worn while at school. Flip-Flops are not permitted.
3. Hats and caps are not to be worn inside the building before, during, or after school.
4. All apparel including dresses, skirts, shorts, capris and skorts can be worn fingertip plus one inch in length and must be hemmed. However, three inches above the knee is the shortest allowed. Slits cannot open higher than 3 inches above the knee.
5. Pants are to be appropriately fitted.
6. Jogging suits, biking shorts or leggings are not allowed.
7. Stirrup pants will be allowed, however, the top (i.e., the shirt or blouse) must cover the wearer's bottom.
8. Hair will be clean and neatly styled, non-distracting. No unnatural hair coloring will be permitted on GISD staff (i.e., pink, orange, purple, blue, etc.) Ponytails are acceptable.
9. Male staff may wear neatly trimmed, established beards and mustaches.
10. Facial jewelry is limited to earrings worn in the ear only. The number of earrings one may wear will be left to the discretion of the individual.
11. Coaches may be allowed to wear coaching clothing in academic settings only if there is not sufficient time, in the principal's opinion, to change clothes.
12. Substitutes must comply with the dress code.

NOTE: Staff should wear appropriate clothing for special events such as field trips, field days, etc.

Discrimination, Harassment, and Retaliation

Policies DH, DIA

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees, unpaid interns, student teachers, or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action up to and including termination.

Individuals who believe they have been discriminated or retaliated against or harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal, supervisor, or district official is the subject of a complaint, the complaint should be made directly to the superintendent. A complaint against the superintendent may be made directly to the board.

Any district employee who believes that he or she has experienced prohibited conduct based on sex, including sexual harassment, or believes that another employee has experienced such prohibited conduct, should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor, the campus principal, the Title IX coordinator, or the superintendent. The district's Title IX coordinator's name and contact information is listed in the Equal Employment Opportunity section of this handbook.

The district's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below:

Harassment of Students

Policies DF, DH, DHB, FFG, FFH, FFI

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited.

Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. Any district employee who suspects or receives direct or indirect notice that a student or group of students has or may have experienced prohibited conduct based on sex, including sexual harassment, of a student shall immediately notify the district's Title IX coordinator, the ADA/Section 504 coordinator, or superintendent and take any other steps required by district policy.

All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or has reasonable cause to believe that child abuse or neglect occurred must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse*, page 64, and *Bullying, page 92,* for additional information.

Employees shall not tolerate harassment of students and shall make reports as required. You will find District policy under School Board at www.granburyisd.org.

The district's policy can be found at this link https://pol.tasb.org/Policy/Search/669?filter=dia then by search FFH (LOCAL)

Reporting Suspected Child Abuse

Policies DG, FFG, GRA

All employees with reasonable cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, as defined by Texas Family Code §261.001, are required by state law to make a report to a law enforcement agency, the Department of Family and Protective Services (DFPS), or appropriate state agency (e.g., state agency operating, licensing, certifying, or registering the facility) within 24 hours after the employee first has responsible cause to believe that the child has been abused or neglected. Law enforcement agency includes the Texas Department of Public Safety, a municipal police department, a county sheriff's office, or a county constable's office, and does not include the district security.

A person responsible for the care, custody, or welfare of the child (including a teacher) is required to report alleged abuse or neglect to DFPS, even if a report is made to law enforcement.

Employees are also required to make a report if they have reasonable cause to believe that an adult was a victim of abuse or neglect as a child, and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child, elderly person, or person with a disability.

Reports to the Department of Family and Protective Services (DFPS) can be made using the Texas Abuse Hotline (https://www.txabusehotline.org/Login/Default.aspx or (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.

Under state law, a person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from taking an adverse employment action against a certified or licensed professional who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. The offense of failure to report by a professional may be a state jail felony if it is shown the individual intended to conceal the abuse or neglect. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators' Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agency.

Reporting the concern to the principal does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children, which may be accessed at www.granburyisd.org. . As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or maltreated. Abuse in the Texas Family Code is defined to include any sexual conduct harmful to a child's mental, emotional, or physical welfare, including conduct that constitutes the offense of continuous sexual abuse of a young child or disabled individual, indecency with a child, improper relationship between an educator and a student, sexual assault, or encouraging a child to engage in sexual conduct, well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who has reasonable cause to believe that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect following the procedures described above in *Reporting Suspected Child Abuse*.

Reports to Texas Education Agency

Policies DF, DHB, DHC

The conduct of an employee must be reported to TEA if there is evidence that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor, or any other unlawful conduct with a student or a minor
- Soliciting or engaging in sexual contact or a romantic relationship with a student or minor
- Engaged in inappropriate communication with a student or minor.
- Failed to maintain appropriate boundaries with a student or minor

For a certified employee, the conduct below must also be reported:

- The possession, transfer, sale, or distribution of a controlled substance.
- The illegal transfer, appropriation, or expenditure of district or school property or funds.
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee or an applicant for certification has a reported criminal history or engaged in conduct violating the assessment security procedures established under TEC §39.0301. "Reported criminal history" means any formal criminal justice system charges and dispositions, including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).

Reporting Crime

Policy DG

The Texas Whistleblower Act protects district employees who make good faith reports of violations of law by the district to an appropriate law enforcement authority. The district is prohibited from suspending, terminating the employment of, or taking other adverse personnel action against, an employee who makes a report under the Act. State law also provides employees with the right to report a crime witnessed at the school to any peace officer with authority to investigate the crime.

Scope and Sequence

Policy DG

If a teacher determines that students need more or less time in a specific area to demonstrate proficiency in the Texas Essential Knowledge and Skills (TEKS) for that subject and grade level, the district will not penalize the teacher for not following the district's scope and sequence.

The district may take appropriate action if a teacher does not follow the district's scope and sequence based on documented evidence of a deficiency in classroom instruction. This documentation can be obtained through observation or substantiated and documented third-party information.

Technology Resources

Policy CQ

The district's technology resources, including its networks, computer systems, email accounts, devices connected to its networks, and all district-owned devices used on or off school property, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.
- Artificial intelligence (AI) should only be used as a support tool to improve students' outcomes, not to replace the decisions made by teachers or students.

Electronic mail transmissions and other use of the technology resources are not confidential and can be monitored at any time to ensure appropriate use.

It is a privilege for students and employees to use the district's computer resources. GISD must have on file a signed "Acknowledgement of Understanding" of the "GISD Computer Network and Internet Access Policy" from each employee before he/she can use the district's computer. The "Employee Handbook Receipt" in the front of this book serves as the "Acknowledgement of Understanding." The policy, the procedures, and the "Acknowledgement of Understanding" sheet are also available online. Your immediate supervisor will provide you a copy of all related items.

Employees are required to abide by the provisions of the district's acceptable use agreement and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary and legal action. Employees with questions about computer use and data management can contact the Director of Technology at 817-408-4100.

Personal Use of Electronic Communications

Policy CQ, CY, DH

Electronic communications include all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), wikis, electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Facebook, X, LinkedIn, Instagram). Electronic communications also include all forms of telecommunication, such as landlines, cell phones, and web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic communications for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.

- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures, and videos to breaks, mealtimes, and before and after scheduled work hours, unless there is an emergency, or the use is authorized by a supervisor to conduct district business.

- The employee shall not use the district or campus trademarks, including names, logos, mascots, and symbols or other copyrighted material on social media or in texts without express written consent.

- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

    - Confidentiality of student records. [See Policy FL]

    - Confidentiality of health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law. [See DH(EXHIBIT)]

    - Confidentiality of district records, including educator evaluations and private email addresses. [See Policy GBA]

- Copyright law [See Policy CY]
- Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See DH(EXHIBIT)]

See *Electronic Communications between Employees, Students, and Parents,* below, for regulations on employee communication with students through electronic media.

Public Information on Private Devices

Policy DH, GB

Employees should not maintain district information on privately owned devices. Any district information must be forwarded or transferred to the district to be preserved. The district will take reasonable efforts to obtain public information in compliance with the Public Information Act. Reasonable efforts may include:

- Verbal or written directive
- Remote access to district-owned devices and services

Electronic Communications between Employees, Students, and Parents

Policy DH

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may use electronic communications with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. Electronic communications between all other

employees and students who are enrolled in the district are prohibited. **Employees are not required to provide students with their personal phone number or email address**.

An employee is not subject to the provisions regarding electronic communications with a student to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:

- The employee has provided the parent with a copy of this protocol.
- The employee and the student have a social relationship outside of school.
- The parent understands that the employee's communications with the student are excepted from district regulation; and
- The parent is solely responsible for monitoring electronic communications between the employee and the student.

The following definitions apply for the use of electronic media with students:

- *Electronic communications* mean any communication facilitated by the use of any electronic device, including a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. The term includes email, text messages, instant messages, and any communication made through an Internet website, including a social media website or a social networking website.

- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication*; however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media*, above. Unsolicited contact from a student through electronic means is not a *communication*.

- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who communicates electronically with students shall observe the following:

- The employee is prohibited from knowingly communicating with students using any form of electronic communications, including mobile and web applications, that are not provided or accessible by the district unless a specific exception is noted below.

- Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which

- the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:

    - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message.

    - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or

    - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.

- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with an extracurricular duty, matters relating to the extracurricular activity).

- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.

- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.

- The employee does not have a right to privacy with respect to communications with students and parents.

- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, including:

    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPC and FL]

    - Copyright law [Policy CY]

    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DH]

- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently enrolled students.

- Upon written request from a parent or student, the employee shall discontinue communicating with the student through email, text messaging, instant messaging, or any other form of one-to-one communication.

- An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

- All staff are required to use school email accounts for all electronic communications with parents. Communication about school issues through personal email accounts or text messages are not allowed as they cannot be preserved in accordance with the district's record retention policy.

- An employee shall notify his or her supervisor in writing within one business day if a student engages in an improper electronic communication with the employee. The employee should describe the form and content of the electronic communication.

Granbury Independent School District Responsible Use Technology Agreement for FACULTY & STAFF

Please return the last page of this agreement, signed by you, to your principal/supervisor.

The Granbury Independent School District provides an array of technology resources for faculty and staff use to enhance the learning environment, facilitate resource sharing and to promote communication. This agreement outlines appropriate use and prohibited activities when using technology resources. Every faculty and staff member are expected to follow all guidelines stated below, as well as those given verbally by your principal or supervisor, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, faculty and staff acknowledge the following rules and conditions:

GOVERNMENT LAWS:

I will use computers in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

- **CRIMINAL ACTS –** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyber bullying, cyber stalking, child pornography, obscenity, vandalism, interception of electronic communications, and/or unauthorized tampering with computer systems. (Policy CQ (Legal) describes the Legal Framework for Technology Resources.)

- **LIBEL LAWS –** Publicly defaming people through the published material on the internet, email, etc.

- **COPYRIGHT VIOLATIONS –** Copying, selling, or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

NETIQUETTE and APPROPRIATE USE GUIDELINES:

TECHNOLOGY RESOURCES – The use of the district's technology resources is a privilege, not a right. All users are required to acknowledge receipt and understand all administrative regulations governing use of the district's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary actions consistent with District policies. Faculty/staff are personally responsible for his/her actions when utilizing the school's technology resources.

MONITORED USE – All technology resources are the property of the school district. The District Technology Department staff may review any technology resource of to maintain system integrity and to ensure that faculty/staff are using the system responsibly. No one can claim a right to

privacy or unrestricted speech in the use of the district's systems. Public Information or open records requests can be obtained for all records on technology resources including email. Faculty/Staff are NOT permitted to intrude into others' files.

SECURITY – Accounts are never to be shared and should never be left unattended or open. Users will be required to change passwords regularly. Faculty/Staff will restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

PERSONAL USE – Limited personal use is permitted as long as this does not increase the cost to the district or interfere with operations of the network or with the performance of the employee's duties. Use of the district's computer (i.e., laptop), at home, can become a potential risk for viruses and spyware into the school network. Please use extreme caution when using district resources at home.

INAPPROPRIATE MATERIALS OR LANGUAGE – Faculty/Staff are NOT permitted to transmit, retrieve, or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate for educators. Despite our best efforts and beyond the limits of filtering technology, you may run across areas of adult content and some material you might find objectionable for the educational setting. You should report these websites to the technology department to include in the filtering process. Faculty or staff should not seek to access sites that are inappropriate for the public-school environment. The use of district online systems for personal gain, commercial use, political lobbying, or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted. The district shall not be liable for users' inappropriate use of the district's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The district shall not be responsible for ensuring the availability of the district's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

ELECTRONIC MAIL – While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Deleted files can be undeleted. Do not send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false, or contain profanity. Do not send chain letters, virus warnings, urban legends, or other unsubstantiated scares. Use the forward button with care (copy/paste is preferred). Do not use the system for commercial purposes, financial gain, political lobbying, or any illegal purposes. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, do not open the attachment.

RECORD RETENTION – Employees shall retain electronic records, whether created or maintained using the district's technology resources or personal technology resources, in accordance with the district's management program. The district archives email for 30 days.

FACULTY/STAFF UNDERSTANDING:

- I understand that passwords are private. I will not allow others to use my account name and password or try to use that of others. I understand that my school network and email accounts are owned by the district and are not private. Granbury ISD has the right to access my information at any time.

- I understand that all student use of the Internet, using District technology resources or personal devices, is to be vigilantly supervised, and that I am responsible for such supervision in my classroom or whenever I am supervising students elsewhere.

- I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators. I will use email and other means of communications (e.g., blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use district-owned or personal technology devices to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about colleagues, supervisors, students, or parents, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.

- I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow employees, supervisors, staff, students, or on the district. I understand that I will be held responsible for how I represent myself and my school, department, or District on the Internet, and that I may be disciplined for any use that is in any way disruptive to school operations, interferes with school operations, or that adversely affects or interferes with the performance of my school-related duties, or that negatively impacts any student's achievement.

- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g., text, images, audio, or video) in someone else's name as a joke.

- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive, or sexually explicit material using any of Granbury ISD's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify the technology department immediately if by accident I encounter materials which violate appropriate use.

- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. This includes intentionally wasting resources, printing excessive quantities, downloading music during school hours, playing online games, creating, or printing inappropriate materials, tampering with computer parts, erasing programs or others' files, introducing viruses, hacking, attempting to gain unauthorized access and modifying settings without permission.

- I will refrain from attempting to bypass, or circumvent security settings or Internet filters, or interfering with the operation of the network by installing illegal software, or web-based services and software not approved by the Granbury ISD Administrators or Technology Department.

- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

- I will refrain from the use of, or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my principal/supervisor.

- I will follow all guidelines set forth by the district when publishing student work and/or pictures online
- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to attend staff development related to Internet Safety.

- I will refrain from attempting to bypass, or circumvent, security settings or Internet filters.

- I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.
- Personal devices are not allowed on the GISD domain. These devices may use the Guest Network to access some outside resources. The Guest Network is filtered.

- I understand that I must abide by policies and guidelines outlined by Granbury ISD, whether I am using school or personal devices.

- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

- I will refrain from any behavior that could be deemed as bullying to colleagues, students, parents, or staff, and I will monitor and report instances that come to my attention.

- I understand it is my responsibility to educate my students on Internet safety, according to the GISD Internet Safety Policy.

The Board of Granbury Independent School District adopted this internet safety policy at a public meeting following normal public notice on May 21, 2012.

ALL FACULTY/STAFF ARE REQUIRED TO SIGN AND RETURN THIS PAGE BEFORE THE USE OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED IS ALLOWED AT GRANBURY ISD.

FACULTY/STAFF AGREEMENT:

As a user of the school's technology resources, I understand and agree to comply with the responsible use guidelines outlined in the Responsible Use Technology Agreement for Faculty/Staff.

I have read the Technology Resources Policy [CQ (LOCAL)], Internet Safety Policy, the Responsible Use Technology Agreement for Faculty/Staff, and the Acceptable Use Policy for Students. I understand the conditions for the use of the technology resources, including the Internet, provided by the Granbury ISD.

I understand that access to technology resources are provided for the purpose of promoting education excellence in keeping with the academic goals of the district, and that faculty/staff use for any other purpose is inappropriate. I recognize it is impossible for the district to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.

I understand that I am responsible for supervising student use of technology resources, including personal devices when in my classroom or when I am supervising students elsewhere.

I agree to abide by all policies and guidelines outlined by Granbury ISD, whether I am using school or personal digital devices.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

I understand that I am responsible for any transactions that occur under my user ID or account. Should I commit a violation, I understand that consequences of my actions could include suspension of access to the system, loss of computer privileges or data and files, revocation of the computer system account, disciplinary action, and/or referral to law enforcement.

Faculty/Staff Name (print): _____

Faculty/Staff Signature: _____Date:_____

Criminal History Background Checks

Policy DBAA

All employees are subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the district and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions

Policy DH, DHB, DHC

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds.
- Crimes involving an attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator.
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude.
- Moral turpitude includes the following:
- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI)
- Acts constituting abuse or neglect under the Texas Family Code.

If an employee is arrested or criminally charged, the superintendent is also required to report the educator's criminal history to the Division of Investigations at TEA.

The superintendent and directors are required to report the misconduct or criminal history of an employee to TEA. Information about misconduct or allegations of misconduct of an employee obtained by a means other than the criminal history clearinghouse will be reported to TEA. Refer to Policies DHB (LEGAL) and DHS (LEGAL) for timelines and conduct that will result in reporting.

Alcohol and Drug-Abuse Prevention

Policy DH

Granbury ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol and illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The district's policy regarding employee drug use follows:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school, or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance forinhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-alteringdrugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. If the supervisor has reasonable suspicion that an employee is under the influence of alcohol or drugs, the supervisor may send the employee to be tested for drugs immediately. The employee will be accompanied to the testing site by the supervisor or his designee. See Policy online at www.granburyisd.org. You will go to School Board and then to District Policy.

EXCEPTION: An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

DRUG ABATEMENT *(policy DI (LOCAL))*

The district shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The district's policy of maintaining a drug-free environment.
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, ifany.
4. The penalties that may be imposed on employees for violation of drug use and abuseprohibitions.

DRUG-FREE SCHOOLS REQUIREMENTS

The district prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the district's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the district, and referral to appropriate law enforcement officials for prosecution. (See policies at DH and DHE) 41.U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)

Dietary Supplements *(Policies DH, FFAC)*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her School District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic drugs ***(****Policy FFAC****)***

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood-or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug.
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

Tobacco and Nicotine Products and E-Cigarette Use

Policies DH, FNCD, GKA

State law prohibits smoking, using tobacco or e-cigarettes on all district-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking, using tobacco products, or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employees are prohibited from possessing or using any type of nicotine product, including nicotine pouches, regardless of whether the product contains tobacco, while on school property or while attending an off-campus school-related activity. Exceptions may be made for smoking cessation products with supervisors' approval.

Fraud and Financial Impropriety

Policy CAA

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include the following:

- Forgery or unauthorized alteration of any document or account belonging to the district.
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets including employee time
- Impropriety in the handling of money or reporting of district financial transactions.
- Profiteering as a result of insider knowledge of district information or activities

- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the district.
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the district, except as otherwise permitted by law or district policy.
- Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment
- Failing to provide financial records required by federal, state, or local entities.
- Failure to disclose conflicts of interest as required by law or district policy.
- Any other dishonest act regarding the finances of the district
- Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.

Conflict of Interest

Policy CB, DBD

Employees are required to disclose in writing to the district any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the district. This includes the following:

- A personal financial interest
- A business interest.
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information.

Gifts and Favors

Policy DBD

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials, or technological equipment may result in prosecution of a Class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials such as maps or worksheets that convey information to students or contribute to the learning process.

Copyrighted Materials

Policy CY

Employees are expected to comply with the provisions of federal copyright law and policy relating to the use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded) or
2. The new copy is a backup; Backup cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the district to network the program or allows other specified multiple use of the single copy. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

The Technology Coordinator must approve software before it can be ordered, and all software must be loaded by an employee of the Technology Department or with the express written approval of the Technology Department.

Associations and Political Activities

Policy DGA

The district will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work. Use of district resources including work time for political activities is prohibited.

The district encourages personal participation in the political process, including voting. Employees who need to be absent from work to vote during the early voting period or on election day must communicate with their immediate supervisor prior to the absence.

Charitable Contributions

Policy DG

The Board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fundraiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety and Security

Policy CK series

The district has developed and promotes a comprehensive program to ensure the safety and security of its employees, students, and visitors. The safety and security program includes written guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. See Emergencies for additional information.

Employees must follow established protocols and response to emergencies for each campus and department. Refer to written security procedures specific to your location and work area.

To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Read the Safety Manual appropriate for the position held.
- Attend all required safety meetings.
- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

While driving on district business, employees are required to abide by all state and local traffic laws. Employees driving on district business are prohibited from texting and using other electronic devices that require both visual and manual attention while the vehicle is in motion. Employees will exercise care and sound judgment on whether to use hands-free technology while the vehicle is in motion.

Employees with questions or concerns relating to safety programs and issues can contact the following:

- Worker's Compensation and Safety Training - 817-408-4193

- Emergency Management Operations – 817-408-4075

Possession of Firearms and Weapons

Policies DH, FNCG, GKA

Employees, visitors, and students, including those with a license to carry a handgun, are prohibited from bringing firearms, knives, clubs, or other prohibited weapons onto school premises (i.e., building or portion of a building) or any grounds or building where a school-sponsored activity takes place. A person, including an employee, who holds a license to carry a handgun may transport or store a handgun or other firearm or ammunition in a locked vehicle in a parking lot, garage, or other district-provided parking area, provided the handgun or firearm or ammunition is properly stored and not in plain view. To ensure the safety of all persons, employees who observe or suspect a violation of the District's Weapons Policy should report it to their supervisor or call the principal or building supervisor immediately.

Visitors in the Workplace

Policy GKC

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the district premises should immediately direct him or her to the building office or contact the administrator in charge.

Asbestos Management Plan

Policy CSC

Granbury ISD is working hard to maintain compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the main office at each campus. If you have any questions or would like to examine the district's Asbestos Management Plan in more detail, please contact the district's Asbestos Designated Person at 817-408-4170

Pest Control Treatment

Policies CLB, DI

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the integrated pest management (IPM) coordinator. Any application of pesticide or herbicide must be done in a manner prescribed by law and the district's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone, written, or electric means. Pest control information sheets are available from campus principals or facility managers upon request.

General Procedures

Emergency School Closing
Policy EB

The district may close schools for a full day or part of a day because of severe weather, epidemics, or other emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the district's facilities. Employees and/or parents may call 817-408-4000 for a recorded message with regard to school closures. This information can also be found at the district website at www.granburyisd.org and e-mails and text messages will be sent to employees along with telephone calls. When it becomes necessary to close the school, to open late, or to release students early, the following radio and television stations will be notified by school officials:

- WBAP AM 820
- KXAS Channel 5

When schools are officially closed, non-exempt employees are required to report to work or call the employee Absence Reporting System at 800-942-3767 or put in for time off for said missed day(s) with supervisor.

Emergencies
Policies CKC, CKD

All employees should be familiar with the safety procedures for responding to emergencies, including a medical emergency. Employees should locate evacuation diagrams posted in their work areas and be familiar with shelter in place, lockout, and lockdown procedures. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures
Policy CH

All requests for purchases of goods or services must be submitted through the principal or budget manager to the Business Office as an electronic Request for Purchase Order. Appropriate electronic approvals shall be included. The Business Office will issue a Purchase Order. No purchases, charges, or commitments to buy goods or services for the district can be made without a PO number. **The district will not assume responsibility or reimburse employees for purchases made without authorization and employees will not be reimbursed for case purchases made outside the normal purchasing procedures.** Employees are not permitted to purchase supplies or equipment for personal use through the district's business office and no supplies, material, or equipment shall be shipped to any employee's home address. Contact Houcine Chraibi, Purchasing Manager, at 817-408-4015 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. To process a name change, employees must provide a copy of their new "original" Social Security Card reflecting their new name. Forms to process a change in personal information can be obtained from the Human Resources Department website at www.granburyisd.org or by contacting the Human Resources Department at 817-408-4185. This information should also be supplied to the employee's immediate supervisor. In addition, certified employees are responsible for maintaining current, accurate personal data with the SBEC by accessing the website at www.tea.texas.gov.

Personnel Records

Policy DBA, GBA

Most district records, including personnel records, are public information and must be released upon request. In most cases, an employee's personal email address is confidential and may not be released without the employee's permission.

Employees may choose to have the following personal information withheld:

- Address
- Phone number, including personal cell phone number.
- Emergency contact information
- Information that reveals whether they have family members.

The choice to not allow public access to this information or change an existing choice may be made at any time by submitting a written request to Human Resources Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information may be released to the public until a request to withhold the information is submitted or another exception for release of information under law applies. An employee is responsible for notifying the district if he or she is subject to any exception for disclosure of personal or confidential information.

Important Note: Educators must Update Their Mailing Address

Effective December 2, 2002, every educator, certificate holder, or applicant must maintain a current mailing address with the State Board for Educator Certification (SBEC). The address must be able to receive mail delivered by the United States Postal Service. Failure to maintain a current mailing address with SBEC may result in the following:

- Failure to receive important information or notice of a proceeding regarding an individual's certification or application status, including renewal requirements for a Standard Educator Certificate.
- Failure to receive a certificate; or
- Certificate sanction or denial.

Identification Badge Replacement

Full-time Employees are issued an ID key card upon employment.
A replacement fee of $20 will be applicable for lost cards.
To request a replacement badge, please contact Keven Cummings at 817-408-4084 or kevin.cummings@granburyisd.org.

Facility Use

Policies DGA, GKD

Employees who wish to use District facilities after school hours must follow established procedures. The current school campus secretary is responsible for scheduling the use of facilities in their building. To obtain information on the fees charged, you may refer to www.granburyisd.org, choose Facilities/Maintenance under the Department heading, then choose Facility Use.

Contacts for more information:

- Athletic Use – Cori Slaboda at 817-408-4010 or cori.slaboda@granburyisd.org
- Facility Use – Kevin Cummings at 817-408-4084 or kevin.cummings@granburyisd.org

Termination of Employment

Resignations

Policy DFE, DHB

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received at least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the immediate supervisor and the Human Resources Department. The Superintendent must officially accept all resignations of contract personnel. Contract employees may resign at any other time only with the approval of the Superintendent or the board of trustees. Resignation without the consent of the Superintendent may result in disciplinary action by the State Board for Educator Certification (SBEC). Acceptance of a resignation after the deadline established by law is contingent on finding a suitable replacement.

The principal is required to notify the superintendent of an educator's resignation within seven (7) business days of the following:

- Certain misconduct, abuse, or unlawful act
- Involvement or solicitation of a romantic relationship with a student or minor,
- Solicitation or engaging in sexual conduct with a student or minor.
- Inappropriate communications with a student or minor.
- Failure to maintain appropriate boundaries with a student or minor.
- Possession, transfer, sale, or distribution of a controlled substance.
- Illegal transfer, appropriation, or expenditure of district or school property or funds,
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for he purpose of promotion or additional compensation.
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The Superintendent is required to report such conduct to the State Board for Educator Certification (SBEC).

Non-Contract Employees

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the employee's immediate supervisor and the Human Resources Department at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation, but are not required to do so.

The principal or director is required to notify the superintendent of a noncertified employee's resignation or termination within seven (7) business days for any of the following:

- Alleged incident of misconduct of abuse, or otherwise committed an unlawful act with a student or minor.
- Was involved in or solicited a romantic relationship with a student or minor.

- Engaged in inappropriate communication with a student or minor.
- Failed to maintain appropriate boundaries with a student or minor.

The Superintendent is required to report such conduct to the State Board for Educator Certification (SBEC).

Dismissal or Non-Renewal of Contract Employees

Policies DF Series, DHB, DP

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee.

The reporting requirements for the termination of a contract employee are the same as those listed above in Resignations/Contract Employees.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct.

Contracts are **NULL AND VOID** for employees who do not hold or obtain in a timely manner, as defined by the district, the appropriate certificate for the position to which they have been assigned. **Dismissed and/or Non-Renewal procedures are not required when a contract is NULL AND VOID.**

Information on the timelines and procedures can be found in the DF series policies that are provided to employees or online at www.granburyisd.org or in the Superintendent's office.

Dismissal of Non-Contract Employees

Policy DCD, DHC, DP

Noncontract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the district to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. To present a grievance, the employee must follow the district process outlined in this handbook. (See Complaints and Grievances).

The reporting requirements for termination of a non-certified employee are the same as those listed above in Resignations/Non-contract Employees.

Discharge of Convicted Employees

Policy DF

The district shall discharge any employee who has been convicted of a felony under Title 5, Penal Code or convicted of or placed on deferred adjudication community supervision for the following:

- An offense requiring the registration as a sex offender.
- Improper relationship between an educator and a student.
- Sale, distribution, or display of harmful materials to a minor
- Public indecency
- A felony offense involving school property

If the Title 5, Penal Code offense is more than 30 years before the date the person's employment began or the person satisfied all terms of the court order entered on conviction the requirement to discharge does not apply.

Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the district. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the district with a forwarding address and phone number and complete a questionnaire that provides the district with feedback on his or her employment experience.

All district keys, books, property, including intellectual property, and equipment must be returned upon separation from employment.

Reports Concerning Court-Ordered Withholding

The district is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance. Notice of the following must be sent to the support recipient and the court or, in the case of child support, the Texas Attorney General Child Support Division:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities

Policies FB, FFH

In an effort to promote nondiscrimination and as required by law, Granbury ISD does not discriminate on the basis of race, color, religion, national origin, age, sex, or disability in providing education services, activities, and programs, including Career and Technical Education (CTE) programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to Tammy Clark, Assistant Superintendent or Wes Jones, Director of Human Resources, 217 N. Jones Street, Granbury Texas, 76048 or by phone at 817-408-4000.

Student Records

Policy FL

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records. The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints

Policy FNG

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss their concerns with the appropriate teacher, principal or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Administering Medication to Students

Policy FFAC

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements of any type except as provided below.

Employees authorized by the Superintendent or designee may administer to students:

- Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]
- Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
- Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program of Section 504 plan of a student with disabilities.

Dietary Supplements

Policies DH, FFAC

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs

Policy FFAC

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug.
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

Student Conduct and Discipline

Policies in the FN series and FO series

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Handbook and Student Code of Conduct. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the district. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance

Policy FEB

Teachers and staff should be familiar with the district's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the student handbook. Contact the campus principal for additional information.

Bullying

Policy FFI

Bullying is defined by §TEC 37.0832. All employees are required to report student complaints of bullying, including cyberbullying, to campus principal or supervisor. The district's policy includes definitions and procedures for reporting and investigating bullying of students can be found on the district website at www.granburyisd.org.

Hazing

Policy FNCC

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Student Dress Code

All staff members are responsible for knowing what student dress is appropriate under the dress code in the Student Handbook, as well as enforcing the student dress code. A copy of the Granbury ISD Student Handbook is on-line in the public folder section of the Granbury Independent School District web page.

Student Code of Conduct

All staff members are responsible for having knowledge of and assisting in the enforcement of the student Code of Conduct, as printed in the Granbury ISD Student Handbook.

Student Field Trips

All student field trips must have prior approval by the District and the Supervisor. Once approval has been gained, several forms are required for such trips. These forms can be found in your Campus front office.

Employee sponsors must accompany students on all buses on all field trips at all times.

EXHIBITS

Getting Started with Skyward Employee Access

GO TO THIS LINK AND THEN FOLLOW THE ARROWS ON THE EXAMPLES TO GET PAYSTUB INFORMATION :
www.granburyisd.org/employeeaccess

CONTACT BUSINESS OFFICE FOR LOGIN INFORMATION.

PAYROLL ISSUES – Amanda Livingston, Payroll Supervisor 817-408-4025

Getting Started with SKYWARD Employee Access (Payroll)

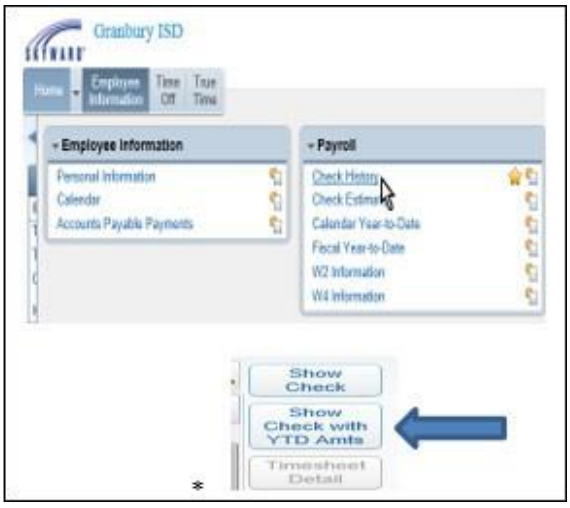
Employee Access is part of the SKYWARD system. This system allows you access to Personnel Data, Payroll Data, Time Off Data and other Employee Information.

LOG IN:

- Go to www.granburyisd.org
- Select Employee Center
- Click SKYWARD Employee Access
- Enter a Login ID
- Enter a password

TO VIEW CHECK HISTORY:

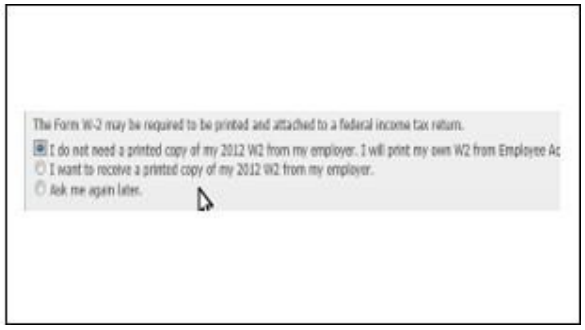
- Select Employee Information
- Under Payroll Choose Check History
- Select the check date, then click the Show check button
- Continue with your own options
- * If you need Year to Date information printed On your check – select that button



Employee Access is part of the SKYWARD system. This system allows you access to Personnel Data, Payroll Data, Time Off Data and other Employee Information.

TO ELECT W2 ELECTRONICALLY OR PAPER:

- Select Employee Information
- Under Payroll choose W2 Information to see your W2's
- Click the Options for Receiving my 2012 W2 Electronically Button
- Select your option



Employee Access is part of the SKYWARD system. This system allows you access to Personnel Data, Payroll Data, Time Off Data and other Employee Information.

TO VIEW W2 DATA:

- Select Employee Information
- Under Payroll choose W2 information
- Select the year then click the View W2 button
- Select your options (open, save, or cancel)
- If you want information on how your W2 was Processed please select Show W2 Info

TO VIEW SALARY AMOUNT(S):

- Select Employee Information
- Choose Personal Information
- From the menu on the left side of the Screen click assignments
- Click on the current year assignment and Expand to see your salary information.

INDEX

2025-2026 GISD School Calendar 11
Acknowledgment of Receipt of Employee Handbook 5
ADA Accommodations 19
Administering Medication to Students 91
Administration 10
Alcohol and Drug-Abuse Prevention 78
Asbestos Management Plan 83
Assault Leave 44
Associations and Political Activities 81
Automatic Payroll Deposit 24
Bereavement Leave 44
Board Meeting Schedule 10
Board of Trustees 9
Breaks for Expression of Breast Milk 19
Bullying 92
Cafeteria Plan Benefits (Section 125) 27
Certification and Licenses 16
Charitable Contributions 82
Compensation and Benefits 23
Complaints and Grievances 47
Compliance with a Subpoena 44
Conflict of Interest 80
Contract and Noncontract Employment 15
Copyrighted Materials 81
Criminal History Background Checks 77
Description of the District 7
Dietary Supplements 91
Discharge of Convicted Employees 89
Discrimination, Harassment, and Retaliation 63
Dismissal of Non-Contract Employees 88
Dismissal or Nonrenewal of Contract Employees 88
District Campus Directory 12
District Communications 46
District Information 7
Electronic Communications between Employees, Students, and Parents 69
Emergencies 84
Emergency School Closing 84
Employee Arrests and Convictions 77
Employee Conduct and Welfare 58
Employee Involvement 21
Employee Recognition and Appreciation 46
Employee Relations and Communications 46
Employment 14
Equal Educational Opportunities 90
Equal Employment Opportunity 14

EXHIBITS 94
Exit Interviews and Procedures 89
Facility Use 86
Fraud and Financial Impropriety 79
General Procedures 84
Getting Started with Skyward Employee Access 95
Gifts and Favors 80
Granbury Independent School District Responsible Use Technology Agreement for FACULTY & STAFF 72
Harassment of Students 63
Hazing 92
Health Safety Training 17
Health, Dental, and Life Insurance 26
Identification Badge Replacement 86
INDEX 98
Introduction 6
Job Vacancy Announcements 14
Jury Duty 44
Leave and Absences 30
LEAVE AND ABSENCES 30
Local Leave 34
Local Procedures for Implementing Family and Medical Leave Provisions 42
Master's Degree 23
Mental Health Training 22
Military Leave 45
Mission Statement, Goals, and Objectives 8
Name and Address Changes 85
Notification to Parents Regarding Qualifications 20
Other Benefit Programs 28
Outside Employment and Tutoring 20
Overtime Compensation 25
Parent and Student Complaints 90
Paychecks 23
Payroll Deductions 24
Performance Evaluation 21
Personal Leave 32
Personal Use of Electronic Communications 67
Personnel Records 85
Pest Control Treatment 83
Possession of Firearms and Weapons 83
Pregnant Workers Fairness Act 19
Psychotropic Drugs 91
Public Information on Private Devices 68
Purchasing Procedures 84
Reassignments and Transfers 17
Recertification of Employment Authorization 16
Religious Observance 45
Reporting Crime 66

Reporting Suspected Child Abuse 64
Reports Concerning Court-Ordered Withholding 90
Reports to Texas Education Agency 65
Resignations 87
Safety and Security 82
Salaries, Wages, and Stipends 23
Scope and Sequence 66
Searches and Alcohol and Drug Testing 16
Sexual Abuse and Maltreatment of Children 65
Sick Leave Bank (or Pool) 36
Staff Development 21
Staff Dress Code 62
Standards of Conduct 58
State Sick Leave 33
Student Attendance 92
Student Code of Conduct 92
Student Conduct and Discipline 91
Student Dress Code 92
Student Field Trips 93
Student Issues 90
Student Records 90
Supplemental Insurance Benefits 26
Teacher Incentive Allotment 29
Teacher Retirement 28
Technology Resources 66
Temporary Disability Leave 43
Termination of Employment 87
Tobacco and Nicotine Products and E-Cigarette Use 79
Travel Expense Reimbursement 26
Truancy Court Appearances 45
Unemployment Compensation Insurance 27
Visitors in the Workplace 83
Workers' Compensation Benefits 43
Workers' Compensation Insurance 27
Workload and Work Schedules 18

GRANBURY ISD

Department of:
Curriculum, Instruction & Assessment

For:	**Board of Trustees**
Date:	**August 13, 2025**
Action:	**Consent**

TO:	**Dr. Courtney Morawski & Board of Trustees**
From:	**Stacie Brown**
Date:	**August 25, 2025**
RE:	**Consider Staff Development Waiver**

SUMMARY:

Each year since the approval of our District of Innovation designation, Granbury ISD has routinely asked for a professional development waiver pursuant to Texas Education Code (TEC) §25.081. This waiver allows the staff to train on various high quality instructional materials and educational strategies designed to improve student performance in lieu of a maximum of:

- 2,100 minutes of student instruction for districts and charter schools that provide operational and instructional minutes.

The staff development dates are currently set in the calendar for:

- August 29
- September 22
- October 31
- February 16
- April 24

RECOMMENDATION:

It is recommended that the Board approve the staff development waiver as presented.

Respectfully submitted,

Stacie A. Brown

Stacie Brown
Director of Curriculum
Granbury ISD

GRANBURY ISD
TECHNOLOGY DEPARTMENT

To:	Board of Trustees
Date:	August 25, 2025
For:	Consent

TO: GISD Board of Trustees

FROM: Brent Wilson
DATE: August 25, 2025
RE: Technology Recycling

SUMMARY:

Granbury ISD uses budget monies to purchase technology devices for student and staff use. Each year, some of the devices reach their end of life or are damaged beyond repair. These devices include, but are not limited to, Chromebooks, laptops, printers, tablets, and monitors.

In the event that GISD technicians cannot salvage these devices, they are sent to be recycled by STS Electronic Recycling and/or Global Asset.

RECOMMENDATION

It is our recommendation that the board approve the recycling of expired or damaged devices as needed by STS Electronic Recycling and Global Asset for the 2025-2026 school year.

Respectfully submitted,

Brent Wilson
Director of Technology

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

Teaching and Learning Department

TO: Dr. Courtney Morawski, Superintendent

FROM: Stacie Brown
DATE: August 25, 2025
RE: Communities in Schools (CIS) contract for the 2025–2026 school year

Purpose

We request board approval for the Communities in Schools (CIS) contract for the 2025–2026 school year, providing integrated support services at Granbury Middle School and Baccus Elementary.

Funding Source

- This program will be funded through Title IV—specifically designated to "improve school conditions for student learning (safe and healthy students)" (Texas Education Agency).
- CIS aligns precisely with this objective by offering wraparound student supports that promote safety, stability, and well-being.

Program Overview

- Communities in Schools (CIS) is an evidence-based model that embeds trained site coordinators within schools to connect students with needed resources and services
- CIS helps reduce absenteeism, increase school engagement, and improve overall student outcomes—particularly for at-risk students—fulfilling the goals of the Title IV grant.
- CIS services will be available at Granbury Middle School and Baccus Elementary.
- All services are voluntary and will be delivered **only with parent or guardian consent.**

Conclusion

Approval of this agreement will enable Granbury ISD to collaborate with CIS to strengthen student support services across two campuses. CIS's established model provides an effective framework to enhance student well-being, attendance, engagement, and overall learning outcomes.

Respectfully submitted,

Stacie Brown
Director Teaching and Learning Department

GRANBURY INDEPENDENT SCHOOL DISTRICT
and
COMMUNITIES IN SCHOOLS OF GREATER TARRANT COUNTY, INC.
MEMORANDUM OF UNDERSTANDING for Management and Support of COMMUNITIES IN SCHOOLS

SECTION 1. PARTIES TO CONTRACT

This MOU is made and entered into by and between Communities In Schools of Greater Tarrant County, Inc., hereinafter known as "CIS", a private non-profit corporation, and Granbury ISD, hereafter knows as the "District". The Parties agree to enter into a cooperative effort to provide school-based support services to students and their families in order to increase their level of academic success. The Parties have severally and collectively agreed and by the execution hereof are bound to the mutual obligations and to the performances and accomplishments of the tasks hereinafter described.

SECTION 2. TERM

The term of this MOU shall be from September 1, 2025 through August 31, 2026. Either party may cancel this MOU contract if thirty (30) days written notification is provided to the other party in accordance with Section 5.

SECTION 3. CONTRACTOR PERFORMANCE

CASE MANAGEMENT

CIS shall, in satisfactory performance of this contract, perform and/or provide for the following functions for the District:

1. Provide overall management and supervision of the Communities In Schools (CIS) programs on the following District campuses.

    i. Granbury Middle School
    ii. Nettie Baccus Elementary School

2. CIS will follow national, state, TEA and local policies and ethical standards for service provision, under applicable state and local laws. Further, CIS will follow the written District or school policies concerning student service delivery where written District or school policies are more restrictive than the policies noted above, except as otherwise herein noted or mutually agreed in writing.

3. With parental consent, provide multidisciplinary, individualized case management and coordination of resources for a referred group of at least 75 students per campus who meet the criteria established by TEA for CIS students.

4. Coordinate school-wide activities/events in partnership with campus staff, which support specific campus goals as identified in the campus plan and engage at least 75% of campus population.

5. Provide the following six (6) components:
    a. Supportive Guidance and Counseling
    b. Health & Human Services
    c. Academic Support Services
    d. Enrichment Activities
    e. Parent and Family Engagement
    f. Career and College Readiness

6. Coordinate with Principal to create a written campus plan at the beginning of the contract period and updated at school year-end to reflect actual activities in line with original goals.

7. Collect and maintain files on students served containing relevant data requisite to the case and used to support project criteria established in TEA policies and procedures. Release and sharing of this data will be limited in accordance with the confidentiality of Mental Health Information statutes under Texas Civil Law, FERPA and any other federal or state law.

8. Supervision and oversight of the assigned, school-based social worker in accordance with CIS personnel policies and consistent with state law. Project staff members remain employees of CIS. Oversight of program implementation, quality and model fidelity, as well as performance evaluations, shall be the responsibility of the assigned CIS Program Director (supervisor). Feedback on the quality of programming or any performance concerns should be provided to the Program Director.

9. Individuals brokered by CIS from other agencies in support of this project remain employees of the assigning agency, but each agency's actions are carried out under the auspices of CIS and in accordance with the mutually agreed upon campus plan.

10. CIS will not serve as designated personnel in schools charged with responsibility for physical restraint of students.

11. Managerial, administrative, logistical and technical support to ensure the success of the projects' service delivery initiatives. Advertise for, interview, hire, train, supervise, supply, discipline and if necessary, terminate CIS staff. CIS staff assigned to this project, under the direction of the CIS President & CEO and Board of Directors, are responsible for oversight of CIS activities.

12. Notification to the District and appropriate legal authorities of cases presented to its staff that involve suicidal ideation, violent behavior, child abuse, and sexual abuse/harassment. CIS will assist in the resolution of such cases if requested by the District.

13. Meet with District administration and/or school administration at least one time per month in order to ensure successful collaboration and implementation of the program.

14. Serve as a member of the District's emergency/crisis response team attending to the needs of students in any District school when needed as outlined in District guidelines.

15. An annual report of services provided and student outcomes. This report may include an account of resources brought to the District by CIS as well as overall numbers of students participating in various CIS activities. The District may request other reports.

16. Proof of Commercial General Liability Insurance naming the District as additional insured and proof of Automobile Hired, Non-owned Liability Insurance and Workers Compensation Insurance.

17. Leverage funding from public and private sources as needed to support services.

SECTION 4. DISTRICT PERFORMANCE

In support of this contract, the District shall provide the following:

1. $48,000 annually for each of two (2) full-time CIS case managers for a total of $96,000. Two (2) equal payments in the amount of $48,000 shall be made payable to Communities In Schools. The first payment shall be made in September 2025 and the second in January 2026.

2. Office space and furnishings appropriate to CIS needs with a teacher's desk, at least two chairs, and a secure, locking unit in the CIS office (locking file cabinet, locking desk, etc.).

3. Provide phone and internet connectivity (initiate a work order if necessary). Ensure CIS staff have access and connect to school/district WIFI on CIS devices.

4. Authorize use of school copy machine(s), printing machine(s), and paper.

5. Provide district email address and district log-in.

6. Use of school facilities after hours (if needed and coordinated with the campus Principal).

7. Provide inclusion of CIS in the Campus Improvement Plans.

8. Grant student access to the program during the school day (non-core course periods), lunch and after school.

9. Access to the school's student data system (TxEIS, Skyward, FOCUS, eSchool, etc.) on a full,"read-only" basis. All student information will be treated as confidential and handled according to federal and state laws, specifically: FERPA, HIPAA and HB 300. This includes grades, attendance, test scores, discipline records, and free/reduced lunch status or other at-risk indicator, for the purposes of qualifying, assessing, and monitoring student progress in accordance with TEA guidelines.

10. Responsibility for all cases involving suicidal ideation, violent behavior, child abuse, and sexual abuse/harassment, according to district policy.

11. Notification in writing of all developments, policy changes or other issues arising within the District or school which affect or have the potential to affect the provisions of this MOU or the operation of CIS programs.

12. Provide invitations to faculty meetings and trainings, and provide opportunities for CIS orientation for school faculty.

13. Allow periodic off-site attendance by CIS staff for professional development training.

14. Only assign duties such as hall, cafeteria, ISS and similar duties for CIS staff on a short- term, fill-in basis in order to assure time for quality case management.

15. Student referrals by school administrators and teachers at a minimum of 90 per campus.

16. Inclusion of CIS social worker on campus website's listing of school personnel.

17. Meet with CIS administrators or personnel at least one time per month to ensure successful collaboration with the District.

SECTION 5. TERMINATION

1. Either of the parties hereto shall have the right in such party's sole discretion and at such party's sole option to terminate this MOU at any time prior to the date of completion upon thirty (30) days written notice. Notification shall promptly be made in writing of such determination, the reasons for such termination, and the effective date of such termination.

2. Upon termination or receipt of notice to terminate, whichever occurs first, CIS shall cancel, withdraw, or otherwise terminate any outstanding orders or subcontracts to be terminated, and

shall cease to incur costs thereunder, the District shall not be liable to CIS or to the creditors for costs incurred after the date of termination of this MOU.

3. Upon termination, any funds prepaid to CIS shall be prorated to the date of termination and the remaining funds shall be returned to the District within fourteen (14) days of termination.

SECTION 6. MISCELLANEOUS

Entire Agreement: This MOU shall constitute the complete and exclusive written expression of the intentions of the parties hereto and shall supersede all previous communications, representations, agreements, promises or statements, either oral or written, by and between either party.

Modification: This MOU constitutes the full and total understanding and agreement of the parties, and any modification, amendment or alteration hereto must be agreed in writing by all parties hereto.

Mediation: In the event of any dispute between the parties relating to or arising out of any provision of this agreement, the representatives of the parties shall engage in mediation in a good faith effort to resolve the dispute extrajudicially. The representatives involved in mediation shall be officers or employees with authority to recommend solutions that will resolve the dispute. The party initiating a claim shall arrange for mediation with a mutually agreed mediator at a time and place mutually acceptable to both parties.

Relationship of Parties: CIS is retained by the District as an independent contractor to provide services under this MOU. Nothing herein contained shall create or be construed as creating a partnership, joint venture or agency relationship between any of the parties and no party shall have the authority to bind the other in any respect. None of the employees of the CIS shall be treated as employees of the District with respect to any services provided by them under this contract. No workers' compensation insurance shall be obtained by the District concerning any of the employees of the CIS. Neither the CIS nor the District shall incur any financial obligation on behalf of the other party without prior written approval of the other party. CIS agrees to indemnify and hold harmless the District from any and all claims, demands, expenses, assignments, losses, or damages, including attorney's fees, arising out of any actions or activities involving CIS that may occur during the term of this agreement.

Assignments: The District is granting rights to CIS that the District would not grant to others. Therefore, prior written approval is required for any assignment or subcontract of, within, or under the provisions of this contract. All assignments and subcontracts must require the assignee or subcontractor to assume all of CIS's obligations under this contract, but CIS will remain liable for its obligations regardless of any assignment or subcontract by it.

Notices:

Any notices or other communication hereunder shall be in writing, shall be sent via registered or certified mail, and shall be deemed given when receipt is acknowledged.

If to CIS:

Community In Schools of Greater Tarrant County, Inc.
Attn: Lindsey Garner, President & CEO
5601 Bridge Street, Ste. 501
Fort Worth, Texas 76112

If to the District:

Granbury Independent School District
Attention: Tammy Clark

217 N. Jones Street
Granbury, Texas 76048

Any party may, at any time, by written notice to the other party, designate different or additional persons or different addresses for the receipt of notices hereunder.

Immunity: Nothing in this Agreement shall waive or be deemed to waive the respective immunities of the District or CIS, including but not limited to governmental immunity, sovereign immunity or any immunity or defense that would otherwise be available to it against claims arising in the exercise of governmental powers and functions.

Legal Construction: No amendment, modification or alteration of the terms herein shall be binding unless the same be in writing, dated subsequent to the date of this Agreement and duly executed by both parties.

Governing Law: The obligation and undertakings of each of the parties to this Agreement are and shall be performed in Hood County, Texas, respectfully. The validity of this Agreement and any of its terms and provisions, as well as the right and duties of the parties, shall be governed by the laws of the State of the Texas; and any venue for any action concerning this Agreement shall be in Erath County, Texas.

Severability: In the event 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 the other provisions, and the Agreement shall be construed as if valid, illegal, or unenforceable provision had never been contained in this Agreement.

Execution: This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.

Third Parties: This Agreement does not create any third-party beneficiaries. Nothing in this Agreement or any attachment shall be construed to create, expand, or form a basis for liability to any third-party under any theory of law against either the District or CIS unless such a basis exists independent of this Agreement under state and federal law.

Agency: This Agreement does not create a principal agent relationship, partnership, or joint venture between the Parties hereto, nor does it authorize either party to serve as the legal representative or agent of the other. Neither party shall have any right or authority to assume, create, or incur any liability or any obligation of any kind, expressed or implied or in the name of or on behalf of the other party, except as agreed in this Agreement.

Insurance: Each party, at their own expense, shall provide and maintain, during the term of this Agreement, insurance, without retention, or self-insurance program, which shall provide general liability coverage for liability, property damage, and bodily injury. The Parties agree to exchange certificates of insurance upon request.

Waiver: No waiver of a breach or any provision of this Agreement by either party shall constitute a waiver of any subsequent breach of such provision. Failure of either party to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

Indemnification: To the fullest extent permitted by law, each party shall indemnify the other from and against any and all liability for damages arising out of or resulting from the performance of its work, but only to the extent such damages are caused by or result from an act of negligence, intentional tort, intellectual property infringement, or failure to pay a subcontractor or supplier, or any other entity over which the indemnitor exercises control. These indemnification obligations shall also be limited to damages attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including loss of use resulting therefrom. The indemnification obligation contained in this paragraph shall

not be construed to negate, abridge, or otherwise reduce other rights or obligations of indemnity which would otherwise exist as to a party or person described in this paragraph.

Confidentiality: The Parties understand the confidential nature of data involved in the transactions under this Agreement and particularly student information. Therefore, the Parties agree to maintain confidentiality of all confidential information to the extent required by law.

This Agreement will be effective upon the signature of both Parties.

SIGNATORIES

Superintendent	Date
President & CEO, Communities In Schools	8-7-2025 Date

GRANBURY ISD

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 25, 2025**
Action:	**Information**

TO: Board of Trustees
From: Tammy Clark
Date: August 25, 2025
RE: Clarity on out-of-state band funding

SUMMARY:

I was asked to provide a statement for clarity for the out-of-state travel requests that are submitted for your approval for Pirate Bands.

For the purpose of out-of-state band travel in spring 2026, Granbury ISD will not be providing district funds to support the middle school band trip. For Granbury High School, the GHS Band may utilize funds already allocated within its existing budget, which are typically designated for the spring event that this trip will replace. Due to the timing of this request, the district was unable to allocate additional funding during the budgeting process and, therefore, will not provide supplemental financial support for this trip.

Respectfully submitted,

Tammy Clark
Assistant Superintendent

GRANBURY ISD

Granbury ISD

Request for Out of State Travel

Name of group or organization: Granbury High School Band

Date of request: 8/15/25

Date of departure and return: Depart 3/25/26 and return 3/29/26

Destination: Indianapolis, Indiana

Purpose of trip, i.e., event to be attended, instructional value of the trip:
After a rigorous application process, the band was one of a select few groups to be selected to perform at the Music for All National Concert Band Festival

Estimation of total trip cost: $175,000 (~$2,000 per student/chaperone)

Estimation of district's cost of trip: Meals ($10, 560) Buses ($8,048) See attached

Estimation of organizations cost of trip: $156,392 (Total minus district) See attached

District employee sponsor and organization: Cody Haddock, GHS Director of Bands

Number of students/employees participating: 80 students / 5 employees / 7 chaperones

Signature of district employee sponsor:

Signature of campus principal:

For Office Use Only

☐ Approved

☐ Denied

Reason, if denied:

Board or Designee Signature:

Date:

Music for All Financial Breakdowns

After meeting with our Band Booster Leadership Team, they came up with a contribution from the district that would be monetarily significant for each family.

They agreed that $150-250 per student was enough to make an impact for each family. Here is how that is broken down between the GHS and AMS numbers for Music for All.

GHS (80 students)

$150 per student = $12,000 from the district

$232 per student = $18,608 from the district (matches the number requested on the Travel form)

$250 per student = $20,000 from the district

AMS (55 students)

$150 per student = $8,250 from the district

$250 per student = $13,750 from the district

$277 per student = $15,288 from the district (matches the number requested on the Travel form)

ATTENDEES

How many employees are attending? 6

How many students are attending? 80

Employee name(s) (Add up to 4 per box)	Employee Department/Campus
	Select...
	Select...
	Select...
	Select...

MEALS

Maximum $40 per day per employee and $8 per meal per student.

Meal cost per employee	#meals per employee	Meal cost per student	#meals per student
Breakfast 10	4	Breakfast 10	4
Lunch 12	4	Lunch 10	4
Dinner 18	4	Dinner 10	4
	Total meal cost for employees: 960.00		Total meal cost for students: 9,600.00

Total Meal Cost 10,560.00

TRANSPORTATION Use district vehicle whenever possible. If you are not approved to use a personal vehicle you will not be reimbursed for mileage. Auto Rental Contract Link

Using this type of trans. (Y/N)?	Type of Vehicle	Bus, Rental Car, Air, Parking only	# of Vehicles	Estimated Miles	Total Cost
No	District vehicle		number	number x .50	
No	Personal vehicle	Notes		number x .67	
Yes	Bus School Bus	# Hours 64 16 per hr/driver	2	2000 1.50	8,048.00
Select...	Rental vehicle at destination	# Days number Daily rate including taxes number			
Select...	Air	# Passengers number Ticket Price Including Fees number	Flight Type Select number	number x Inlet 1.74	
Select...	Hotel Parking	# Days number Rate per Day number	number		
Select...	Event Parking	# Days number Rate per Day number	number		

Suburban=$.50
Bus.reg.wrap.tech=$1.50
MiniBus=$1.00
BoxTruck=$1.00

Total Transportation Cost 8,048.00

OTHER EXPENSES

Expense Describe expense Fee number
Expense Describe expense Fee number
Expense Describe expense Fee number

Total Other Expenses Cost _____

BUDGET CODES

GRANBURY ISD

Granbury ISD

Request for Out of State Travel

Name of group or organization: GHS Rifle Team - MCJROTC

Date of request: 8/13/25

Date of departure and return: 10/08/25 - 10/12/25

Destination: Anniston Al - CMP South Rifle Range

Purpose of trip, i.e., event to be attended, instructional value of the trip:
Alabama Airgun Cup National Match aligns with TEKS and Marine Corps JROTC curriculum, reinforcing discipline, and competitive skills.

Estimation of total trip cost: 5000

Estimation of district's cost of trip: 800 (TRANSPO)

Estimation of organizations cost of trip: 4200

District employee sponsor and organization: LtCol Casey / GHS MCJROTC

Number of students/employees participating: 6 / 2

Signature of district employee sponsor: [signature]

Signature of campus principal: _____

For Office Use Only

☐ Approved

☐ Denied

Reason, if denied:

_____

Board or Designee Signature: _____

Date: _____

GRANBURY ISD

Granbury ISD

Request for Out of State Travel

Name of group or organization: GHS Rifle Team - MCJROTC

Date of request: 8/15/2025

Date of departure and return: 12/10/25-12/15/25

Destination: Colorado Springs CO - Olympic Training CTR - Winter Air Rifle Comp.

Purpose of trip, i.e., event to be attended, instructional value of the trip:

This trip aligns with TEKS and Marine Corps JROTC curriculum, reinforcing marksmanship safety, discipline, and competitive skills

Estimation of total trip cost: $7,000

Estimation of district's cost of trip: 0

Estimation of organizations cost of trip: TBD as USMC has not determined budget for the Year - JROTC will cover Total

District employee sponsor and organization: LtCol Casey - JROTC

Number of students/employees participating: 12/3

Signature of district employee sponsor:

Signature of campus principal:

For Office Use Only

- ☐ Approved
- ☐ Denied

Reason, if denied:

Board or Designee Signature:

Date:

GRANBURY ISD

Granbury ISD

Request for Out of State Travel

Name of group or organization: GHS Rifle Team - MCJROTC

Date of request: 8/15/2025

Date of departure and return: 2/4/26-2/8/26

Destination: Marine Corps Air Rifle Service (JROTC) Nationals - Sandy, UT

Purpose of trip, i.e., event to be attended, instructional value of the trip:

This trip aligns with TEKS and Marine Corps JROTC curriculum, reinforcing marksmanship safety, discipline, and competitive skills

Estimation of total trip cost: $10,000

Estimation of district's cost of trip:

Estimation of organizations cost of trip: $10,000 (Flights and rental) USMC will cover hotel/meals

District employee sponsor and organization: LtCol Casey - JROTC

Number of students/employees participating: 12/3

Signature of district employee sponsor:

Signature of campus principal:

For Office Use Only

☐ Approved

☐ Denied

Reason, if denied:

Board or Designee Signature:

Date:

GRANBURY ISD

Granbury ISD

Request for Out of State Travel

Name of group or organization: GHS Rifle Team - MCJROTC

Date of request: 8/15/2025

Date of departure and return: 3/25/26-3/29/26

Destination: All Service Air Rifle (JROTC) Nationals - Camp Perry OH

Purpose of trip, i.e., event to be attended, instructional value of the trip:

This trip aligns with TEKS and Marine Corps JROTC curriculum, reinforcing marksmanship safety, discipline, and competitive skills

Estimation of total trip cost: $10,000

Estimation of district's cost of trip:

Estimation of organizations cost of trip: $10,000 (Flights and rental) USMC will cover hotel/meals

District employee sponsor and organization: LtCol Casey - JROTC

Number of students/employees participating: 12/3

Signature of district employee sponsor:

Signature of campus principal:

For Office Use Only

☐ Approved

☐ Denied

Reason, if denied:

Board or Designee Signature:

Date:

HOOD COUNTY EXTENSION SERVICE

August 12, 2025

Dr. Courtney Morawski
Granbury ISD
217 N. Jones St.
Granbury, TX 76048

Dear Dr. Morawski:

On behalf of the 4-H members of Hood County, I hereby respectfully request that the 4-H organization, by the attached resolution, be sanctioned as an extracurricular activity. We request the enclosed RESOLUTION be presented for consideration at the next scheduled meeting of the Board of Trustees of the Granbury Independent School District. I further request that questions regarding this RESOLUTION be directed to me in a timely manner so that I may prepare and present an appropriate response so as not to delay action on this request.

Finally, I request that a signed copy of this RESOLUTION, along with a copy of the minutes of the Board meeting, be forwarded to me for my files.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

hannah davis

Hannah Davis
County Extension Agent- FCH

Attachment: Resolution for Extracurricular Status of 4-H Organization

Hood County Extension Office
1410 W. Pearl St. Granbury, TX 76048
Tel. 817.579.3280 I Fax.817.408.2533

RESOLUTION
EXTRACURRICULAR STATUS OF 4-H ORGANIZATION

Be it hereby resolved that upon this date, the duly elected Board of Trustees of the

Granbury Independent School District

meeting in public with a quorum present and certified,
did adopt this resolution that recognizes the

Hood County 4-H

Texas 4-H Organization as approved for recognition and eligible for extracurricular status consideration under 19TexasAdministrative Code,
Chapter 76.1, pertaining to extracurricular activities.

Participation by 4-H members under provisions of this resolution are subject to all rules and regulations set forth under the 19Texas Administrative Code as interpreted by this Board and designated officials of this school district.
A local representative of the Texas A&M AgriLife Extension Service
will request academic eligibility for all 4-H competitive activities, regardless if a school absence is or is not required, and for non-competitive purposes when an absence is required.

Approved this _____ day of _____, 20 _____.

_____ _____

Board of Trustee Superintendent

HOOD COUNTY EXTENSION SERVICE

August 12, 2025

Dr. Courtney Morawski
Granbury ISD
217 N. Jones St.
Granbury, TX 76048

Dear Dr. Morawski:

On behalf of the Hood County Extension Staff, I hereby respectfully request approval of the attached Adjunct Faculty Agreement with the Granbury Independent School District.

The State Board of Education passed an amendment to 19 TAC§129.21 U). Requirements for Student Attendance Accounting for State Funding Purposes allows public school students to be considered "in attendance" when participating in off-campus activities with an adjunct staff member of the school district. Section 3 of the Student Attendance Handbook states:
(1) The student is participating in an activity that is approved by the local board of school trustees and is under the direction of a member of the professional or paraprofessional staff of the school district, or an adjunct staff member who:
(A) has a minimum of a bachelor's degree; and
(B) is eligible for participation in the Teacher Retirement System of Texas.

Hood County requests the Extension personnel listed on the enclosed Adjunct Faculty Agreement be awarded adjunct faculty staff member status for the period of time indicated on the agreement. Extension personnel, as ISD adjunct faculty members, will only supervise and be responsible for Texas 4-H members of the district.

I hope Granbury Independent School District will accept this request. Please let me know if you would like to schedule an appointment to discuss the amendment and request or if you need further information.

Thank you and members of the Board of Trustees for your consideration of this request.

Sincerely,

hannah davis

Hannah Davis
County Extension Agent-FCH

Attachment: Resolution for Extracurricular Status of 4-H Organization

Hood County Extension Office
1410 W. Pearl St. Granbury, TX 76048
Tel. 817.579.3280 I Fax.817.408.2533

THE STATE OF TEXAS
COUNTY OF: HOOD

On this date, at a regularly scheduled and posted meeting, came the Board of Trustees of the Granbury Independent School District, hereinafter referred to as "District." A quorum having been established; the Board proceeded to consider the appointment of the herein named individuals as an adjunct member of the Granbury Independent School District.

Upon consideration and vote of _____ in favor, Hannah Davis and Amanda Salinas are hereby named as adjunct faculty members of the Independent School District subject to the following considerations and provisions of such appointment to wit:

1. This appointment shall commence on the 1st day of September 2025 and remain in effect until the 31st day of May 2026.
2. This appointment will include the Texas A&M AgriLife Extension Service employees listed below:

NAME	TITLE	DEGREE	INSTITUTION	DATE
Hannah Davis	County Extension Agent- FCH	Master of Public Health	Texas A&M University	August 2019
Amanda Salinas	County Extension Agent- ANR	B.S. Biology	Texas A&M International University	December 2016

3. Adjunct faculty members will receive no compensation, salary, or remuneration from _____ Independent School District.
4. Adjunct faculty members are and shall remain an employee, in good standing, of the Texas A&M Agrilife Extension Service.
5. Adjunct faculty members are and shall remain under the direct supervision of either the District Extension Administrator of District 8.
6. Adjunct faculty members shall receive all group insurance benefits, workman's compensation insurance benefits, unemployment insurance, and any and all other plans for the benefit of Texas A&M Agrilife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty members shall direct the activities and participation of students of the school district in sponsored and approved activities as designated from time to time by adjunct faculty members for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participation with students of the School District are directed, supervised, and controlled by and through supervisory personnel of Texas A&M Agrilife Extension Service pursuant to the supervisory authority of the District Extension Administrator. Adjunct faculty members are not the employee of the School District, and School District does not nor shall not supervise, direct or control the activities and/or participation of such Hood County Extension Agents who have been herein designated as an adjunct faculty member.

This appointment is made by the Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas A&M Agrilife Extension Service in recognition of the educational benefits arising from such participation and activities and/or directed by the Texas A&M Agrilife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (j)(l) of the Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Hood County Extension Agent(s), Hannah Davis and Amanda Salinas are not intended nor shall be construed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Granbury Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this ___ day of _____, 20___.

Granbury Independent School District

By: _____

ACADEMIC ELIGIBILITY PROCESS

Procedures for securing Academic Eligibility Information and Excused Absences
for 4-H Members to participate in 4-H Event or Activity

This procedure applies to ALL 4-H events or activities (competitive or non-competitive) and all 4-H members in public, private, and/or home school that requires a 4-H member to be absent from school. For instance, if a 4-H member is a member of a state planning task force and needs to miss a day of school to participate, the 4-H member would have to be eligible according to the Texas Education Code to be excused from school.

There are two ways a County Extension Office can request academic eligibility for 4-H members. One is on an individual basis using the Declaration of Eligibility for times when only one or two 4-H members may be needing an absence. The second option is for situations when a large number of youths may be needing an excused absence, such as a county or major stock show. The steps below outline how the county office needs to proceed with each of the processes.

BEGINNING OF THE SCHOOL YEAR	
August/September	County Extension Agents should meet with school officials to determine the steps the agent needs to take to assist 4-H members in obtaining excused absences to participate in 4-H events and to determine eligibility of 4-H members for competitive events.
30 DAYS PRIOR TO ANY 4-H EVENT/ACTIVITY NEEDING ACADEMIC ELIGIBILITY CHECKED	
Declaring academic eligibility for small number of 4-H members	1. Ensure that all members needing an excused absence are ACTIVE 4-H members. 2. Complete the County Agent section of the Declaration of Eligibility Form. Provide the form to either the 4-H member and request they submit to the school for completion or have the 4-H parent/guardian complete the first section, return to the County Extension Office and then submit as a group to the respective school campuses. 4-H member then returns completed form back to the County Extension Office within the timeframe given by the office.
Declaring academic eligibility for large number of 4-H members	Extension agents should prepare a document on official letterhead which includes the items listed below and submit to each school/campus requesting eligibility status for each 4-H member. a) Name of 4-H member(s) involved b) School they attend c) Current grade level in school d) Dates of proposed absence(s) e) Name of event f) Educational value g) Chaperone List is returned back to County Extension Office by school/campus.
RESPONSE FROM SCHOOL ON DECLARATION OF ACADEMIC ELIGIBILITY	
Eligible	The school should respond to CEA if there are any students who are academically eligible. County Extension Office should follow up with the school/campus if no response is received.
Ineligible	If a 4-H member is academically ineligible for a 4-H competitive event, the agent must notify the 4-H member, their parents and the sponsoring agency, in writing – letter/email (a phone call can also be made but should be followed up with a written notification).

If county Extension faculty and schools develop and agree on procedures they deem more efficient and effective and still ensures 4-H's compliance with the Texas Education Code requirements, they should inform their District Administrator/County Extension Director of the plan to be followed.

DECLARATION OF ELIGIBILITY FORM INSTRUCTIONS

4-H'ers should complete a separate form for each competitive event/activity in which they plan to participate. The original form should be returned to the county Extension office by the deadline established by the County Extension Office.

NOTE: Schools requiring a copy of this form should make their copy before returning it to the student.

Parent/Guardian Section:

1. Parent/Guardian will select the information requested. It is either:
    a. Academic eligibility information only. (Used to verify academic eligibility only for 4-H competitive events/activities.), or
    b. Academic eligibility information and authorization to receive an excused absence from school. (Used to verify academic eligibility as well as receive authorization to receive an excused absence. This would be used for events held during school hours such as stock shows, district, state and national 4-H contests and events, etc.)

2. Complete the date and name of the activity. (Used to notify school officials of exact dates/times a student would be participating in a [4-H] activity or representing 4-H at an event.)

3. Parent/Guardian signature is required. The signature of the parent/guardian confirms that this person is aware of the academic eligibility and excused absence requirements of the Texas Education Code.

County Extension Agent Section:

1. Extension Office will complete this section and certify the youth is a 4-H member and his/her participation in the event.

2. County Extension Agent (with adjunct faculty status) will sign the form.

School Principal/Designee Section:

1. Principal, or designee, will indicate the 4-H members eligibility status, options are:
    a. Academically eligible to participate
    b. Not academically eligible to participate

2. The principal, or designee, will indicate whether or not an excused absence will be granted.

3. The principal, or designee, will provide the date being used to determine eligibility.

4. Principal, or designee, will sign and date the form in order to be valid.

4-H family should follow instructions provided by the County Extension Office on returning form to the Extension Office by the given deadline.

Texas 4-H Youth Development Program

DECLARATION OF ELIGIBILITY FORM

This form is requested in accordance with the requirement of the Texas Education Code and in cooperation with the Texas Education Agency and local school board policies.
Instructions: Complete one form per activity. The original form should be returned to the County Extension Office.

PARENT/GUARDIAN SECTION

In accordance with 4-H policy, provided by our local Extension office, I respectfully request:
(CHECK ONE)

☐ Academic eligibility information only.

☐ Academic eligibility information and authorization to receive an excused absence from school.

Date of Activity: _____ Name of Activity: _____

Signature of Parent/Guardian: _____

COUNTY EXTENSION AGENT SECTION

I hereby certify that _____ is a member of 4-H in _____ County and is scheduled to participate in this activity representing 4-H. He/she will be under the supervision of the Texas A&M Agrilife Extension Service faculty or agency's designated volunteer leader.

Date: _____ Signature: _____

SCHOOL PRINCIPAL OR DESIGNEE SECTION

ACADEMIC ELIGIBILITY (CHECK ONE)

☐ I do certify that the student is academically eligible to participate in the above-mentioned activity.

☐ I do not certify the student because he/she is **NOT** academically eligible to participate in the above-mentioned activity.

EXCUSED ABSENCE (CHECK ONE)	EDUCATIONAL STATUS (CHECK ONE)
☐ An excused absence will be granted	☐ Face-to-Face (on campus)
☐ An excused absence will NOT be granted.	☐ Virtual Option
☐ Does not apply	☐ Homeschooled

Date used to determine eligibility: _____

Date: _____ Signature of Principal or Designee: _____

Name of School: _____

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Approval

TO: Dr. Courtney Morawski, Superintendent

FROM: Emmett Whitefield
Chief Financial Officer
DATE: August 15, 2025
RE: Budget Amendments

SUMMARY:

Attached are the monthly general fund budget amendments for Board approval. The first page is the budget amendment for the current period and indicates any increases to revenue as well as increases/decreases to each function and the overall net effect of the amendment totals to the budget. The second page is a summary and indicates how the current amendment will impact the overall general fund budgets as well as how any previous amendments have impacted these budgets.

BUDGET IMPACT: As indicated on the attached.

RECOMMENDATION:

I recommend the Board approve the amendments as presented.

Respectfully submitted,

Emmett Whitefield
Chief Financial Officer

Staff Person Responsible: Emmett Whitefield

Date Submitted: August 15, 2025

2024-2025
Budget Amendment #11
General Operating

	August 25, 2025 Meeting Proposed Budget Amendment #11	Increase	Decrease	Net Effect
Object	**Revenue**			
5700	Revenue Generated	0	0	
5800		0	0	
5900		0	0	
	Total	**0**	**0**	**0**
Function	**Expenses**			
11	Finance - Amend funds to record cannon lease payments		131,648	
	Finance - Amend funds for SBITA's and Lease Issuances	0	176,269	
	Finance - Amend funds for year end transactions	0	200,000	
	Overall effect on Function 11	**0**	**507,917**	**(507,917)**
12	**Overall effect on Function 12**	**0**	**0**	**0**
13	Finance - Amend funds to record cannon lease payments	0	1,397	
	Overall effect on Function 13	**0**	**1,397**	**(1,397)**
21	Finance - Amend funds to record cannon lease payments	0	3,954	
	Overall effect on Function 21	**0**	**3,954**	**(3,954)**
23	Finance - Amend funds to record cannon lease payments	0	15,065	
	Finance - Amend funds for year end transactions	20,000	0	
	Overall effect on Function 23	**20,000**	**15,065**	**4,935**
31	Finance - Amend funds to record cannon lease payments	0	7,929	
	Overall effect on Function 31	**0**	**7,929**	**(7,929)**
32	**Overall effect on Function 32**	**0**	**0**	**0**
33	**Overall effect on Function 33**	**0**	**0**	**0**
34	Finance - Amend funds to record cannon lease payments	0	339	
	Finance - Amend funds for Cisco SBITA and reclass Bus view purchase	6,912		
	Finance - Amend funds for additional costs to implement BusView	41,819		
	Overall effect on Function 34	**48,731**	**339**	**48,392**
36	**Overall effect on Function 36**	**0**	**0**	**0**
41	Finance - Amend funds to record cannon lease payments	0	10,380	
	Finance - Amend funds for SBITA's and Lease Issuances	53,861	0	
	Finance - Amend funds for year end transactions	55,000	0	
	Overall effect on Function 41	**108,861**	**10,380**	**98,481**
51	Finance - Amend funds to record cannon lease payments	0	1,397	
	Finance - Amend funds for SBITA's and Lease Issuances	122,408	0	
	Finance - Amend funds for year end transactions	75,000	0	
	Overall effect on Function 51	**197,408**	**1,397**	**196,011**
52	Finance - Amend funds for E-Rate Switches	0	159,950	
	Finance - Amend funds for additional costs to implement BusView	0	41,819	
	Finance - Amend funds for year end transactions	40,000	0	
	Overall effect on Function 52	**40,000**	**201,769**	**(161,769)**
53	Finance - Amend funds to record cannon lease payments	0	339	
	Finance - Amend funds for Cisco SBITA and reclass Bus view purchase	0	26,166	
	Finance - Amend funds for E-Rate Switches	159,950		
	Overall effect on Function 53	**159,950**	**26,505**	**133,445**
61	Finance - Amend funds to record cannon lease payments	0	339	
	Finance - Amend funds for year end transactions	10,000	0	
	Overall effect on Function 61	**10,000**	**339**	**9,661**
71	Finance - Amend funds to record cannon lease payments	172,787	0	
	Finance - Amend funds for Cisco SBITA and reclass Bus view purchase	19,254	0	
	Overall effect on Function 71	**192,041**	**0**	**192,041**
81	**Overall effect on Function 81**	**0**	**0**	**0**
91	**Overall effect on Function 91**	**0**	**0**	**0**
93	**Overall effect on Function 93**	**0**	**0**	**0**
99	**Overall effect on Function 99**	**0**	**0**	**0**
	Total	**776,991**	**776,991**	**0**

Granbury Independent School District

Fiscal Year 2024-2025

		Adopted Budget	Prior Budget Amendments	Budget Amendment 8/25/2025	Revised Budget
	REVENUE				
5700	Local Revenue	76,026,730	-	-	76,026,730
5800	State Revenue	16,002,246	16,100,000	-	32,102,246
59/7900	Federal Programs/Other Sources	1,872,965	-	-	1,872,965
	Total	**93,901,941**	**16,100,000**	**-**	**110,001,941**
	EXPENDITURES				
11	Instruction & Instr. Related Services	56,019,573	(1,654,838)	(507,917)	53,856,818
12	Instructional Resources & Media Serve	814,295	(1,000)	-	813,295
13	Curriculum & Instr. Staff Development	810,677	(33,054)	(1,397)	776,226
21	Instructional Leadership	1,168,517	(79,465)	(3,954)	1,085,098
23	School Leadership	4,425,860	(15,204)	4,935	4,415,591
31	Guidance, Counseling & Evaluation Serve	2,604,355	4,918	(7,929)	2,601,344
32	Social Work Services	-	0	-	-
33	Health Services	571,762	0	-	571,762
34	Student (Pupil) Transportation	4,113,609	1,613,084	48,392	5,775,085
35	Food Service	-	0	-	-
36	Co curricular/Extracurricular Activities	2,229,788	(3,685)	-	2,226,103
41	General Administration	3,135,945	77,511	98,481	3,311,937
51	Plant Maintenance and Operations	9,050,561	730,461	196,011	9,977,033
52	Security & Monitoring Services	1,688,178	(9,022)	(161,769)	1,517,387
53	Data Processing Services	1,629,021	104,099	133,445	1,866,565
61	Community Services	52,911	4,000	9,661	66,572
71	Debt Service (M&O)	39,158	193,042	192,041	424,241
81	Facilities Acquisition	57,500	1,276,818	-	1,334,318
91	Contracted Instruction Services - Chapter 41	3,740,231	0	-	3,740,231
93	Shared Services Arrangement		0	-	-
99	Other Governmental Charges	1,750,000	0	-	1,750,000
00	Other Uses		0	-	-
	Total Budgeted Expenditures	**93,901,941**	**2,207,665**	**-**	**96,109,606**
	Excess Revenue over (Under) Expenditures	**-**	**13,892,335**	**-**	**13,892,335**

OFFICE OF SUPERINTENDENT

For:	Board of Trustees
Date:	August 25, 2025
Action:	Approval

To: Board of Trustees

RE: Consider approval of the Walsh Gallegos annual contract

SUMMARY:
The annual contract with Walsh Gallegos is presented for your consideration.

RECOMMENDATION:
It is recommended that the board approve the annual contract with Walsh Gallegos as presented.

Respectfully submitted,

Courtney Morawski

Dr. Courtney Morawski
Superintendent

WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

August 1, 2025

Dr. Courtney Morawski
Superintendent
Granbury ISD
217 North Jones Street
Granbury, Texas 76048

RE: Renewal of Membership in Walsh Gallegos' Retainer Program

Dear Dr. Morawski:

It is our privilege to serve Granbury Independent School District through the Walsh Gallegos Retainer Program. The District's membership is up for renewal on September 1, 2025, and so enclosed you will find our Legal Services Retainer Agreement. If the District chooses to continue its membership, please sign and return the agreement. The invoice for the renewal will be sent on or around 9/1/2025 with your regular monthly statement so there is no need to send a check with the signed agreement. This program includes the following valuable benefits for just $1,000.00 per year:

- No-charge telephone consultation on day-to-day general and special education matters with attorneys in any of our offices,
- Reduced rates for legal work,
- Reduced fees for inservices,
- Reduced rates for practical Walsh Gallegos products such as the web-based Student Code of Conduct, The Legal Guide to DAEP & Expulsion and the Extracurricular Code of Conduct,
- A free subscription to our bi-monthly general education newsletter "*Time Out with Walsh Gallegos,*"
- A free subscription to our monthly special education newsletter "*This Just In,*" and
- Email updates about the latest developments in education law.

More information about these services and other advantages of the retainer program are included in the attached description. Also enclosed is information about our EFT/ACH payment program that provides a convenient, efficient, secure, and less costly method of payment than paper checks.

It is an honor to be of service to Granbury Independent School District. Many districts have adopted the Texas Association of School Boards' policy BDD (Local), which requires approval of the agreement by the Board of Trustees; check your policy to see who is authorized to approve and sign the Agreement. Additionally, please note that in accordance with the requirements of HB 1295 we have filed Form 1295 with the Texas Ethics Commission and are enclosing a certification of filing of Form 1295 for your records.

We look forward to receiving your signed contract. In the meantime, please remember that you can call any of our offices and speak with the attorney of your choice to get the guidance you need, when you need it. I am pleased to be your shareholder contact regarding the retainer program. Should you have any questions about the Retainer Agreement or wish to reach me directly, please contact me at (800) 252-3405.

Sincerely,

Joey Moore

JWM/glo
Enclosures

cc: Ms. Courtney Gore,
~~Mr. Barbara Townsend,~~ Board President
Ms. Jennifer Anderson, Director of Special Programs

WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

LEGAL SERVICES RETAINER AGREEMENT
FOR GRANBURY INDEPENDENT SCHOOL DISTRICT

The Granbury Independent School District (hereinafter "District"), acting by and through the authorized Trustee or Employee whose signature appears below, hereby retains the law firm of Walsh Gallegos Kyle Robinson & Roalson P.C. (hereinafter "Law Firm"), to provide the services to the District set forth below.

1. Telephone Consultation: The Law Firm shall provide telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director, or designee pertaining to questions arising out of the general operation of the District. The District shall have access to a statewide toll-free telephone number for calls to the Law Firm.

2. Additional Legal Work: The District shall be entitled to reduced hourly rates for additional legal work over and above general telephone consultation. Examples of such additional legal work are research, opinion letters, and legal advice or representation in adversarial matters. Expenses incurred by the Law Firm in providing such additional legal work shall be charged.

3. Publications: The Law Firm shall provide at no charge the monthly publication This Just In, dealing with special education law issues, and the bi-monthly general school law publication Time Out with Walsh Gallegos, both published by the Law Firm.

4. E-mail Updates: The Law Firm shall send periodic e-mail updates to designated District personnel and trustees relating to developments in school law. The content and publication schedule of such updates shall be determined solely by the Law Firm.

5. Retainer Term and Cost: There shall be a fee of $1,000.00 for this Retainer Agreement due upon execution and annually thereafter on the anniversary of the execution date below. This Retainer Agreement shall remain in effect until notice of cancellation is received.

6. Compliance with Texas Government Code Chapter 2271: Pursuant to Texas Government Code Chapter 2271, as amended, the Law Firm verifies that it does not boycott Israel and will not boycott Israel during the term of this Agreement.

7. Compliance with Texas Government Code Chapter 2252: Pursuant to Texas Government Code Chapter 2252, as amended, the Law Firm verifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization, as prohibited by Section 2252.152.

8. Compliance with Texas Government Code Chapter 2274 and 809: Pursuant to Texas Government Code Chapters 2274 and 809, as amended, the Law Firm verifies that it does not boycott energy companies and will not boycott energy companies during the term of this Agreement.

9. Compliance with Texas Government Code Chapter 2274: Pursuant to Texas Government Code Chapter 2274, as amended, the Law Firm verifies that it does not discriminate against firearm entities or firearm trade associations and will not discriminate against firearm entities or firearm trade associations during the term of this Agreement.

10. Scope of Attorney-Client Relationship: This Retainer Agreement establishes a limited attorney-client relationship only between the Law Firm and the District. All communications between the parties shall be deemed privileged, and all work product shall be protected from disclosure. The relationship exists only as to the consultations and additional legal work that are initiated by the District and accepted by the Law Firm pursuant to this Agreement. The Retainer Agreement does not impose any duty upon the Law Firm to provide advice or work to the District regarding legal matters absent a request by the District's Board President, Superintendent, Special Education Director, or designee for such advice or work on a matter. The Law Firm and the District acknowledge and represent that this Agreement does not establish an attorney-client relationship between the Law Firm and any individual Trustees or Employees of the District. If a lawsuit or other adversarial matter is brought against the District and/or any Trustee or Employee of the District, the Law Firm may require the execution of one or more separate Letters of Engagement prior to undertaking an attorney-client relationship in the matter.

11. Confidential Relationship: All information furnished by the District to Law Firm hereunder, including their respective agents, and employees, shall be treated as confidential ("Confidential Information") and shall not be disclosed to third parties except as required by law or authorized in writing. Any Confidential Information of the District may be used by Law Firm only in connection with the Services. Law Firm agrees to protect the confidentiality of any Confidential Information in the same manner that it protects the confidentiality of its own proprietary and confidential information. Access to the Confidential Information shall be restricted to those of Law Firm's personnel engaged under this Agreement. All Confidential Information made available hereunder, including copies thereof, shall be returned in accordance with Law Firm's File Retention Policy or request by the District, whichever occurs first. The restrictions set forth in this section shall not apply to information that is or becomes in the public domain through no fault of Law Firm, is independently developed by Law Firm, is provided to Law Firm by a third party who is not

subject to a duty of confidentiality, or is required to be disclosed pursuant to law or legal process.

12. Texas Lawyer's Creed: Under rules of the Texas Supreme Court and the State Bar of Texas, we advise our clients of the contents of the Texas Lawyer's Creed, a copy of which is enclosed. In addition, we advise clients that the State Bar of Texas investigates and prosecutes complaints of professional misconduct against attorneys licensed in Texas. A brochure entitled Attorney Complaint Information is available at all of our offices and is likewise available upon request. A client that has any questions about the State Bar's disciplinary process should call the Office of the General Counsel of the State Bar of Texas at 1-800-932-1900 (toll free).

13. Generative AI: While representing District, Law Firm may use generative AI tools and technology like Westlaw to assist in legal research, document drafting and other legal tasks. This technology enables us to provide more efficient and cost-effective legal services. However, it is important to note that while generative AI can enhance Law Firm's work, it is not a substitute for the expertise and judgment of Law Firm's attorneys. Law Firm will exercise professional judgment in using AI-generated content and ensure its accuracy and appropriateness in your specific matters. By entering into this agreement, District understands and agrees to Law Firm's use of AI-assisted applications, including Law Firm's limited, supervised use of those tools to process certain confidential information under Law Firm's continuing monitoring to reasonably protect the confidentiality of all information.

GRANBURY INDEPENDENT SCHOOL DISTRICT

By: _____
(Signature)

_____
(Print Name)

_____
(Title)

_____
(Date)

WALSH GALLEGOS KYLE ROBINSON & ROALSON P.C.

By: _____

Joe A. De Los Santos
Managing Shareholder

8/1/2025
(Date)

THE TEXAS LAWYER'S CREED -- A MANDATE FOR PROFESSIONALISM

The Texas Supreme Court and the Texas Court of Criminal Appeals adopted this Creed, with the requirement that lawyers advise their clients of its contents when undertaking representation.

I am a lawyer. I am entrusted by the People of Texas to preserve and improve our legal system. I am licensed by the Supreme Court of Texas. I must therefore abide by the Texas Disciplinary Rules of Professional Conduct, but I know that professionalism requires more than merely avoiding the violation of laws and rules. I am committed to this creed for no other reason than it is right.

I. OUR LEGAL SYSTEM

A lawyer owes to the administration of justice personal dignity, integrity, and independence. A lawyer should always adhere to the highest principles of professionalism. I am passionately proud of my profession. Therefore, "My word is my bond." I am responsible to assure that all persons have access to competent representation regardless of wealth or position in life. I commit myself to an adequate and effective pro bono program. I am obligated to educate my clients, the public, and other lawyers regarding the spirit and letter of this Creed. I will always be conscious of my duty to the judicial system.

II. LAWYER TO CLIENT

A lawyer owes to a client allegiance, learning, skill, and industry. A lawyer shall employ all appropriate means to protect and advance the client's legitimate rights, claims, and objectives. A lawyer shall not be deterred by any real or imagined fear of judicial disfavor or public unpopularity, nor be influenced by mere self-interest. I will advise my client of the contents of this creed when undertaking representation. I will endeavor to achieve my client's lawful objectives in legal transactions and in litigation as quickly and economically as possible. I will be loyal and committed to my client's lawful objectives, but I will not permit that loyalty and commitment to interfere with my duty to provide objective and independent advice. I will advise my client that civility and courtesy are expected and are not a sign of weakness. I will advise my client of proper and expected behavior. I will treat adverse parties and witnesses with fairness and due consideration. A client has no right to demand that I abuse anyone or indulge in any offensive conduct. I will advise my client that we will not pursue conduct which is intended primarily to harass or drain the financial resources of the opposing party. I will advise my client that we will not pursue tactics which are intended primarily for delay. I will advise my client that we will not pursue any course of action which is without merit. I will advise my client that I reserve the right to determine whether to grant accommodations to opposing counsel in

all matters that do not adversely affect my client's lawful objectives. A client has no right to instruct me to refuse reasonable requests made by other counsel. I will advise my client regarding the availability of mediation, arbitration, and other alternative methods of resolving and settling disputes.

III. LAWYER TO LAWYER

A lawyer owes to opposing counsel, in the conduct of legal transactions and the pursuit of litigation, courtesy, candor, cooperation, and scrupulous observance of all agreements and mutual understandings. Ill feelings between clients shall not influence a lawyer's conduct, attitude, or demeanor toward opposing counsel. A lawyer shall not engage in unprofessional conduct in retaliation against other unprofessional conduct. I will be courteous, civil, and prompt in oral and written communications. I will not quarrel over matters of form or style, but I will concentrate on matters of substance. I will identify for other counsel or parties all changes I have made in documents submitted for review. I will attempt to prepare documents which correctly reflect the agreement of the parties. I will not include provisions which have not been agreed upon or omit provisions which are necessary to reflect the agreement of the parties. I will notify opposing counsel, and, if appropriate, the Court or other persons, as soon as practicable, when hearings, depositions, meetings, conferences, or closings are cancelled. I will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided legitimate objectives of my client will not be adversely affected. I will not serve motions or pleadings in any manner that unfairly limits another party's opportunity to respond. I will attempt to resolve by agreement my objections to matters contained in pleadings and discovery requests and responses. I can disagree without being disagreeable. I recognize that effective representation does not require antagonistic or obnoxious behavior. I will neither encourage nor knowingly permit my client or anyone under my control to do anything which would be unethical or improper if done by me. I will not, without good cause, attribute bad motives or unethical conduct to opposing counsel nor bring the profession into disrepute by unfounded accusations of impropriety. I will avoid disparaging personal remarks or acrimony towards opposing counsel, parties, and witnesses. I will not be influenced by any ill feeling between clients. I will abstain from any allusion to personal peculiarities or idiosyncrasies of opposing counsel. I will not take advantage, by causing any default or dismissal to be rendered, when I know the identity of an opposing counsel, without first inquiring about that counsel's intention to proceed. I will promptly submit orders to the Court. I will deliver copies to opposing counsel before or contemporaneously with submission to the Court. I will promptly approve the form of orders which accurately reflect the substance of the rulings of the Court. I will not attempt to gain an unfair advantage by sending the Court or its staff correspondence or copies of correspondence. I will not arbitrarily schedule a deposition, court appearance, or hearing until a good faith effort has been made to schedule it by agreement. I will readily stipulate

to undisputed facts in order to avoid needless costs or inconvenience for any party. I will refrain from excessive and abusive discovery. I will comply with all reasonable discovery requests. I will not resist discovery requests which are not objectionable. I will not make objections nor give instructions to a witness for the purpose of delaying or obstructing the discovery process. I will encourage witnesses to respond to all deposition questions which are reasonably understandable. I will neither encourage nor permit my witness to quibble about words where their meaning is reasonably clear. I will not seek Court intervention to obtain discovery which is clearly improper and not discoverable. I will not seek sanctions or disqualification unless it is necessary for protection of my client's lawful objectives or is fully justified by the circumstances.

IV. LAWYER AND JUDGE

Lawyers and judges owe each other respect, diligence, candor, punctuality, and protection against unjust and improper criticism and attack. Lawyers and judges are equally responsible to protect the dignity and independence of the Court and the profession. I will always recognize that the position of judge is the symbol of both the judicial system and administration of justice. I will refrain from conduct that degrades this symbol. I will conduct myself in Court in a professional manner and demonstrate my respect for the Court and the law. I will treat counsel, opposing parties, the Court, and members of the Court staff with courtesy and civility. I will be punctual. I will not engage in any conduct which offends the dignity and decorum of proceedings. I will not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities to gain an advantage. I will respect the rulings of the Court. I will give the issues in controversy deliberate, impartial and studied analysis and consideration. I will be considerate of the time constraints and pressures imposed upon the Court, Court staff and counsel in efforts to administer justice and resolve disputes.

WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

Program for EFT/ACH Payments

Walsh Gallegos Kyle Robinson & Roalson P.C. is working to improve our services to you and assist you in saving time and money. To that end, we now offer our clients the option to pay their invoices electronically by either Electronic Funds Transfer (EFT) or Automated Clearing House (ACH) payment--instead of the traditional paper, check-by-mail method.

An EFT/ACH payment authorizes the client's bank to move funds from its bank account to the bank account of the authorized merchant (Walsh, Gallegos). This movement of funds is done between banks electronically—thus the term Electronic Funds Transfer (EFT) or Automated Clearing House (ACH). This electronic movement of funds between banks is more convenient, efficient, secure, and far less costly than the handling of paper checks.

If your district is interested in participating in our EFT/ACH payment program, please e-mail a request to WA-EFT@wabsa.com or call Karla Alvarado at (800) 252-3405 to receive our bank account information for EFT/ACH payments.

We are excited to be able to extend this opportunity to our clients. Please feel free to contact us if you have any questions.

WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

File Retention Policy

At the conclusion of a matter, the file is closed and all documents related to the file are gathered in a centralized location and properly labeled. This includes both paper and electronic documents. Because the nature of our work means that many matters may become active again, we have established a policy of maintaining our closed files for a period of 10 years. If a file is reopened, the 10 year period will start again after the file is closed again.

At the end of 10 years, we will notify clients that we will be destroying all files that have been closed for more than 10 years.* Clients will have 30 days from the date of the letter to let us know if they would prefer that the files be returned to them instead of being destroyed. Clients can also request a list of the files we plan on destroying and request to inspect the files before making a decision about whether or not to allow them to be destroyed. We will provide an estimate cost for delivering the files to clients if they choose to have the files returned to them instead of being destroyed. Any files that are destroyed will be done so at our expense.

For more information about our File Retention Policy please contact Vicki Limon at vlimon@wabsa.com or by calling 512.454.6864.

*Note that there are certain types of files that our attorneys may flag to hold for longer than 10 years before being destroyed. Clients can request a list of all of the closed matters that we have for them at any time by contacting Vicki Limon at vlimon@wabsa.com.

WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

FEE SCHEDULE AS OF JULY 16, 2025
LEGAL SERVICES RETAINER AGREEMENT

For Retainer Program Clients

Annual retainer fee is $1,000 billed each year on the anniversary of the client joining the program.

Telephone consultation with school officials in this program regarding general routine legal matters is free of charge. The firm has toll-free telephone numbers that are made available to these clients.

An hourly rate of $265/hour for associates licensed less than one year, $290/hour for associates licensed one to two years, $340/hour for associates licensed over two years, or $360/hour for shareholders is charged for time spent on research, opinion letters, office visits, board meetings, and other work of a general nature.

For matters requiring more in-depth work, such as document review, negotiation of a contract, grievance, nonrenewal, review of constructions documents, litigation, administrative appeals, and the like, all time, including telephone calls, is charged at the current hourly retainer rates shown above, plus expenses. A new file is set up so that the billings show legal fees attributable to that particular matter.

For Non-retainer Program Clients

An hourly rate of $265/hour for associates licensed less than one year, $290/hour for associates licensed one to two years, $360/hour for associates licensed over two years, or $380/hour for shareholders is charged for time spent on any work, including all telephone calls, office visits, litigation, research, opinion letters, hearings, and the like.

The above rates are subject to change at any time.

WALSH GALLEGOS
KYLE ROBINSON & ROALSON P.C.

BENEFITS OF THE RETAINER PROGRAM

1. FREE TELEPHONE CONSULTATION: The law firm provides telephone consultation at no charge to the District's Board President, Superintendent, Special Education Director or any designee pertaining to questions arising out of the general operation of the District. Last year, our member clients received an average of 10.27 free hours of telephone consultation. That is a $3,047.00 value in telephone calls alone!

   As a retainer client, the District has exclusive access to the statewide toll-free telephone numbers for calls to the law firm. Before making decisions with legal consequences, use our exclusive toll-free number to reach any Walsh Gallegos attorney:

   - Austin (800) 252-3405
   - San Antonio (800) 232-9169
   - Irving (800) 231-4207
   - Houston (888) 565-6864
   - Rio Grande Valley (866) 770-6864
   - Amarillo (800) 622-6864
   - Albuquerque (800) 771-6864

2. REDUCED RATES FOR ADDITIONAL LEGAL WORK: The District receives reduced hourly rates for additional works that goes beyond the initial general telephone consultations, such as analyzing documents, writing opinion letters, attending school board meetings, or follow up phone consultations. Though the hourly rates are reduced for retainer clients, any actual expenses (copy costs or mileage, for example) incurred by the law firm in providing such additional work are charged.

3. FREE SUBSCRIPTIONS TO FIRM PUBLICATIONS: Membership in the Walsh Gallegos Retainer Program also entitles the District to receive free subscriptions to both of the firm's newsletters:

   (1) the informative bi-monthly newsletter *"Time Out with Walsh Gallegos"* that provides timely reminders and practical suggestions about general education law issues arising throughout the school year, and

   (2) the monthly publication *"This Just In"* which addresses legal issues specific to the special needs of students with disabilities

4. E-MAIL UPDATES: As another benefit of the Retainer Program, Walsh Gallegos sends periodic e-mail updates to you (and to any other District personnel or trustees you designate) to help

keep the District abreast of the latest developments in school law. These updates, averaging more than one per month, address a broad range of timely topics and are designed to keep you informed and better prepared in your work for the District. Examples of the topics of our updates include:

- EEOC Releases New Regulations for Pregnant Workers Fairness Act
- Attorney General Rule Updating Title II of the ADA Ensuring that Web Content and Mobile Apps are Accessible
- U.S. Department of Labor Increases Salary Threshold for Exempt Employees
- Final Title IX Regulations Released
- Supreme Court Clarifies Limits on Public Officials' Social Media Conduct
- Next Steps in Medicaid Review Process
- HB 3033 Crucial NEW Deadlines for Responding to PIA Requests
- New I-9 Form for Employment Eligibility Verification
- HB 114 Creates a New Mandatory DAEP Offense

Don't let your District personnel miss our next update!

5. REDUCED RATES ON ALL WALSH GALLEGOS INSERVICES: Our Retainer Program members also receive reduced rates on all inservices presented at the District. Our up-to-date training programs are presented by attorneys with firsthand experience and knowledge about the current legal issues confronting Texas school districts. Our retainer clients also receive priority scheduling for inservice training.

6. REDUCED RATES ON ALL WALSH GALLEGOS PRODUCTS: To assist clients in their day-to-day operations, we have developed several practical products to save you time and head off potential problems during the school year. These products are easy to navigate, written in plain language, and are full of useful suggestions. As a member of the Retainer Program, clients receive reduced rates on these helpful tools, including:

- Interactive Student Code of Conduct
- Discipline Guide for DAEP & Expulsion
- Administrator's Anti-Bullying Toolkit
- Sexual Harassment Investigation Guide
- Operating Guidelines for Cameras in Special Education Settings

7. ONE FREE ON-DEMAND WEBINAR: Our retainer clients are also eligible for one free On-Demand webinar of the District's choice, to be selected from our published webinar schedule. Our On-Demand webinars provide excellent training for school administrators without having to leave the district.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY
CERTIFICATION OF FILING

Certificate Number:
2025-1336539

Date Filed:
07/15/2025

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Walsh Gallegos Kyle Robinson & Roalson P.C., or just Walsh Gallegos
Austin, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
Granbury Independent School District

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.
10200
Legal Services Retainer Agreement

4 Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
		Controlling	Intermediary
Walsh, Jim	Austin, TX United States	X	
Gallegos, Elena	Austin, TX United States	X	
Kyle, Paige	Austin, TX United States	X	
Robinson, Bridget	Austin, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is Joe de los Santos, and my date of birth is 10/3/1971.

My address is 505 E. Huntland Drive, Suite 600, Austin (city), TX (state), 78752 (zip code), USA (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Travis County, State of Texas, on the 15th day of July (month), 20 25 (year).

Joe De Los Santos, Managing Shareholder
Signature of authorized agent of contracting business entity
(Declarant)

For: Board of Trustees
Date: August 25, 2025
Action: Approval

To: Board of Trustees
From: Wade Clark, Chief Of Security
RE: Consider Resolution on TCOLE-certified School Marshals

SUMMARY:
This resolution presents an alternative, as outlined in Texas Education Code (TEC) 37.0814, for ensuring the safety and security of students and staff by employing TCOLE-certified School Marshals for school security. According to House Bill 121, the Board is now required to approve an updated resolution annually.

RECOMMENDATION:
It is recommended that the Board approve the Resolution as presented.

Respectfully submitted,

Wade Clark,
Chief of Security

RESOLUTION OF THE
GRANBURY INDEPENDENT SCHOOL DISTRICT
BOARD OF TRUSTEES

WHEREAS, the Board of Trustees of the Granbury Independent School District ("Granbury ISD" or "District") is committed to the safety and security of all students and staff at Granbury ISD; and

WHEREAS, the 88th Texas Legislature passed House Bill 3 addressing school safety and security to include amending the Texas Education Code by adding Section 37.0814, effective September 1, 2023, requiring the board of trustees of a public school district to determine the appropriate number of armed security officers for each district campus; and

WHEREAS, the 89th Texas Legislature passed House Bill 121 requiring an annual evaluation of program and renewal of the good cause exception due to funding or staffing limitations; and

WHEREAS, Texas Education Code 37.0814 requires an armed security officer at each campus during regular school hours, and each armed security officer must be either a school district peace officer, school resource officer, or commissioned peace officer employed as security (referred to collectively as, "commissioned peace officer"); and

WHEREAS, Texas Education Code 37.0814(c) provides a good cause exception for Districts that are not able to provide a commissioned peace officer at every campus during regular school hours due to the availability of funding or lack of qualified commissioned peace officers, so long as school districts develop an alternative standard for compliance; and

WHEREAS, the Board of Trustees has determined that the District qualifies for the good cause exception(s), due to a lack of funding for the creation of a District Police Department and/or due to the shortage of available qualified commissioned peace officers in the District's geographical area; and

WHEREAS, the Board of Trustees has developed an alternative as outlined in Texas Education Code 37.0814(c) for the safety and security of students and staff, by employing TCOLE-certified School Marshals for school security in accordance with Texas Education Code 37.0814(d)(1).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Granbury Independent School District has determined, pursuant to Texas Education Code 37.0814(c), that the District qualifies for the good cause exception to providing armed security officers at each campus during regular school hours, and has developed a suitable alternative for providing safe and secure campuses by employing TCOLE-certified School Marshals for school security in accordance with Texas Education Code 37.0814(d)(1)..

BE IT FURTHER RESOLVED, the Board of Trustees hereby finds that the District in determining this good cause exception and establishing the alternative standard is in compliance with Texas Education Code 37.0814; and

BE IT FURTHER RESOLVED that a copy of this Resolution be placed in the meeting Minutes of the Granbury ISD Board of Trustees; and

BE IT FURTHER RESOLVED, that the Superintendent shall take all actions necessary and appropriate to implement this resolution in compliance with State and Federal law and District policies, in consultation with the Board of Trustees and to ensure that documentation is maintained related to the district's implementation of and compliance with these laws, including documentation related to the good cause exception and to provide said documentation to the Texas Education Agency as prescribed.

CERTIFICATE FOR RESOLUTION

I hereby certify that the foregoing resolution was presented to the Board of Trustees of the Granbury Independent School District during a lawfully called meeting on August 21, 2023. A quorum of the Board being then present, a motion was made to accept the resolution and seconded, such resolution was then adopted according to the following vote:

Ayes: _____ Abstentions _____
Noes: _____

_____ _____
President Secretary

OFFICE OF ASST SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 25, 2025**
Action:	**Action**

TO: Board of Trustees
From: Tammy Clark
Date: August 25, 2025
RE: Approval of Student Code of Conduct

SUMMARY:

Granbury ISD's Student Code of Conduct is updated annually to reflect both legal changes made as a result of the legislative session and procedural changes made within the district. The Student Code of Conduct must be approved by the board.

RECOMMENDATION:

It is recommended that the 2025-2026 Student Code of Conduct be approved as presented with the required changes and updats.

Respectfully submitted,

Tammy Clark
Assistant Superintendent

Granbury ISD Student Code of Conduct

2025 - 2026 School Year

PENDING BOARD APPROVAL

Table of Contents

Student Code of Conduct 6
Accessibility 6
Purpose 6
School District Authority and Jurisdiction 7
Campus Behavior Coordinator 7
Threat Assessment and Safe and Supportive School Team 8
Searches 8
Reporting Crimes 8
Security Personnel 8
“Parent” Defined 9
Participating in Graduation Activities 9
Unauthorized Persons 9
Standards for Student Conduct 10
General Conduct Violations 11
Disregard for Authority 11
Mistreatment of Others 11
Property Offenses 12
Possession of Prohibited Items 12
Possession of Personal Communication Devices 13
Illegal, Prescription, and Over-the-Counter Drugs 14
Misuse of Technology Resources and the Internet 14
Safety Transgressions 15
Miscellaneous Offenses 15
Discipline Management Techniques 16
First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette 16
Students with Disabilities 16
Techniques 16
Prohibited Aversive Techniques 17
Notification 18
Parental Involvement 18
Appeals 18

Removal from the School Bus 19
Removal from the Regular Educational Setting 19
Routine Referral 19
Formal Teacher Removal 19
Returning a Student to the Classroom 20
Appeals of Formal Teacher Removals 20
In-School Suspension 20
Process 20
Out-of-School Suspension 21
Misconduct 21
Process 21
Alternative Assignment 22
Coursework During Suspension 22
Disciplinary Alternative Education Program (DAEP) Placement 23
Discretionary Placement: Misconduct That May Result in DAEP Placement 23
Mandatory Placement: Misconduct That Requires DAEP Placement 24
Sexual Assault and Campus Assignments 25
Process 25
Length of Placement 27
Appeals 28
Restrictions During Placement 28
Placement Review 28
Additional Misconduct 28
Notice of Criminal Proceedings 28
Withdrawal During Process 29
Newly Enrolled Students 29
Emergency Placement Procedure 29
Transition Services 30
Placement and/or Expulsion for Certain Offenses 30
Registered Sex Offenders 30
Expulsion 31
Discretionary Expulsion: Misconduct That May Result in Expulsion 31
Mandatory Expulsion: Misconduct That Requires Expulsion 32

Under Age 10 33
Process 33
Length of Expulsion 35
Withdrawal During Process 35
Additional Misconduct 35
Restrictions During Expulsion 35
Newly Enrolled Students 36
Emergency Expulsion Procedures 36
DAEP Placement of Expelled Students 36
Transition Services 36
Certain Felonies 36
Hearing and Required Findings 37
Length of Placement 37
Placement Review 37
Glossary 38

Student Code of Conduct

Accessibility

If you have difficulty accessing the information in this document because of disability, please contact the district at Courtney Henry, Secretary to the Assistant Superintendents, Courtney.Henry@granburyisd.org

Purpose

The Student Code of Conduct ("Code of Conduct"), as required by Chapter 37 of the Texas Education Code, provides methods and options for managing student behavior, preventing and intervening in student discipline problems, and imposing discipline.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences, including removal from a regular classroom or campus, out-of-school suspension, placement in a disciplinary alternative education program (DAEP), placement in a juvenile justice alternative education program (JJAEP), or expulsion from school.

This Code of Conduct has been adopted by the Granbury ISD board of trustees and developed with the advice of the district-level planning and decision-making committee. It provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline. This Code of Conduct remains in effect during summer school and at all school-related events and activities outside the school year until the board adopts an updated version for the next school year.

In accordance with state law, the Code of Conduct shall be posted at each school campus or shall be available for review at the campus principal's office. Additionally, the Code of Conduct shall be available at the campus behavior coordinator's office and posted on the district's website. Parents shall be notified of any conduct violation that may result in a student being suspended, placed in a DAEP or JJAEP, expelled, or taken into custody by a law enforcement officer under Chapter 37of the Education Code.

Not later than the first day of the 2025-2026 school year, the Texas Education Agency (TEA) shall prepare and provide to each school district a report identifying each law relating to school discipline that was amended or added by the 89th Legislature, Regular Session, 2025. A school district shall provide to each student and the parent of or person standing in parental relation to the student the prepared report.

Because the Code of Conduct is adopted by the district's board of trustees, it has the force of policy. In the event of a conflict between the Code of Conduct and the Student Handbook, the Code of Conduct shall prevail.

Please note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the district's authority to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day;
2. While the student is traveling on district transportation;
3. During lunch periods in which a student is allowed to leave campus;
4. At any school-related activity, regardless of time or location;
5. For any school-related misconduct, regardless of time or location;
6. When retaliation against a school employee, board member, or volunteer occurs or is threatened, regardless of time or location;
7. When a student engages in cyberbullying, as defined by Education Code 37.0832;
8. When criminal mischief is committed on or off school property or at a school-related event;
9. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
10. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
11. When the student commits a felony, as provided by Education Code 37.006, 37.007, or 37.0081; and
12. When the student is required to register as a sex offender.

Campus Behavior Coordinator

As required by law, a single person at each campus must be designated to serve as the campus behavior coordinator (CBC). The designated person may be the principal, or any other campus administrator selected by the principal. Additional staff members may assist the CBC in the performance of the CBC's duties, provided that the CBC personally verifies that all aspects of Chapter 37, Subchapter A are appropriately implemented. The CBC is primarily responsible for maintaining student discipline. The CBC shall monitor disciplinary referrals and report the following behavior to the campus's threat assessment and safe and supportive school team:

- Conduct that contains the elements of the offense of terroristic threat under Penal Code 22.07;
- Conduct that contains the elements of the offense of unlawfully carrying weapons under Penal Code 46.02;
- Conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm under Education Code 37.125; and
- Any concerning student behaviors or behavioral trends that may pose a serious risk of violence to the student or others.

The district shall post on its website and in the Student Handbook, for each campus, the email address and telephone number of the person serving as CBC. Contact information may be found at granburyisd.org/BehaviorCoordinators and at ***Parent-Student Handbook***.

Threat Assessment and Safe and Supportive School Team

The CBC or other appropriate administrator will work closely with the campus threat assessment and safe and supportive school team to implement the district's threat assessment policy and procedures, as required by law, and shall take appropriate disciplinary action in accordance with the Code of Conduct.

Searches

District officials may conduct searches of students, their belongings, and their vehicles in accordance with state and federal law and district policy. Searches of students shall be conducted in a reasonable and nondiscriminatory manner. Refer to the district's policies at FNF(LEGAL) and FNF(LOCAL) for more information regarding investigations and searches.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable suspicion to believe it contains articles or materials prohibited by the district.

Desks, lockers, district-provided technology, and similar items are the property of the district and are provided for student use as a matter of convenience. District property is subject to search or inspection at any time without notice.

Reporting Crimes

The principal or CBC and other school administrators as appropriate shall report crimes as required by law and shall call local law enforcement when an administrator suspects that a crime has been committed on campus.

Security Personnel

The board utilizes school marshals and security personnel to ensure the security and protection of students, staff, and property. In accordance with law, the board has coordinated with the CBC and other district employees to ensure appropriate law enforcement duties are assigned to these persons. Provisions addressing the various types of security personnel can be found in the CKE policy series.

The law enforcement duties of district security personnel are:

1. All campuses will have at least one security officer assigned to them.

2. All security officers will conduct daily safety checks including the perimeter of their assigned building, hallways, entrances/exits, and high traffic areas.

3. All security officers in conjunction with chief will conduct active shooter training on each campus.

4. High school security officers will assist in the training for all high school students regarding appropriate interaction with law enforcement.

5. All security officers will build relationships with students on their prospective campuses.

6. Security officers will monitor cameras from a screen in their building.

"Parent" Defined

Throughout the Code of Conduct and related discipline policies, the term "parent" includes a parent, legal guardian, or other person having lawful control of the child.

Participating in Graduation Activities

The district has the right to limit a student's participation in graduation activities for violating the district's Code of Conduct.

Participation might include a speaking role, as established by district policy and procedures.

Students eligible to give the opening and closing remarks at graduation shall be notified by the campus principal. Notwithstanding any other eligibility requirements, in order to be considered eligible, a student shall not have engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

The valedictorian and salutatorian may also have speaking roles at graduation. No student shall be eligible to have such a speaking role if he or she engaged in any misconduct that resulted in an out-of-school suspension, removal to a DAEP, or expulsion during the semester immediately preceding graduation.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator, SRO, or district police officer shall have the authority to refuse entry to or eject a person from district property if the person refuses to leave peaceably on request and:

1. The person poses a substantial risk of harm to any person; or
2. The person behaves in a manner that is inappropriate for a school setting and persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or ejection.

Appeals regarding refusal of entry or ejection from district property may be filed in accordance with policies FNG(LOCAL) or GF(LOCAL), as appropriate. However, the timelines for the district's grievance procedures shall be adjusted as necessary to permit the person to address the board in person within 90 calendar days, unless the complaint is resolved before a board hearing.

[See Restrictions During Placement for information regarding a student assigned to DAEP at the time of graduation.]

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner.
- Exercise self-discipline.
- Attend all classes regularly and on time.
- Bring appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school, in vehicles owned or operated by the district, and at all school-related activities, but the list does not include the most severe offenses. In the subsequent sections on In-School Suspension, Out-of-School Suspension, Disciplinary Alternative Education Program (DAEP) Placement, Placement and/or Expulsion for Certain Offenses, and Expulsion, those offenses that require or permit specific consequences are listed. Any offense, however, may be severe enough to result in Removal from the Regular Educational Setting.

Disregard for Authority

Students shall not:

- Fail to comply with directives given by school personnel.
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct in district vehicles.
- Refuse to accept discipline or consequence assigned by a teacher or principal.

Mistreatment of Others

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. [See Placement and/or Expulsion for Certain Offenses for assault.]
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in any behavior that violates the Student Code of Conduct and is motivated by antisemitism. [See **Glossary**]
- Engage in bullying, cyberbullying, harassment, or making hit lists. (See **Glossary** for all four terms.)
- Release or threaten to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Engage in sexual or gender-based harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a district student, employee, board member, or volunteer.
- Engage in conduct that constitutes dating violence. [See **Glossary**]
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. [See **Glossary**]
- Coerce an individual to act through the use or threat of force.
- Commit extortion or blackmail.
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individual being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

Students shall not:

- Damage or vandalize property owned by others. [See Placement and/or Expulsion for Certain Offenses for felony criminal mischief.]
- Deface or damage school property, including textbooks, technology and electronic resources, lockers, furniture, and other equipment, with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft, even if it does not constitute a felony according to the Penal Code. [See Placement and/or Expulsion for Certain Offenses for felony robbery, aggravated robbery, and theft.]
- Enter, without authorization, district facilities that are not open for operations.

Possession of Prohibited Items

Students shall not possess or use:

- Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- A “look-alike” weapon that is intended to be used as a weapon or could reasonably be perceived as a weapon;
- An air gun or BB gun;
- A short barrel firearm;
- Ammunition;
- A hand instrument designed to cut or stab another by being thrown;
- A firearm silencer or suppressor;
- *A location-restricted knife;
- *A club;
- *A firearm;
- A stun gun;
- Knuckles;
- A pocketknife or any other small knife;
- Mace or pepper spray;
- Pornographic material;
- Tobacco products (including nicotine pouches), cigarettes, e-cigarettes, and any component, part, or accessory for an e-cigarette device;
- Matches or a lighter;
- A laser pointer, unless it is for an approved use; or

- Any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.

*See Placement and/or Expulsion for Certain Offenses for weapons and firearms. In many circumstances, possession of these items is punishable by mandatory expulsion under federal or state law.

Possession of Personal Communication Devices

Students shall not:

- Use a personal communication device, including a cell phone, or other electronic device on school property during the school day. The method of storage for personal communication devices in GISD is turned off and in a back pack or a purse during the school day. The school day for Elementary schools is 7:10am -3:05pm. The school day for secondary schools is from first bell to last bell. [See **Glossary**]
- The district may authorize the use of a personal communication device for the following reasons:
  - To implement an individualized education program (IEP) or for a plan created under Section 504, Rehabilitation Act of 1973 (29 U.S.C Section 794) or a similar program or plan;
  - With documented need based on a directive from a qualified physician; or
  - To comply with a health or safety requirement imposed by law or as part of the district's safety protocols.

Inappropriate use of a personal communication device during the school day will result in the age-appropriate disciplinary action that has been established in accordance with this Code of Conduct.

Offense	Phone Taken	Parent Notification	Parent Pick Up Phone	Elementary School	Middle School and STARS	High School
1st	✅	✅	✅	Student Conference	2 Days Detention as Assigned	Saturday School 8AM - 12PM
2nd	✅	✅	✅	Detention	3 Days Detention as Assigned	3 Days ISS
3rd	✅	✅	✅	1 Day ISS	2 Days ISS	5 Days ISS
4th	✅	✅	✅	1 Day ISS and Turn in Phone to Office Daily	Saturday School 8AM – 12PM	DAEP Placement
5th or more	✅	✅	✅	Administrative Discretion	DAEP Placement	DAEP Placement

Illegal, Prescription, and Over-the-Counter Drugs

Students shall not:

- Possess, use, give, or sell alcohol or an illegal drug. [See Disciplinary Alternative Education Program (DAEP) Placement and Expulsion for mandatory and permissive consequences under state law.]
- Possess or sell seeds or pieces of marijuana in less than a usable amount.
- Possess, use, give, or sell paraphernalia related to any prohibited substance. [See **Glossary** for "paraphernalia."]
- Possess, use, abuse, or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student's own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person's prescription drug on school property or at a school-related event. [See **Glossary** for "abuse."]
- Abuse over-the-counter drugs. [See **Glossary** for "abuse."]
- Be under the influence of prescription or over-the-counter drugs that cause impairment to body or mind. [See **Glossary** for "under the influence."]
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including, but not limited to, computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the internet or other electronic communications to threaten or harass district students, employees, board members, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Send, post, deliver, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.
- Use the internet or other electronic communication to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment or infringes on the rights of another student at school.

- Utilize artificial intelligence in a way that would constitute academic dishonesty or as a means of engaging in any other prohibited conduct.

Safety Transgressions

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

Students shall not:

- Violate dress and grooming standards as communicated in the Student Handbook.
- Engage in academic dishonesty, which includes cheating or copying the work of another student, unauthorized use of artificial intelligence, plagiarism, and unauthorized communication between students during an examination.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code of Conduct.

Discipline Management Techniques

Discipline shall be designed to improve conduct and encourage students to be responsible members of the school community. Disciplinary action shall draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette

An appropriate administrator may place a student in a disciplinary alternative education program for the first-time offense of possession or use of a nicotine delivery product or e-cigarette, as defined by Section 161.081, Health and Safety Code.

If a student who possesses or uses an e-cigarette is not placed in a disciplinary alternative education program for the first-time offense under Education Code 37.008, the student shall be placed in in-school suspension for a period of at least 10 school days.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Code of Conduct. In the event of any conflict, the district shall comply with federal law. For more information regarding discipline of students with disabilities, see policy FOF(LEGAL).

In accordance with the Education Code, a student who receives special education services may not be disciplined in a manner that results in a change to the student's educational placement for conduct meeting the definition of bullying, cyberbullying, harassment, or making hit lists [see **Glossary**] until an Admission, Review, and Dismissal (ARD) committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, regardless of whether the action is mandatory or discretionary, the district shall take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used alone, in combination, or as part of progressive interventions for behavior prohibited by the Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or a brief "time-out" period, in accordance with law.
- Seating changes within the classroom or vehicles owned or operated by the district.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, school counselors, or administrative personnel.
- Parent-teacher conferences.
- Behavior coaching.

- Mediation (victim-offender).
- Conflict resolution strategies training.
- Family group conferencing.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention, including outside regular school hours.
- Sending the student to the office, another assigned area, or to in-school suspension (ISS).
- Assignment of school duties, such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in student organizations' extracurricular standards of behavior.
- Restriction or revocation of district transportation privileges.
- Corporal punishment, unless the student's parent or guardian has provided a signed statement prohibiting its use.
- In-school suspension, as specified in In-School Suspension.
- Out-of-school suspension, as specified in Out-of-School Suspension.
- Placement in a DAEP, as specified in Disciplinary Alternative Education Program (DAEP) Placement.
- Expulsion and/or placement in an alternative educational setting, as specified in Placement and/or Expulsion for Certain Offenses.
- Expulsion, as specified in Expulsion.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Prohibited Aversive Techniques

Aversive techniques are prohibited for use with students and are defined as techniques or interventions intended to reduce the recurrence of a behavior by intentionally inflicting significant physical or emotional discomfort or pain. Aversive techniques include:

- Using techniques designed or likely to cause physical pain, other than corporal punishment as permitted by district policy. [See policy FO(LOCAL)]
- Using techniques designed or likely to cause physical pain by electric shock or any procedure involving pressure points or joint locks.
- Directed release of noxious, toxic, or unpleasant spray, mist, or substance near a student's face.
- Denying adequate sleep, air, food, water, shelter, bedding, physical comfort, supervision, or access to a restroom facility.
- Ridiculing or demeaning a student in a manner that adversely affects or endangers the learning or mental health of the student or constitutes verbal abuse.

- Employing a device, material, or object that immobilizes all four of a student's extremities, including prone or supine floor restraint.
- Impairing the student's breathing, including applying pressure to the student's torso or neck or placing something in, on, or over the student's mouth or nose or covering the student's face.
- Restricting the student's circulation.
- Securing the student to a stationary object while the student is standing or sitting.
- Inhibiting, reducing, or hindering the student's ability to communicate.
- Using chemical restraints.
- Using time-out in a manner that prevents the student from being able to be involved in and progress appropriately in the required curriculum or any applicable individualized education program (IEP) goals, including isolating the student using physical barriers.
- Depriving the student of one or more of the student's senses, unless the technique does not cause the student discomfort or complies with the student's IEP or behavior intervention plan (BIP).

Notification

The CBC shall promptly notify a student's parent by phone or in person of any violation that may result in in-school or out-of-school suspension, placement in a DAEP, placement in a JJAEP, or expulsion. The CBC shall also notify a student's parent if the student is taken into custody by a law enforcement officer under the disciplinary provisions of Education Code 37.0012(d).

A good-faith effort shall be made to provide written notice of the disciplinary action to the student, on the day the action was taken, for delivery to the student's parent. If the parent has not been reached by telephone or in person by 5:00 p.m. of the first business day after the day the disciplinary action was taken, the CBC shall send written notification by U.S. Mail. If the CBC is not able to provide notice to the parent, the principal or designee shall provide the notice.

Before the principal or appropriate administrator assigns a student under age 18 to detention outside regular school hours, notice shall be given to the student's parent to inform him or her of the reason for the detention and permit arrangements for necessary transportation.

Parental Involvement

The district has not adopted a policy for parental involvement in school disciplinary placements under Education Code 37.0014.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the teacher, campus administration, or CBC, as appropriate. Appeals or complaints regarding the use of specific discipline management techniques should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the central administration office or online at FNG(LOCAL).

The district shall not delay a disciplinary consequence while a student or parent pursues a grievance. In the instance of a student who is accused of conduct that meets the definition of sexual harassment as

defined by Title IX, the district will comply with applicable federal law, including the Title IX formal complaint process. [See policies FFH(LEGAL) and (LOCAL)]

Removal from the School Bus

A bus driver may refer a student to the principal's office or the CBC's office to maintain effective discipline on the bus. The principal or CBC must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

To transport students safely, the vehicle operator must focus on driving and not be distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the CBC may restrict or revoke a student's transportation privileges, in accordance with law.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the CBC's office as a discipline management technique. The CBC shall employ alternative discipline management techniques, including progressive interventions. A teacher or administrator may remove a student from class for behavior that violates this Code of Conduct to maintain effective discipline in the classroom.

Formal Teacher Removal

A teacher may initiate a formal removal from class if:

1. A student's behavior repeatedly interferes with the teacher's ability to teach the class or with other students' ability to learn.
2. A student demonstrates behavior that is unruly, disruptive, or abusive toward the teacher, another adult, or another student in the classroom.
3. A student engages in conduct that constitutes bullying, as defined by Education Code 37.0832.0.

A teacher, CBC, or other appropriate administrator must notify a parent or person standing in parental relation to the student of the formal removal. A teacher may remove a student from class based on a single incident of behavior.

Within three school days of the formal removal, the CBC or appropriate administrator shall schedule a conference with the student's parent, the student, the teacher who removed the student from class, and any other appropriate administrator.

At the conference, the CBC or appropriate administrator shall inform the student of the alleged misconduct and the proposed consequences. The student shall have an opportunity to respond to the allegations.

When a student is removed from the regular classroom by a teacher and a conference is pending, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.

- Out-of-school suspension.
- DAEP.

A teacher or administrator must remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion shall be followed.

Returning a Student to the Classroom

A student who has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, or aggravated sexual assault may not be returned to the teacher's class without the teacher's written consent.

A student who has been formally removed by a teacher for any other conduct may not be returned to the teacher's class without the teacher's written consent unless the placement review committee determines that the teacher's class is the best or only alternative, and not later than the third class day after the day the student was removed from class, a conference in which the teacher was provided an opportunity to participate has been held. The student may not be returned to the teacher's class unless the teacher provides written consent for the student's return or a return to class plan has been prepared for that student.

Appeals of Formal Teacher Removals

A student may appeal the teacher's removal of the student from class to the school's placement review committee or the campus's threat assessment and safe and supportive school team, in accordance with a district policy providing for such an appeal to be made to this team.

In-School Suspension

An in-school suspension is not subject to any time limit.

A school's principal or other appropriate administrator shall review the in-school suspension of a student at least once every 10 school days after the date of the suspension begins to evaluate the educational progress of the student and to determine if continued in-school suspension is appropriate.

During in-school suspension, a student shall receive appropriate behavioral support services and comparable educational services as the student would receive in the classroom. If the student receives special education services, the student must continue to receive special education and related services specified in the student's individualized education program (IEP) and continue to have an opportunity to progress in the general curriculum.

[See First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette for limitations to the general rule.]

Process

Before being suspended, a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension.

In deciding whether to order in-school suspension, the CBC shall take into consideration:

1. Self-defense [see **Glossary**];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Out-of-School Suspension

Misconduct

Students may be suspended for behavior listed in the Code of Conduct as a general conduct violation, DAEP offense, or expellable offense.

The district shall not use out-of-school suspension for students below grade 3 unless the conduct meets the requirements established in law.

A student below grade 3 or a student who is homeless shall not be placed in out-of-school suspension unless, while on school property or while attending a school-sponsored or school-related activity on or off school property, the student engages in:

- Conduct that contains the elements of a weapons offense, as provided in Penal Code sections 46.02 or 46.05;
- Conduct that threatens the immediate health and safety of other students in the classroom;
- Documented conduct that results in repeated or significant disruption to the classroom; or
- Selling, giving, or delivering to another person or possessing, using, or being under the influence of any amount of marijuana, an alcoholic beverage, or a controlled substance or dangerous drug as defined by federal or state law.

The district shall use a positive behavior program as a disciplinary alternative for students below grade 3 who commit general conduct violations instead of suspension or placement in a DAEP. The program shall meet the requirements of law.

Process

State law allows a student to be assigned to out-of-school suspension for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student shall have an informal conference with the CBC or appropriate administrator, who shall inform the student of the alleged misconduct and give the student an opportunity to respond to the allegation before the administrator makes a decision.

The CBC shall determine the number of days of a student's suspension, not to exceed three school days.

In deciding whether to order out-of-school suspension, the CBC shall take into consideration:

1. Self-defense [see **Glossary**];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

The appropriate administrator shall determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Alternative Assignment

A parent or person standing in parental relation to the student may submit a written request to the principal or other appropriate administrator to reassign a student placed in out-of-school suspension. The parent or person standing in parental relation to the student must provide information and documentation that they are unable to provide suitable supervision for the student during school hours during the period of the suspension. It is the sole discretion of the principal or other appropriate administrator to reassign the student placed in out-of-school suspension.

Coursework During Suspension

The district shall ensure a student receives access to coursework for foundation curriculum courses while the student is placed in in-school or out-of-school suspension, including at least one method of receiving this coursework that doesn't require the use of the internet.

A student removed from the regular classroom to ISS or another setting, other than a DAEP, will have an opportunity before the beginning of the next school year to complete each course the student was enrolled in at the time of removal. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district.

Disciplinary Alternative Education Program (DAEP) Placement

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten-grade 5 and secondary classification shall be grades 6-12.

Summer programs (summer school) provided by the district shall serve students assigned to a DAEP in conjunction with other students.

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in a DAEP in addition to the expulsion.

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense [see **Glossary**];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

Discretionary Placement: Misconduct That May Result in DAEP Placement

A student may be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code of Conduct.

Misconduct Identified in State Law

In accordance with state law, a student **may** be placed in a DAEP for any of the following offenses:

- Engaging in bullying that encourages a student to die by suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Involvement in a public school fraternity, sorority, or secret society, or gang including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. [see **Glossary**]
- Involvement in criminal street gang activity. [see **Glossary**]
- Criminal mischief, not punishable as a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

- Engages in conduct that contains the elements of the offense of disruptive activities under Education Code 37.123.
- Engages in conduct that contains the elements of the offense of disruption of classes under Education Code 37.124.
- Possesses or uses an e-cigarette, as defined by Section 161.081,Health and Safety Code, except that if a student who possesses or uses an e-cigarette is not placed in a disciplinary alternative education program for the first-time offense under Education Code 37.008, the student shall be placed in in-school suspension for a period of at least 10 school days. See First-Time Offense of Possession or Use of Nicotine Delivery Product or E-Cigarette for additional information.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief [see **Glossary**] that the student engaged in conduct punishable as a felony that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process. Aggravated robbery or felonies listed as offenses in Title 5 [see **Glossary**] of the Penal Code are punishable as mandatory expulsions.

The CBC **may** place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. [see **Glossary**]
    - Commits the following offenses on school property, within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
    - Engages in conduct punishable as a felony.
    - Commits an assault [see **Glossary**] under Penal Code 22.01(a)(1).
    - Except as provided by Education Code 37.007(a)(3), sells, gives, or delivers to another person or possesses, uses, or is under the influence of a controlled substance or dangerous drug in an amount not constituting a felony offense. [School-related felony drug offenses are addressed in Expulsion.] [See **Glossary** for "under the influence," "controlled substance," and "dangerous drug."]
    - Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or THC. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision.
    - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol.
    - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.

- Sells, gives, or delivers to another person an e-cigarette, as defined by Section 161.081, Health and Safety Code.
- Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure. [see **Glossary**]
- Engages in conduct that contains the elements of an offense of harassment against an employee under Penal Code sections 42.07(a)(1), (2), (3), or (7).

- Engages in expellable conduct and is six to nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation under Penal Code 36.06 against any school employee or volunteer on or off school property.
- Engages in conduct that contains the elements of harassment under Penal Code 42.07 against any school employee or volunteer on or off of school property.

The student receives deferred prosecution [see **Glossary**], or a court or jury finds that the student has engaged in delinquent conduct [see **Glossary**], or the superintendent or designee has a reasonable belief [see **Glossary**] under Section 53.03, Family Code, for conduct defined as any of the following offenses under the Penal Code:

1. A felony offense under Title 5;
2. The offense of deadly conduct under Section 22.05;
3. The felony offense of aggravated robbery under Section 29.03;
4. The offense of disorderly conduct involving a firearm under Section 42.01(a)(7) or (8); or
5. The offense of unlawfully carrying weapons under Section 46.02, except for an offense punishable as a Class C misdemeanor under that section.

Sexual Assault and Campus Assignments

A student shall be transferred to another campus if:

- The student has been convicted of continuous sexual abuse of a young child or disabled individual or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus; and
- The victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus.

If there is no other campus in the district serving the grade level of the offending student, the offending student shall be transferred to a DAEP.

Process

Removals to a DAEP shall be made by the CBC.

Conference

When a student is removed from class for a DAEP offense, the CBC or appropriate administrator shall schedule a conference within three school days with the student's parent, the student, and, in the case of a teacher removal, the teacher.

At the conference, the CBC or appropriate administrator shall provide the student:

- Information, orally or in writing, of the reasons for the removal;
- An explanation of the basis for the removal; and
- An opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Consideration of Mitigating Factors

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense [see **Glossary**];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

Placement Order

After the conference, if the student is placed in a DAEP, the CBC shall write a placement order. A copy of the DAEP placement order and information for the parent or person standing in parental relation to the student regarding the process for requesting a full individual and initial evaluation of the student for purposes of special education services shall be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee shall deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in a DAEP and the length of placement is inconsistent with the guidelines included in this Code of Conduct, the placement order shall give notice of the inconsistency.

DAEP at Capacity

If a DAEP is at capacity at the time the CBC is deciding placement for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical, the student shall be placed in ISS then transferred to a DAEP for the remainder of the period if space becomes available before the expiration of the period of the placement.

If a DAEP is at capacity at the time the CBC is deciding placement for a student who engaged in violent conduct, a student placed in a DAEP for conduct related to marijuana, THC, an e-cigarette, alcohol, or an abusable volatile chemical may be placed in ISS to make a position in the DAEP available for the student who engaged in violent conduct. If a position becomes available in a DAEP before the expiration of the period of the placement for the student removed, the student shall be returned to a DAEP for the remainder of the period.

Coursework Notice

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete, at no cost to the student, a foundation curriculum course in which the student was enrolled at the time of removal, and which is required for graduation. The notice shall include information regarding all methods available for completing the coursework.

Length of Placement

The CBC shall determine the duration of a student's placement in a DAEP.

The duration of a student's placement shall be determined case by case based on the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year, except as provided below.

Unless otherwise specified in the placement order, days absent from a DAEP shall not count toward fulfilling the total number of days required in a student's DAEP placement order.

The district shall administer the required pre- and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that the student is a threat to the safety of other students or to district employees.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who are in a DAEP placement at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the CBC or the board's designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others; or
2. The student has engaged in serious or persistent misbehavior [see **Glossary**] that violates the district's Code of Conduct.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent shall be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Student or parent appeals regarding a student's placement in a DAEP should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the central administration office or online at ***FNG(LOCAL).***

Appeals shall begin at *Level 1* with the campus principal.

The district shall not delay disciplinary consequences pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions During Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

A student placed in a DAEP shall not be provided transportation unless he or she is a student with a disability who is entitled to transportation in accordance with the student's IEP or Section 504 plan.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation (have not successfully completed their placement), the placement in the program shall continue through graduation, and the student shall not be allowed to participate in the graduation ceremony and related graduation activities.

Placement Review

A student placed in a DAEP shall be provided a review of his or her status, including academic status, by the CBC or the board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional misconduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

When a student is placed in a DAEP for certain offenses, the office of the prosecuting attorney shall notify the district if:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence, and no formal proceedings, deferred adjudication [see **Glossary**], or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee shall review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board shall, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board shall make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal During Process

When a student violates the district's Code of Conduct in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the CBC may complete the proceedings and issue a placement order. If the student then re-enrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the CBC or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district shall continue the DAEP placement of a student who enrolls in the district and was assigned to a DAEP in an open-enrollment charter school or another district including a district in another state.

When a student enrolls in the district with a DAEP placement from a district in another state, the district has the right to place the student in DAEP to the same extent as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

State law requires the district to reduce a placement imposed by a district in another state that exceeds one year so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees, or if the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement is necessary because the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with classroom or school operations, the student shall be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student shall be given the appropriate conference required for assignment to a DAEP.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services to a student returning to the regular classroom from an alternative education program, including a DAEP. [See policy FOCA(LEGAL) for more information.]

Placement and/or Expulsion for Certain Offenses

This section includes two categories of offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the district must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the student shall be placed in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the student may be placed in DAEP or JJAEP for one semester or placed in a regular classroom. The student may not be placed in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers;
2. Will be detrimental to the educational process; or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Students

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Expulsion

In deciding whether to order expulsion, regardless of whether the action is mandatory or discretionary, the CBC shall take into consideration:

1. Self-defense [see **Glossary**];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

Discretionary Expulsion: Misconduct That May Result in Expulsion

Some of the following types of misconduct may result in mandatory placement in a DAEP, whether or not a student is expelled. [see Disciplinary Alternative Education Program (DAEP) Placement]

Any Location

A student **may** be expelled for:

- Engaging in bullying that encourages a student to die by suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or of a student who is 18 years of age or older without the student's consent.
- Criminal mischief, if punishable as a felony.
- Breach of computer security. [see **Glossary**]
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

At School, Within 300 Feet, or at a School Event

A student **may** be expelled for committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of any amount of marijuana, a controlled substance, or a dangerous drug, unless the conduct is punishable as a felony. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision. [See **Glossary** for "under the influence."]
- Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol.

- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in deadly conduct. [see **Glossary**]

Within 300 Feet of School

A student may be expelled for possession of a firearm, as defined by federal law, while within 300 feet of school property, as measured from any point on the school's real property boundary line.

Property of Another District

A student may be expelled for committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in a DAEP

A student may be expelled for engaging in documented serious misbehavior that violates the district's Code of Conduct, despite documented behavioral interventions while placed in a DAEP. For purposes of discretionary expulsion from a DAEP, serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code 1.07; or
4. Conduct that constitutes the offense of:
    a. Public lewdness under Penal Code 21.07;
    b. Indecent exposure under Penal Code 21.08;
    c. Criminal mischief under Penal Code 28.03;
    d. Hazing under Education Code 37.152; or
    e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled under federal or state law for any of the following offenses that occur on or off school property.

Under Federal Law

Bringing to school or possessing at school, including any setting that is under the district's control or supervision for the purpose of a school activity, a firearm, as defined by federal law. [see **Glossary**]

Note: Mandatory expulsion under the federal Gun Free Schools Act does not apply to a firearm that is lawfully stored inside a locked vehicle or to firearms used in activities approved and authorized by the district when the district has adopted appropriate safeguards to ensure student safety.

Under the Penal Code

- Unlawfully carrying on or about the student's person the following, in the manner prohibited by Penal Code 46.02:

- A handgun, defined by state law as any firearm designed, made, or adapted to be used with one hand. [see **Glossary**] Note: A student may not be expelled solely on the basis of the student's use, exhibition, or possession of a firearm that occurs at an approved target range facility that is not located on a school campus; while participating in or preparing for a school-sponsored, shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Parks and Wildlife Department; or a shooting sports sanctioning organization working with the department. [See policy FNCG(LEGAL).]

- A location-restricted knife, as defined by state law. [see **Glossary**]
- Possessing, manufacturing, transporting, repairing, or selling a prohibited weapon, as defined in state law. [see **Glossary**]
- Engages in conduct that contains the elements of the offense of exhibiting, using, or threatening to exhibit or use a firearm under Education Code 37.125.
- Behaving in a manner that contains elements of the following offenses under the Penal Code:
    - Aggravated assault, sexual assault, or aggravated sexual assault.
    - Arson. [see **Glossary**]
    - Murder, capital murder, or criminal attempt to commit murder or capital murder.
    - Indecency with a child.
    - Kidnapping or aggravated kidnapping.
    - Burglary, robbery or aggravated robbery.
    - Manslaughter.
    - Criminally negligent homicide.
    - Continuous sexual abuse of a young child or disabled individual.
    - Behavior punishable as a felony that involves selling, giving, or delivering to another person or possessing, using, or being under the influence of a controlled substance or a dangerous drug.
    - Engaging in conduct that contains elements of assault against a school employee or volunteer.

Under Age 10

When a student under the age of 10 engages in behavior that is expellable behavior, the student shall not be expelled but shall be placed in a DAEP. A student under age six shall not be placed in a DAEP unless the student commits a federal firearm offense.

Process

If a student is believed to have committed an expellable offense, the CBC or other appropriate administrator shall schedule a hearing within a reasonable time. The student's parent shall be invited in writing to attend the hearing.

Until a hearing can be held, the CBC or other administrator may place the student in:

- Another appropriate classroom.
- ISS.
- Out-of-school suspension.
- DAEP.

Hearing

A student facing expulsion shall be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district;
2. An opportunity to testify and to present evidence and witnesses in the student's defense; and
3. An opportunity to question the witnesses called by the district at the hearing.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Superintendent or Superintendent designee *the* authority to conduct hearings and expel students.

Board Review of Expulsion

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board shall review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board shall consider and base its decision on evidence reflected in the record and any statements made by the parties at the review. The board shall make and communicate its decision orally at the conclusion of the presentation. Consequences shall not be deferred pending the outcome of the hearing.

Expulsion Order

Before ordering the expulsion, the board or CBC shall take into consideration:

1. Self-defense [see **Glossary**];
2. Intent or lack of intent at the time the student engaged in the conduct;
3. The student's disciplinary history;
4. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct;
5. A student's status in the conservatorship of the Department of Family and Protective Services (foster care); or
6. A student's status as homeless.

If the student is expelled, the board or its designee shall deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the superintendent's designee shall deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Code of Conduct, the expulsion order shall give notice of the inconsistency.

Length of Expulsion

The length of an expulsion shall be based on the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion shall be determined on a case-by-case basis. The maximum period of expulsion is one calendar year, except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees; or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal During Process

When a student's conduct requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then re-enrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the CBC or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the CBC or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions During Expulsion

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit shall be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

Newly Enrolled Students

The district shall continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order; and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district shall reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees; or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion is necessary to protect persons or property from imminent harm, the student shall be given verbal notice of the reason for the action. Emergency expulsion may be ordered based on a single incident of behavior by the student. Within 10 days after the date of the emergency expulsion, the student shall be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than 10 years of age.

Transition Services

In accordance with law and district procedures, campus staff shall provide transition services for a student returning to the regular classroom from placement in an alternative education program, including a DAEP or JJAEP. See policies FOCA(LEGAL) and FODA(LEGAL) for more information.

Certain Felonies

Regardless of whether DAEP placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or CBC makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 [see **Glossary**] of the Penal Code. The student must have:

- Received deferred prosecution for conduct defined as aggravated robbery or a Title 5 felony offense;

- Been found by a court or jury to have engaged in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense;
- Been charged with engaging in conduct defined as aggravated robbery or a Title 5 felony offense;
- Been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as aggravated robbery or a Title 5 felony offense; or
- Received probation or deferred adjudication or have been arrested for, charged with, or convicted of aggravated robbery or a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred;
2. The location at which the conduct occurred;
3. Whether the conduct occurred while the student was enrolled in the district; or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

Hearing and Required Findings

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers;
2. Will be detrimental to the educational process; or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school;
2. The charges are dismissed or reduced to a misdemeanor offense; or
3. The student completes the term of the placement or is assigned to another program.

Placement Review

A student placed in a DAEP or JJAEP under this section is entitled to a review of his or her status, including academic status, by the CBC or board's designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan shall also be reviewed. At the review, the student or the student's parent shall have the opportunity to present arguments for the student's return to the regular classroom or campus.

Newly Enrolled Students

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Glossary

Abuse is improper or excessive use.

Aggravated robbery is defined in part by Penal Code 29.03(a) as when a person commits robbery and:

1. Causes serious bodily injury to another;
2. Uses or exhibits a deadly weapon; or
3. Causes bodily injury to another person or threatens or places another person in fear of imminent bodily injury or death, if the other person is:
    a. 65 years of age or older; or
    b. A disabled person.

Antisemitism is defined by Government Code section 448.001 as a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities. Examples of antisemitism are included with the International Holocaust Remembrance Alliance's "Working Definition of Antisemitism" adopted on May 26, 2016.

Armor-piercing ammunition is defined by Penal Code 46.01 as handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is defined in part by Penal Code 28.02 as a crime that involves:

1. Starting a fire or causing an explosion with intent to destroy or damage:
    a. Any vegetation, fence, or structure on open-space land; or
    b. Any building, habitation, or vehicle:
        (1) Knowing that it is within the limits of an incorporated city or town;
        (2) Knowing that it is insured against damage or destruction;
        (3) Knowing that it is subject to a mortgage or other security interest;
        (4) Knowing that it is located on property belonging to another;
        (5) Knowing that it has located within it property belonging to another; or
        (6) When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
2. Recklessly starting a fire or causing an explosion while manufacturing or attempting to manufacture a controlled substance if the fire or explosion damages any building, habitation, or vehicle; or
3. Intentionally starting a fire or causing an explosion and in so doing:
    a. Recklessly damaging or destroying a building belonging to another; or
    b. Recklessly causing another person to suffer bodily injury or death.

Assault is defined in part by Penal Code 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another; intentionally or knowingly threatening another with imminent bodily injury; or intentionally or knowingly causing physical contact with another that can reasonably be regarded as offensive or provocative.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a school district and the student knowingly alters, damages, or deletes school district property or information or commits a breach of any other computer, computer network, or computer system.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below.) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
2. Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Chemical dispensing device is defined by Penal Code 46.01 as a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is defined by Penal Code 46.01 as an instrument, specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes but is not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substance means a substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act. The term includes the aggregate weight of any mixture, solution, or other substance containing a controlled substance. The term does not include hemp, as defined by Agriculture Code 121.001, or the tetrahydrocannabinols (THC) in hemp.

Criminal street gang is defined by Penal Code 71.01 as three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Cyberbullying is defined by Education Code 37.0832 as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an internet website, or any other internet-based communication tool.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act. The term includes a device or drug that federal law prohibits dispensing without prescription or restricts to use by or on the order of a licensed veterinarian.

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense, as defined by Section 71.0021 of the Family Code.

Deadly conduct under Penal Code 22.05 occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device or a consumable liquid solution or other material aerosolized or vaporized during the use of an electronic cigarette or other device described by this provision. The term includes any device that is manufactured, distributed, or sold as an e-cigarette, e-cigar, or e-pipe or under another product name or description and a component, part, or accessory for the device, regardless of whether the component, part, or accessory is sold separately from the device.

Explosive weapon is defined by Penal Code 46.01 as any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False alarm or report under Penal Code 42.06 occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm is defined by federal law (18 U.S.C. 921(a)) as:

1. Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
2. The frame or receiver of any such weapon;
3. Any firearm muffler or firearm silencer, defined as any device for silencing, muffling, or diminishing the report of a portable firearm; or
4. Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

Graffiti includes markings with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Handgun is defined by Penal Code 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment includes:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL);
2. Conduct that threatens to cause harm or bodily injury to another person, including a district student, employee, board member, or volunteer; is sexually intimidating; causes physical damage to the property of another student; subjects another student to physical confinement or restraint; or maliciously and substantially harms another student's physical or emotional health or safety, as defined in Education Code 37.001(b)(2); or
3. Conduct that is punishable as a crime under Penal Code 42.07, including the following types of conduct if carried out with the intent to harass, annoy, alarm, abuse, torment, or embarrass another:
    a. Initiating communication and, in the course of the communication, making a comment, request, suggestion, or proposal that is obscene, as defined by law;
    b. Threatening, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
    c. Conveying, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
    d. Causing the telephone of another to ring repeatedly or making repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
    e. Making a telephone call and intentionally failing to hang up or disengage the connection;
    f. Knowingly permitting a telephone under the person's control to be used by another to commit an offense under this section;
    g. Sending repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;

h. Publishing on an internet website, including a social media platform, repeated electronic communications in a manner reasonably likely to cause emotional distress, abuse, or torment to another person, unless the communications are made in connection with a matter of public concern, as defined by law; or

i. Making obscene, intimidating, or threatening telephone calls or other electronic communications from a temporary or disposable telephone number provided by an internet application or other technological means.

Hazing is defined by Education Code 37.151 as an intentional, knowing, or reckless act, on or off campus, by one person alone or acting with others, directed against a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in a student organization if the act meets the elements in Education Code 37.151, including:

1. Any type of physical brutality;
2. An activity that subjects the student to an unreasonable risk of harm or that adversely affects the student's mental or physical health, such as sleep deprivation, exposure to the elements, confinement to small spaces, calisthenics, or consumption of food, liquids, drugs, or other substances;
3. An activity that induces, causes, or requires the student to perform a duty or task that violates the Penal Code; or
4. Coercing a student to consume a drug or alcoholic beverage in an amount that would lead a reasonable person to believe the student is intoxicated.

Hit list is defined in Education Code 37.001(b)(3) as a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Improvised explosive device is defined by Penal Code 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

Indecent exposure is defined by Penal Code 21.08 as an offense that occurs when a person exposes the person's anus or any part of the person's genitals with intent to arouse or gratify the sexual desire of any person, and is reckless about whether another is present who will be offended or alarmed by the act.

Intimate visual material is defined by Civil Practices and Remedies Code 98B.001 and Penal Code 21.16 as visual material that depicts a person with the person's intimate parts exposed or engaged in sexual conduct. "Visual material" means any film, photograph, video tape, negative, or slide of any photographic reproduction or any other physical medium that allows an image to be displayed on a computer or other video screen and any image transmitted to a computer or other video screen.

Location-restricted knife is defined by Penal Code 46.01 as a knife with a blade over five and one-half inches.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

Machine gun as defined by Penal Code 46.01 is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Personal Communication Device means a telephone, cell phone such as a smartphone or flip phone, tablet, smartwatch, radio device, paging device, or any other electronic device capable of telecommunication or digital communication.

Possession means to have an item on one's person or in one's personal property, including, but not limited to:

1. Clothing, purse, or backpack;
2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle;
3. Personal communication devices or electronic devices; or
4. Any school property used by the student, including, but not limited to, a locker or desk.

Prohibited weapon under Penal Code 46.05(a) means:

1. The following items, unless registered with the U.S. Bureau of Alcohol, Tobacco, Firearms, and Explosives or otherwise not subject to that registration requirement or unless the item is classified as a curio or relic by the U.S. Department of Justice:
    a. An explosive weapon; or
    b. A machine gun.
2. Armor-piercing ammunition;
3. A chemical dispensing device;
4. A zip gun;
5. A tire deflation device; or
6. An improvised explosive device.

Public Lewdness is defined by Penal Code 21.07 as an offense that occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, when the person is reckless about whether another is present who will be offended or alarmed by the act.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Education Code 37.121(d) are excepted from this definition.

Reasonable belief is that which an ordinary person of average intelligence and sound mind would believe. Chapter 37 requires certain disciplinary decisions when the superintendent or designee has a reasonable belief that a student engaged in conduct punishable as a felony offense. In forming such a reasonable belief, the superintendent or designee may use all available information and must consider

the information furnished in the notice of a student's arrest under Code of Criminal Procedure Article 15.27.

Self-defense is the use of force against another to the degree a person reasonably believes is immediately necessary to protect himself or herself.

Serious misbehavior means:

1. Deliberate violent behavior that poses a direct threat to the health or safety of others;
2. Extortion, meaning the gaining of money or other property by force or threat;
3. Conduct that constitutes coercion, as defined by Penal Code Section 1.07; or
4. Conduct that constitutes the offense of:
    a. Public lewdness under Penal Code 21.07;
    b. Indecent exposure under Penal Code 21.08;
    c. Criminal mischief under Penal Code 28.03;
    d. Hazing under Education Code 37.152; or
    e. Harassment under Penal Code 42.07(a)(1) of a student or district employee.

Serious or persistent misbehavior includes, but is not limited to:

- Behavior that is grounds for permissible expulsion or mandatory DAEP placement.
- Behavior identified by the district as grounds for discretionary DAEP placement.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Refusal to attempt or complete schoolwork as assigned.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Leaving school grounds without permission.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is defined by Penal Code 46.01 as a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Terroristic threat is defined by Penal Code 22.07 as a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;

4. Cause impairment or interruption of public communications; public transportation; public water, gas, or power supply; or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Tire deflation device is defined in part by Penal Code 46.01 as a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

Title 5 felonies are those crimes listed in Title 5 of the Penal Code that typically involve injury to a person and may include:

- Murder, manslaughter, or homicide under Sections 19.02–.05;
- Kidnapping under Section 20.03;
- Trafficking of persons under Section 20A.02;
- Smuggling or continuous smuggling of persons under Sections 20.05–.06;
- Assault under Section 22.01;
- Aggravated assault under Section 22.02;
- Sexual assault under Section 22.011;
- Aggravated sexual assault under Section 22.021;
- Unlawful restraint under Section 20.02;
- Continuous sexual abuse of a young child or disabled individual under Section 21.02;
- Bestiality under Section 21.09;
- Improper relationship between educator and student under Section 21.12;
- Voyeurism under Section 21.17;
- Indecency with a child under Section 21.11;
- Invasive visual recording under Section 21.15;
- Disclosure or promotion of intimate visual material under Section 21.16;
- Sexual coercion under Section 21.18;
- Injury to a child, an elderly person, or a disabled person of any age under Section 22.04;
- Abandoning or endangering a child under Section 22.041;
- Deadly conduct under Section 22.05;
- Terroristic threat under Section 22.07;
- Aiding a person to die by suicide under Section 22.08; and
- Tampering with a consumer product under Section 22.09.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the in-fluence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is defined by Penal Code 46.01 as a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

TO: Granbury ISD Board of Trustees

FROM: Dr. Courtney Morawski, Superintendent

DATE: August 25, 2025

RE: Update to Policy FD (LOCAL) – Homeschool Student Participation in UIL Activities

Background: Senate Bill 401, passed during the 89th Texas Legislative Session, allows school districts to permit homeschool students to participate in UIL-sanctioned activities. Districts retain local discretion over implementation, eligibility requirements, and timelines.

Proposed Policy Revision: The recommended update to Policy FD (LOCAL) includes the following provisions:

1. **2025–2026 School Year**: Granbury ISD will **opt out** of allowing homeschool students to participate in UIL activities during the 2025–26 school year.

2. **2026–2027 School Year Pilot Program**: Granbury ISD will **establish a pilot program** for homeschool student UIL participation beginning in the 2026–27 school year. Details of the program will be developed and recommended to the Board in advance of implementation.

Committee & Pilot Program Development Plan: To prepare for the 2026–27 pilot, a UIL Homeschool Participation Committee will be formed to research, design, and recommend program parameters.

Committee Composition:

- District Athletic Director
- Campus Principals
- UIL Athletic Coaches
- Program Coordinators from Fine Arts and Academic UIL (as applicable)
- Parent Representatives (including homeschool parents)
- Superintendent's or Designee (Chair)
- Legal Counsel (as needed)
- Board representative

Timeline & Key Milestones:

Date	Action
Oct 2025	Convene UIL Homeschool Participation Committee
Oct–Feb 2026	Committee meets regularly to study implementation models, gather stakeholder feedback, and draft program framework
Feb 2026	Finalize pilot program proposal
March 2026	Present recommendation and 2026–27 FD Local policy language to the Board
April 2026	Finalize logistics, eligibility criteria, communication plan, and **launch pilot program**

*Making the recommendation in **March 2026** ensures that eligible homeschool students may participate in **spring tryouts** for fall UIL activities as part of the pilot program rollout.

Next Steps:

- Approve the revised FD (LOCAL) policy, formalizing the 2025–26 opt-out and 2026–27 pilot plan.
- The superintendent will initiate committee formation and return with a recommendation in March 2026.

This plan reflects our commitment to thoughtful, inclusive implementation aligned with our district values, operational readiness, and community feedback.

Recommended Motion: I move that the Board approve the revised EFB (Local) — Homeschool students participating in UIL activities - policy as presented.

Respectfully,

Dr. Courtney Morawski
Superintendent of Schools
Granbury ISD

PROPOSED REVISIONS

Persons Age 21 and Over

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

Registration Forms

The student's parent, legal guardian, or other person having lawful control shall annually complete registration forms. A student who has reached age 18 shall be permitted to complete these forms.

Proof of Residency

In accordance with administrative regulations, the parent, guardian, or other person having lawful control of the student under order of a court shall present proof of residency. The District may investigate stated residency as necessary.

Minor Living Apart

Person Standing in Parental Relation

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a power of attorney or an authorization agreement as provided in Chapter 34 of the Family Code assigning responsibility for the student in all school-related matters to an adult resident of the District.

Misconduct

A minor student living apart who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

Exceptions

Based on an individual student's circumstance, the Superintendent shall have authority to grant exceptions to the requirement for a power of attorney or authorization agreement and to the exclusion for misconduct.

Extracurricular Activities

The Superintendent shall determine whether a minor student living apart is present in the District for the primary purpose of participating in extracurricular activities.

Students Not Enrolled

For the 2025-26 school year, a student enrolled in a private school, including a homeschool, shall not be eligible for concurrent enrollment in the District nor for participation in curricular or extracurricular activities.

In the 2026-27 school year, the District shall implement a pilot program that permits participation in University Interscholastic League (UIL) activities by homeschool students in accordance with law.

[See EEL and FM]

Nonresident Student in Grandparent's After-School Care

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve or deny such admissions requests in accordance with criteria approved by the Board.

"Accredited" Defined

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the commissioner of education.

Grade-Level Placement

Accredited Schools

The parent, guardian, or other person having lawful control of a student enrolling in a District school from an accredited public, private, or parochial school shall provide evidence of the prior schooling outside the District. The student shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

Nonaccredited Schools

A student enrolling in a District school from a nonaccredited public, private, or parochial school, including a homeschool, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

Transfer of Credit

Accredited Texas Public Schools

Credit toward state graduation requirements earned in an accredited public school district in Texas shall be transferable and recognized by the District.

Other Accredited or Nonaccredited Schools

Before recognizing credit in a course earned in an accredited nonpublic school, an accredited school outside of Texas, or a nonaccredited school, appropriate personnel shall evaluate a student's records and transcript. The District may require the student to demonstrate mastery of the content or use alternative methods to verify course content for the award of credit.

Transition Assistance

In accordance with law, when a student who is identified as homeless or in substitute care enrolls in the District, the District shall assess the student's available records and other relevant information

to ensure credit, including proportionate credit, is awarded appropriately for all subjects and courses taken prior to enrollment.

[See EI]

Foreign Exchange Students

The area representative of any exchange student program shall contact the appropriate school official at the central administration building prior to making a commitment to the student or final arrangements with the host family for approval of placement in the District. The host family for a foreign exchange student shall reside within the geographical boundaries of the District.

An exchange student's records and related paperwork shall be initially submitted to the office of the appropriate central administration official who shall in turn communicate necessary information to the principal and/or registrar of the receiving school.

Withdrawal

A parent or guardian wishing to withdraw a minor student shall present a signed statement that includes the reason for the withdrawal. A student who is 18 or older may submit a withdrawal statement without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL).]

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Approval

TO: Dr. Courtney Morawski, Superintendent

FROM: Houcine Chraibi
DATE: August 15, 2025
RE: Property, Crime, General Liability, School Board Legal Liability; and Automobile Insurance through the Texas Political Subdivisions (TPS)

SUMMARY
The district has received competitive proposals for insurance coverage for the 2025-26 school year. After careful analysis, administration recommends continuing with Texas Political Subdivisions (TPS) through USI broker despite a higher premium of $15,747 versus the TEE proposal.
Premium Comparison

- TPS (Current Provider): $836,157 total premium
- TEE (New Proposal): $820,410 total premium
- Difference: $15,747 (1.9% higher for TPS)

KEY ANALYSIS POINTS:

Why TPS Remains the Better Choice
Proven Track Record & Stability

- 40+ years serving Texas school districts
- $17 million member equity for financial stability
- USI ranked #10 nationally among insurance brokers
- TEE founded June 2023 (less than 2 years operational)

Superior Risk Management Services

- 22 complimentary cyber services through Chubb partnership
- Annual safety grants up to $15,000
- 24/7 crisis management and active assailant response
- Comprehensive litigation support with established legal team

Critical Coverage Advantages

- Deductible Analysis: While TEE offers lower standard property deductibles ($50k vs $100k), their track record for claims handling is unproven
- Cyber Security: TPS provides comprehensive cyber incident response capabilities essential for school districts
- Crisis Management: Established protocols and vendor relationships for emergency response

TEE Concerns
Limited Experience & Resources

- Only 3 confirmed member districts with Property and Casualty
- Proposal underinsures the district at an amount of $224 million
- No established claims handling procedures
- No outstanding references
- Unverified crisis management capabilities
- No demonstrated track record for complex school district needs
- Limited financial resources for major claim events

FINANCIAL IMPACT
The $15,747 premium difference represents 0.006% of our property values ($254 million) - an insignificant cost to maintain:

- Proven service delivery
- Comprehensive risk protection
- Established vendor relationships
- Superior crisis response capabilities

RECOMMENDATION
Administration recommends approving the TPS proposal through USI broker for 2025-26 coverage at $836,157.
The modest premium difference is justified by:

- Proven performance over four decades
- Comprehensive protection including crisis management and cyber security
- Financial stability and established claims handling
- Risk mitigation through experienced vendor networks

While TEE offers competitive pricing, their unproven operational history and limited resources present alarming risks for managing $254 million in property values and serving 8,000+ students.

Houcine Chraibi, RTSBA
Assistant Director of Finance

Staff Person Responsible: Emmett Whitefield
Houcine Chraibi

Date Submitted: August 15, 2025

2025 Property & Casualty Insurance Proposal-Revised

Granbury Independent School District

Phillip Briscoe
Vice President – El Paso
Account Manager: Marcela Garcia, CISR
Date Prepared: August 05, 2025

CONFIDENTIAL AND PROPRIETARY: This document and the information contained herein is confidential and proprietary information of USI Insurance Services LLC ("USI"). Recipient agrees not to copy, reproduce, or distribute this document, in whole or in part, without the prior written consent of USI. Estimates are illustrative given data limitation, may not be cumulative and are subject to change based on carrier underwriting. Please refer to the policy contract for specific terms, conditions, limitations, and exclusions.

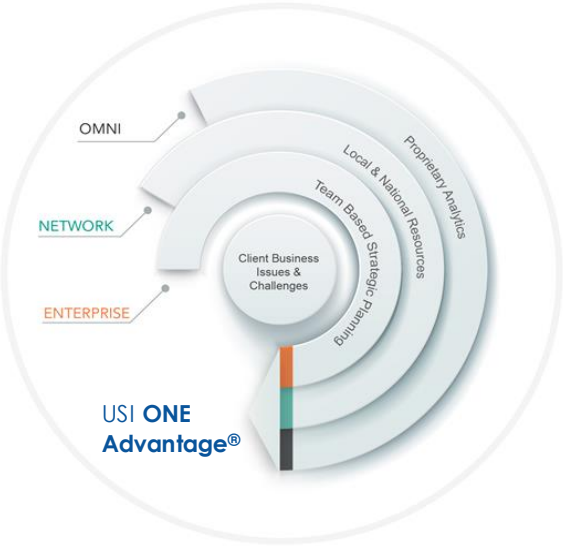
Table of Contents

About USI Insurance Services 3
Service Team 4
Premium Summary 5
Texas Political Subdivisions (TPS) - P&C 6
USI Disclosures 21
USI Privacy Notice 22
A.M. Best JUA and Unrated Notification - PCAT 23
Insurance Carrier Ratings 24
Client Authorization to Bind 25
Optional Coverages (Cyber Liability, Active Assailant) 26

About USI Insurance Services

USI is one of the largest brokerages and consulting firms in the world, delivering property and casualty, employee benefits, personal risk, program and retirement solutions to large risk management clients, middle market companies, smaller firms and individuals. Headquartered in Valhalla, New York, USI connects together over 6,000 industry leading professionals across more than 150 offices to serve clients' local, national and international needs. USI has become a premier insurance brokerage and consulting firm by leveraging the USI ONE Advantage®, an interactive platform that integrates proprietary and innovative client solutions, networked local resources and expertise, and enterprise-wide collaboration to deliver customized results with positive, bottom line impact. USI attracts best-in-class industry talent with a long history of deep and continuing investment in our local communities. For more information, visit usi.com.

The USI ONE Advantage®



What truly distinguishes USI as a leading middle market insurance brokerage and consulting firm is the USI One Advantage, a game-changing value proposition that delivers clients a robust set of risk management and benefit solutions and exclusive resources with financial impact. USI ONE™ represents **Omni, Network, Enterprise**—the three key elements that create the USI ONE Advantage and set us apart from the competition.

Omni – USI's Proprietary Analytics
Omni, which means "all," is USI's one-of-a-kind solutions platform—real time, interactive, dynamic and evolving, and customized for each client. Built in-house by USI subject matter experts, Omni captures the experience of more than 100,000 clients, thousands of professionals and over 100 years of business activity through our acquired agencies into targeted, actionable solutions.

Network – USI's Local and National Resources
USI has made a very large investment in local resources and technical expertise, with more than 6,000 professionals networked nationally to build strong vertical capabilities and integrated account teams. Our local and regional experts ensure account team availability, hands-on service, and ongoing diligent follow-through so we can deliver on the solutions we customize for our clients.

Enterprise – USI's Team Based Strategic Planning
USI's enterprise planning is a disciplined, focused, analysis centered on our client's issues and challenges. Highly consultative meetings integrate USI's Omni analytics with our broad resource network to build a risk management strategy aligned with client business needs. Our enterprise process is a proven method for identifying, quantifying and minimizing client risk exposures.

The USI ONE Advantage—our **Omni** knowledge engine, with our **Network** of local and national resources, delivered to our clients through our **Enterprise** planning process gives USI fundamentally different solutions, the resources to deliver, and a process to bring superior results to our clients.

Service Team

USI Southwest, Inc.
303 N. Oregon, Ste. 310, El Paso, Texas 79901
(915) 544-3111 www.usi.com

Sales Executive

Your **Sales Executive is Phillip *Briscoe***

Direct Number: (915) 534-9412

E-Mail: Phillip.Briscoe@usi.com

Account Manager

Your **Lead Account Manager is Marcela Garcia**

Direct Number: (915) 534-9461

E-Mail: Marcela.Garcia@usi.com

Your **CL Sr Associate Acct Rep** is **Anapaula Rodriguez**

Direct Number: (915) 534-9424

E-Mail: Anapaula.Rodriguez@usi.com

Claims Department

Your **Claims Advocate Primary** contact is **Kyna Santiago**

Direct Number: (915) 534-9476

E-Mail: Kyna.Santiago@usi.com

Premium Summary

Coverage	Expiring Term	Renewal Term
General Liability	$7,507	$7,364
School Board Legal Liability	$21,138	$20,720
Law Enforcement	$8,233	$7,396
Automobile	$67,535	$74,133
Property	$1,008,785	$715,408
Crime	$2,085	$1,491
Cyber Liability – Option 1	$9,645	$9,645
Crisis Management	Included	Included
TOTAL ESTIMATED ANNUAL PREMIUM	**$1,124,928**	**$836,157**

Optional Coverages:

Cyber Liablity – Option 2	Limit Active Assailant – Option 1	Active Assailant – Option 2
Limit: $1,000,000 aggregate. Deductible: $10,000 per occurrence. Cyber Crime Loss: $250,00 limit PD|BI Liability: $25,000 per occurrence. Premium: $16,252 SEE PAGE 27 for details	Limit: (PD|BI & Liability) $1,000,000 per occurrence and in aggregate. Deductible: $10,000 per occurrence. PD|BI Liability: $25,000 per occurrence. Premium: $15,562 SEE PAGE 37 for details	Limit (PD|BI): $3,000,000 per occurrence and in aggregate. Sub-Limit (Liability): $1,000,000 per occurrence and in aggregate. Deductible: $10,000 per occurrence. PD|BI Liability: $25,000 per occurrence. Premium: $26,537 SEE PAGE 37 for details

Binding Requirements:

- Signed Client Authorization to Bind
- Signed TPS Interlocal Agreement
- Signed A.M. Best JUA and Unrated Notification Form
- Signed Statement of Values
- Signed Fleet Schedule
- Signed Cyber Liability-Option 2 Application within 30 days of the effective date

Payment Terms:

- Full Pay

Note:
In evaluating your exposure to loss, we have been dependent upon information provided by you. If there are other areas that need to be evaluated prior to binding of coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as your beginning new operation, hiring employees in new states, buying additional property, etc., please let us know so proper coverage(s) can be discussed. Higher limits may be available. Please contact us if you would like a quote for higher limits.

SUMMARY OF PROPOSAL

Granbury ISD

09-01-2025 to 09-01-2026

COVERAGE	DEDUCTIBLE	TOTAL CONTRIBUTION
General Liability	Various See Proposal Page	$7,364
School Board Legal Liability	$10,000 Per Claim	$20,720
Law Enforcement	$5,000 Each and Every Claim	$7,396
Auto Liability	Various See Proposal Page	$39,270
Physical Damage	Various See Proposal Page	$34,456
Garagekeepers	Various See Proposal Page	$407
Property	Refer to Property Proposal	$715,408
Electronic Data, Media and Hardware	$5,000 Per Occurrence	Included
Contractor's Equipment	$2,500 Per Occurrence	Included
Musical/Band Instruments & Uniforms	$1,000 Per Occurrence	Included
Audio/Visual	$1,000 Per Occurrence	Included
Miscellaneous Equipment	$1,000 Per Occurrence	Included
Equipment Breakdown	$10,000 Per Accident	Included
Crime	Refer to Crime Proposal	$1,491
Cyber Liability	Refer to Highlights	$9,645
Crisis Management	Refer to Highlights	Included at no charge
Foreign & Domestic Terrorism	$10,000 Per Occurrence	Applies to Property coverage only
	Total Contribution	**$836,157**

SPECIAL CONDITIONS:

Please note that TPS has revised the Property Casualty Interlocal Agreement effective 1/1/25. A copy has been included with the Proposal. A signed copy will be required upon binding.

Crisis coverage is contingent upon receipt of updated SOV prior to binding. (Only locations listed in SOV are covered except as it relates to an off-site event.) Newly acquired/constructed locations should be reported to TPS as soon as possible.

Please note: Locations may be vacant, provided that fire protection, security, and alarm services are maintained at all times. Additionally, the following perils are excluded on "Vacant" buildings:

·Vandalism;

·Sprinkler leakage;

·Building glass breakage;

·Water damage; and/or

·Theft or attempted theft.

A completed and signed renewal Cyber application will be required upon binding.

Pricing contemplates TPS writing all lines of coverage quoted.

This proposal shall automatically expire as of the effective date.

Coverage must be bound prior to the inception date and all contributions are due according to the terms of our billing invoice .

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

GENERAL LIABILITY

Granbury ISD

09-01-2025 to 09-01-2026

Proposal

	LIMITS / DEDUCTIBLES
General Aggregate	$1,000,000
Products & Completed Operations Aggregate	$1,000,000
Each Occurrence	$1,000,000
Personal & Advertising Injury	$1,000,000
No Deductible Applies to the Above	
Fire Damage to Rented Premises	$100,000
Employee Benefits (Not Claims-Made)	Included in General Liability Each Occurrence Limit of Self-Insurance
Employee Benefits Aggregate	Included in General Liability General Aggregate Limit of Self-Insurance
Employee Benefits Deductible Limit	$1,000
General Liability	$7,364
Cyber Liability	$9,645
Total Contribution	**$17,009**

INCLUDED COVERAGES	EXCLUDED COVERAGES
Occurrence Form	Employee-Related Claims
Bodily Injury	Polution
Property Damage	Asbestos
Personal Injury	Coverage for:
Advertising Injury	All Hospital Operations
Additional Coverage for:	Contractors
Elected and Appointed Officials	Law Enforcement Professional Liability (including security guard operations)
Members of Boards or Commissions	School Board Legal Liability
Employees & Volunteers	
	Terrorism
Incidental Medical Malpractice	Mold
Employee Benefits Liability	
Corporal Punishment	

Applicable Addenda:
107, 130, 139, 140

The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

Please note Addendum # 139 Exclusion of Aircraft Built, Operated or Sold will be added to renewal. A copy of the addendum will be provided with proposal.

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

SCHOOL BOARD LEGAL LIABILITY

Granbury ISD

09-01-2025 to 09-01-2026

Proposal

Limits of Self-Insurance	
Annual Aggregate	$1,000,000
Per Claim	$1,000,000
Per Claim Deductible	$10,000
Retro Date	None - Full Prior Acts
Total Contribution	**$20,720**

HIGHLIGHTS	**EXCLUDED COVERAGES**	**CONDITIONS of PROPOSAL**
Claims-Made Coverage Defense costs in additions to limits Pays on Behalf of Duty to Defend 60 Day Notice of Cancellation Sexual Misconduct Limited Non-Percuniary Defense	Punitive or Exemplary Damages Student-Student Sexual Abuse	Coverage must be written in conjunction with General Liability coverage.

Applicable Addenda:
405

The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

LAW ENFORCEMENT LEGAL LIABILITY

Granbury ISD

09-01-2025 to 09-01-2026

Proposal

Limits of Self-Insurance	
Maximum Limit of Self-Insurance Each Claimant:	$1,000,000
Maximum Limit of Self-Insurance, Each Law Enforcement Occurrence:	$1,000,000
Maximum Aggregate Limit of Self-Insurance, all Claims for all covered Law Enforcement Occurrences	$1,000,000
Deductible (each and every Claim)	$5,000
Total Contribution	**$7,396**

HIGHLIGHTS	EXCLUDED COVERAGES	CONDITIONS of PROPOSAL
Pays of behalf of Occurrence Duty to Defend Defense costs in addition to limits Broad definition of Covered Party Wrongful Acts including Civil Rights 60 Day Notice of Cancellation	Intentional Acts Punitive Damages	Coverage must be written in conjunction with General Liability coverage.

Applicable Addenda:

702

The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

AUTOMOBILE

Granbury ISD

09-01-2025 to 09-01-2026

COVERAGE	LIMITS	DEDUCTIBLE
Liability:		Combined BI & PD
BI - Each Person	$ 100,000	$ 5,000
BI - Each Accident	$ 300,000	Each Accident
PD - Each Accident	$ 100,000	
Collision	Actual Cash Value	$2,500
Comprehensive	Actual Cash Value	$2,500
GKLL Collision	$50,000	
	Actual Cash Value	$2,500
GKLL Comprehensive	$50,000	
	Actual Cash Value	$2,500
	Max Any One Event	$12,500
HIRED Collision	$50,000	$2,500
HIRED Comprehensive	$50,000	$2,500

	Contributions:
Liability	$39,270
Physical Damage	$33,855
Garagekeepers	$407
Hired Car Physical Damage	$601
Total Contribution:	**$74,133**

HIGHLIGHTS	**EXCLUDED COVERAGES**	**CONDITION of PROPOSAL**
60 day notice of cancellation Broad definition of Covered Party Hired PhysDam on a EXCESS Basis All owned, hired and non-owned vehicles for liability, including vehicles under long-term lease. Automatic coverage on vehicles acquired during policy term subject to annual self-audit.	Refer to coverage document for details. Personal Injury Protection Medical Payments Uninsured/Underinsured Motorists Terrorism Mold	This proposal contemplates **188 vehicles** based on the schedule provided. Anuual Payment ONLY Contribution adjusted at anniversary to reflect unit changes

Applicable Addenda:
215, 216a

The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

Deletion of any coverage is subject to Underwriter approval prior to binding.
Automobile coverage may be written on a monoline basis subject to Underwriter approval

PROPERTY

Granbury ISD

09-01-2025 to 09-01-2026

Limit of Self-Insurance			
Property		$254,259,644	
Equipment Breakdown		$250,000,000 Maximum any one Accident	
Causes of Loss		All Risk of Direct Physical Loss or Damage	
Basis of Coverage		**Blanket**	
Valuation		Replacement Cost except ACV on Contractor's Equipment & Other IM Coverages	
Deductibles:			
	Any Other Coverage Loss	$100,000	Per Occurrence
	Windstorm/Hail*	**2%**	of Total Insurable Values at the time of the loss at each location subject to a minimum of $500,000 any one Occurrence for all loss or damage arising out of Wind/Hail.
	Earth Movement	$150,000	Per Occurrence
	Flood	$150,000	Per Occurrence
	Equipment Breakdown	$10,000	Per Accident
Basic Contribution		$712,955	
	Electronic Data, Media and Hardware	$612	
	Contractor's Equipment	$961	
	Musical/Band Instruments & Uniforms	$196	
	Audio/Visual	$196	
	Miscellaneous Equipment	$488	
Total Contribution:		**$715,408**	

OTHER COVERAGES	BASIC LIMITS
Newly Acquired Property	$10,000,000
Extra Expense	$5,000,000
Valuable Papers and Records	$5,000,000
Property In Transit	$1,000,000
Accounts Receivable	$5,000,000
Demolition Cost & ICC (Coverage A, B & C)	A-Included B-$1,000,000 & C-$1,000,000
Flood & Earth Movement	$10,000,000
Spoilage	$250,000
Outdoor Property (max per item may apply)	$1,000,000
Miscellaneous Unnamed Locations	$5,000,000
Unscheduled Tracks & Fields	$2,500,000

Applicable Addenda:
303, 304, 308, 343, 365a

** For the purpose of the windstorm/hail deductible each line item reported on SOV constitutes a separate location. It will apply to the total value at that location (sum of building content and TE, if applicable).*

The coverages and exclusions described above are not intended to be a complete listing but rather a sampling of some of the more important coverages provided. Please refer to the Coverage Document & addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

By binding this coverage, the Member consents to the survey of some or all of the Member's buildings and /or property by drone videos/photos utilizing a drone operated by a commercially licensed sUAS Remote Pilot.

SPECIAL EQUIPMENT

Granbury ISD

09-01-2025 to 09-01-2026

Proposal

COVERAGE	Values:	Causes of Loss	Valuation:	Deductible: Per Occurence	Contribution
Electronic Data, Media and Hardware	$1,000,000	All risk of Direct Physical Loss or Damage	RCV	$5,000	$632
Contractor's Equipment	$350,000	All risk of Direct Physical Loss or Damage	ACV	$2,500	$993
Musical/Band Instruments & Uniforms	$100,000	All risk of Direct Physical Loss or Damage	ACV	$1,000	$202
Audio/Visual	$100,000	All risk of Direct Physical Loss or Damage	ACV	$1,000	$202
Miscellaneous Equipment	$250,000	All risk of Direct Physical Loss or Damage	ACV	$1,000	$504

Total Contribution: Included in Property Proposal

SPECIAL CONDITIONS:

Coverage will not be written without Property Coverage.

Please refer to the Coverage Document for complete coverages and exclusions.

CRIME

Granbury ISD

09-01-2025 to 09-01-2026

Proposal

Crime Coverages:	**Single Loss Limit of Self-Insurance**	**Single Loss Deductible Amount**
Coverage A - Fidelity/Employee Dishonesty Limit	$100,000	$1,000
Coverage B - Forgery or Alteration	$50,000	$1,000
Coverage C - On Premises	$50,000	$1,000
Coverage D - In Transit	$50,000	$1,000
Coverage E - MO & Counterfeit Money	$50,000	$1,000
	Total Contribution	**$1,491**

Applicable Addenda & Coverage Forms:

Please refer to the Coverage Document, Coverage Forms & Addenda for complete coverages and exclusions.

SPECIAL CONDITIONS:

TEXAS POLITICAL SUBDIVISIONS JOINT SELF-INSURANCE FUND

ACCOUNTING SUMMARY SHEET

MEMBER: Granbury ISD

INTERLOCAL AGREEMENT NUMBER: 25-F0738

AGREEMENT PERIOD: 09-01-2025 to 09-01-2026

QUOTE TYPE: Renewal

COVERAGE	DEDUCTIBLE	FSF	TOTAL CONTRIBUTION
General Liability Coverage	N/A	$920	$7,364
School Board Legal Liability	$10,000	$2,590	$20,720
Law Enforcement	$5,000	$925	$7,396
Auto Liability	$5,000	$4,909	$39,270
Physical Damage		$4,307	$34,456
Garagekeepers		$51	$407
Property		$50,079	$715,408
Crime		$186	$1,491
Cyber Liability		$1,206	$9,645
	Total:	**$65,173**	**$836,157**

AGENT: USI Southwest, Inc. - El Paso 3

TEXAS POLITICAL SUBDIVISIONS JSIF CYBER LIABILITY HIGHLIGHTS

GENERAL TERMS	
Carrier	Chubb
A.M. Best Rating	A++ (Superior)
Consultants	Chubb Vendors & Partners: TPS utilizes an approved Chubb list for members Cyber Breach Coach, Forensics & Investigations, Notification & Monitoring and Public Relations to provide cyber management services.
Policy Number	EON G29012052 005
Territory	Territory is Worldwide unless amended with Excluded Countries
Deductibles	$25,000 for members with revenues below $50,000,000, $50,000 for members with revenues between $50,000,000-$250,000,000 & $100,000 for members with revenues greater than $250,000,000 ***social engineering deductible is $100,000 per member*** ***Member deductibles do not erode Chubbs limit. After a member deductible is satisfied the member has access to full limits***
Annual Aggregate	$1,000,000 for All Other $2,000,000 available to members with total revenues of $100,000,000+ with underwriting approval. $100,000 for Social Engineering Fraud & Payment Card
Ransomware Encounter Endorsement	If the proximate cause of a ransom loss were directly related to the member not having MFA implemented, the member's deductible would be $100,000. Endorsement only applies if a member does not have MFA implemented for access to Email or Network. Additionally, the endorsement does not apply to any other type of loss, only ransom losses.
Neglected Software Exploit Endorsement	If a member knew (first known date) a patch, fix, or mitigation technique was available but did not implement it and had a loss directly related to not implementing the patch, fix, or mitigation technique 46 days after the first known date, the members limit for that loss would be reduced, and a coinsurance percentage would apply per this Period of Neglect chart. Period of Neglect - % of Coinsurance - Limit: 46-90 days - 5%/95% - $500k, 91-180 days - 10%/90% - $250k, 181-365 days - 25%/75% - $150k or 365+ days - 50%/50% - $100k. Coinsurance defined: If a loss of this type occurred, the normal member deductible would apply, then the member shares in the coinsurance limit split (member/Chubb) up to the limit for that period of neglect.

COVERAGE	LIMIT/WAITING PERIOD		COVERAGE DESCRIPTION
		First Party Coverage	
CYBER INCIDENT RESPONSE FUND			
Notification	**Limit**	$1,000,000	Provides coverage for drafting notification letters and reports and communicates as required with any regulatory, administrative, or supervisory authority. Retaining call center and other related services for notification as required by law. Notifying a natural person whose PI has been wrongfully disclosed or otherwise compromised, including retaining a notification service.
Credit Monitoring	**Limit**		Provides credit monitoring, credit freezing, credit thawing, healthcare record monitoring (where available), social media monitoring, password management service, or fraud alert services.
Public Relations	**Limit**		Provides expenses related to retaining the services of a public relations or crisis communications firm for the purpose of protecting or restoring the reputation of or mitigating financial harm to the insured.
Forensics Investigation	**Limit**		Provides expenses for retaining the services of a third-party computer forensics firm to determine the cause and scope of a cyber incident.
Criminal Reward	**Limit**		Provides any reasonable amount to an informant or information not otherwise available which leads to the arrest and conviction of a natural person or an entity responsible.
Limits for Non-Panel Providers $250,000/$250,000			
BUSINESS INTERRUPTION LOSS & EXTRA EXPENSES			
Business Interruption Loss & Extra Expenses	**Limit**	$1,000,000	Provides coverage for continuing normal operating and payroll expenses (net profit before tax) that would have been earned had no interruption in service of an Insured's computer system occurred.
	Waiting Period	< $250M Revenues = 12 Hours & > $250M Revenues = 18 Hours	
CONTINGENT BUSINESS INTERUPTION LOSS & EXTRA EXPENSES			
Contingent Business Interruption Loss & Extra Expenses	**Limit**	$1,000,000	Provides coverage for continuing normal operating and payroll expense (net profit before tax) that would have been earned had no interruption in service of a shared computer system occurred.
	Waiting Period	< $50M Revenues = 12 Hours, > $50M- < $250M Revenues = 18 Hours & > $250kM Revenues = 24 Hours	
DIGITAL DATA RECOVERY			
Data Recovery	**Limit**	$1,000,000	Provides reasonable & necessary costs incurred by an insured to replace, restore, recreate, re-collect or recover digital data from written records or form partially or fully matching electronic records. Includes loss from fraudulent infiltration & manipulation of Telephone System.
NETWORK EXTORTION THREAT			
Network Extortion	**Limit**	$1,000,000	Provides reasonable & necessary expenses incurred, including money, cryptocurrencies (including Bitcoin), or other considerations surrendered as payment.
CYBER CRIME			
Social Engineering Fraud	**Limit**	$100,000	Covers payment for loss of money or securities sustained directly from Social Engineering Fraud committed by a person purporting to be a vendor, client, or employee.
		Third Party Liability Coverage	
CYBER, PRIVACY & NETWORK SECURITY LIABILITY			
Liability	**Limit**	$1,000,000	Covers any error, misstatement, misleading statement, act, omission, neglect, breach of duty, or other offense actually or allegedly committed or attempted by any insured.
PAYMENT CARD LOSS			
Payment Card Loss	**Limit**	$100,000	Covers monetary assessments, fines, penalties, chargebacks, reimbursements, and fraud recoveries due to the actual or alleged failure of payment card loss.
REGULATORY PROCEEDINGS			
Regulatory Proceedings	**Limit**	$1,000,000	Covers regulatory fines of any civil monetary fine or penalty imposed by a federal, state, local, or foreign governmental entity in such entity's regulatory or official capacity.
ELECTRONIC, SOCIAL & PRINT MEDIA LIABILITY			
Electronic, Social & Print Media	**Limit**	$1,000,000	Covers damages and claim expenses related to any error, misstatement, misleading statement, act, omission, or neglect of breach of duty actually or allegedly committed or attempted by an insured. Or posted on the insured's website, printed material, or posted on any social media site or anywhere on the internet.

CLAIMS PROCESSING PROCEDURE

Immediately report all claims directly to TPS at claims@tpspool.org, 800-588-0013 or directly to the Director of Claims at 972-835-5221

This is a summary of coverage. Please refer to the policy form & endorsements for specific policy details and exclusions. Full policy & endorsement details are available on the TPS website at www.tpspool.org*

Revised on May 29, 2024

TEXAS POLITICAL SUBDIVISIONS JSIF
CRISIS MANAGEMENT (Workplace Violence) HIGHLIGHTS

GENERAL TERMS	
Carrier	Beazley Group (Lloyd's Syndicate 2623/0623)
Insured	TPS Property and Liability Members (Insured person means a human third party individual, who is in or on the location(s), except when specifically excluded under any Section of this Policy. Insured person does not include the assailant of any deadly weapon event.)
A.M. Best Rating	A+ (Superior)
Consultants	CrisisRisk Strategies LLC: Crisis Response (Event Responder) Firm approved to provide crisis management services (www.crisisrisk.com).
Policy Number	B0507NU2502855
Deductible	$0 for Crisis Management Services, Event Responder, and AD&D. $10,000 for each Deadly Weapons Event.
Type	Occurrence and in the Aggregate
Limits	$2,250,000 each occurrence w/$2,250,000 Aggregate (see below for sub-limits)
Purpose	Provided as a value added service to assist TPS member's in the event of a workplace violence or similar crisis event. Submission of member's most recent property Statement-of-Values (SOV) is required upon renewal.
Triggering Event	Deadly weapon event means any event involving an assailant where a weapon has been used or brandished on any member location(s) that was provided to TPS in the member's SOV.

COVERAGE	LIMIT/INDEMNITY/WAITING PERIOD		COVERAGE DESCRIPTION
PROPERTY DAMAGE			
Property Damage	**Limits**	$2,250,000 w/$2,250,000 AGG	Indemnifies against physical loss or physical damage to insured property caused by a deadly weapon event. In the event that fire or sprinkler leakage ensues from a deadly weapon event, then physical loss or physical damage to insured property directly caused by that ensuing fire or sprinkler leakage is included. Additionally: A. The costs incurred to put up temporary plates or board up openings if repair or replacement of damaged glass is delayed; B. The costs incurred in the removal of debris, including biological cleaning and sanitizing; C. The costs incurred in re-filling, recharging or replacing any fire extinguishers, local or fixed fire suppression or gas flooding systems, sprinkler installations and sprinkler heads, and in having any fire or intruder alarms, or closed circuit television equipment re-set; D. The costs incurred in replacing locks to external doors if security at the location(s) is compromised in consequence.
ACCIDENTAL DEATH & DISMEMBERMENT			
AD&D	**Per Person Limit**	$50,000	Benefit for loss of limb, mutilation, loss of sight, loss of speech, loss of hearing, permanent total disability or death.
	Aggregate Limit	$2,250,000	
MEDICAL EXPENSES			
Medical Expenses	**Limits**	$25,000 w/$2,250,000 AGG	Reimburses for payments made to an eligible person, regardless of fault, in respect of medical expenses necessarily incurred solely and directly by the eligible person as a result of identifiable physical injury due to an accident directly caused by a deadly weapon event occurring at any of the location(s).
	Indemnity Period	356 Days	
CRISIS MANAGEMENT SERVICES			
Crisis Management Services	**Limits**	$2,250,000 w/$2,250,000 AGG	Provides for the reasonable & necessary expense, in connection with a deadly weapon event, incurred in the provision of crisis management services directly after such deadly weapon event. Includes, but not limited to, emergency travel & accommodation for eligible person(s) & their immediate family member(s), child care for the immediate family member(s) of eligible person(s), brand rehabilitation, public relations, media management, legal, crisis counselling, site security, remediation, recovery & restoration.
		$250,000 w/$1,000,000 AGG	Additionally at underwriters sole and entire discretion, they will consider other expense costs not listed above which are directly incurred.
	Indemnity Period	90 Days & 1st Anniversary	
CIRCUMSTANCE - EVENT RESPONDER			
Event Responder	**Limit**	Unlimited (outside limit)	Provides for event responder fees associated with the provision of Prevention Services and Crisis Response by the event responder following any specific circumstance.
COUNSELLING SERVICES			
Counselling Services	**Limits**	$350,000 Each Event	Provides for reasonable and necessary expense incurred in the provision of counselling services to any eligible person and their immediate family member(s) in connection with a deadly weapon event that occurs during the period of insurance at any of the location(s).
		$15,000 Each Person	
		$1,000,000 AGG	
FUNERAL EXPENSES			
Funeral Expenses	**Limits**	$350,000 Each Event	Provides for reasonable and necessary funeral expenses incurred in connection with a deadly weapon event that occurs during the period of insurance at any of the location(s).
		$15,000 Each Person	
		$1,000,000 AGG	
EXTRA EXPENSE EXTENSION FOR THREAT ENDORSEMENT			
Extra Expense Extension for Treat	**Limits**	$350,000 Each Event	275 Additionally insures for the reasonable and necessary extra expense incurred following a threat.
		$1,000,000 AGG	
EXTRA EXPENSE EXTENSION ENDORSEMENT			

Extra Expense Extension	**Limits**	$350,000 Each Event	Provides for the reasonable and necessary extra expense incurred in order to continue as nearly as practicable the normal conduct of business services following a deadly weapon event.
		$1,000,000 AGG	
	Indemnity Period	356 (all other) or 30 (prevention of access) Days	
LOSS OF TUITION FEES EXTENSION ENDORESMENT			
Loss of Tuition Fees	**Limits**	$250,000 Each Loss	In the event of a deadly weapon event that occurs during the period of insurance, provides for the actual loss sustained resulting directly from the reduction in tuition fees during the period of indemnity.
		$2,250,000 AGG	
	Indemnity Period	356 Days	
DEMOLITION, CLEARANCE & MEMORIALIZATION COSTS EXTENTION ENDORSEMENT			
Demolition, Clearance & Memorialization Costs	**Limits**	$250,000 Each Event	Provides for reasonable and necessary costs, for demolition, removal, memorial, incurred as a direct result of a deadly weapon event.
		$10,000 Each Loss for Memorial Plaques	
		$1,000,000 AGG	
OFF-SITE COVERAGE EXTENSION ENDORSEMENT			
Off-Site Coverage	**Limits**	$250,000 Each Event	Off-site incident means a deadly weapon event which occurs during the period of insurance at a location in the United States other than the insured location, to an employee or insured person who was participating in a sporting event sanctioned or acting within the scope of his or her employment at the time of the off-site incident. If a deadly weapon event occurs at an off-site location that has not previously been agreed prior to the event and where such event / activity was being conducted under your care, custody and control then only liable to pay the event responder fees.
		$1,000,000 AGG	
CHILD ABDUCTION EXTENSION ENDORSEMENT			
Child Abduction	**Limits**	$250,000 Each Event	In the event of an Abduction of a Covered Child that occurs during the Period of Insurance, the Underwriters shall be liable for the loss sustained by the Named Insured directly attributable to, either, the Abduction or to the Named Insured's efforts to counter or mitigate the effects of the Abduction, and which will comprise.
		$1,000,000 AGG	
	Indemnity Period	Varies	
SWATTING ENDORSEMENT			
Swatting Endorsement	**Limits**	$250,000 Each Event	Anonymous threat coverage means a situation, action, event, behavior, or information containing a threat made against you or a report of a fictitious Deadly Weapon Event, either to an emergency service provider or to you directly, which does not come from an identifiable assailant. We will only be liable to provide crisis management support and counselling services as defined in the policy and its endorsements.
		$1,000,000 AGG	
BUSINESS INTERRUPTION EXTENSION ENDORSEMENT			
Business Interruption Extension	**Limits**	$2,250,000 Each Loss	A direct result of the necessary interruption of your business services due to prevention of access to any of your location(s) by order of a civil or military authority, provided that such order is a sole and direct result of a deadly weapon event occurring at such location(s) and for a period of time not exceeding thirty (30) consecutive days from the date of such deadly weapon event.
		$2,250,000 AGG	
	Indemnity Period	356 Days	

CLAIMS PROCESSING PROCEDURE

Immediately report all claims directly to TPS at claims@tpspool.org, 800-588-0013 or directly to the Director of Claims at 972-835-5221

Should you require immediate assistance with an incident or possible incident, contact the CrisisRisk Strategies LLC Event Responder 24-hour/7-day @ 860-677-3790 or DWP@crisisrisk.com

This is a summary of coverage, please refer to the policy form for specific policy details and exclusions. Full policy & endorsement details are available on the TPS website at www.tpspool.org

Revised on March 14, 2025

TEXAS POLITICAL SUBDIVISIONS JSIF TERRORISM HIGHLIGHTS

GENERAL TERMS			
Carrier	Ironshore Insurance Service LLC (A Liberty Mutual Company)		
Insured	TPS Property Members		
A.M. Best Rating	A (Excellent)		
Policy Number	3642600		
Territory	United States		
Deductibles	$10,000 (24 hour Ingress/Egress/Service Interruption)		
Limit	$100,000,000 Per Occurrence & In The Aggregate		
Type	Foreign & Domestic Terrorism/Sabotage (real property)		
Purpose	Provided to assist TPS members in the event of a Property Terrorism Event		
COVERAGE	**LIMIT/INDEMNITY PERIOD/MILES**		**COVERAGE DESCRIPTION**
	Underlying Sublimits		
ACCOUNTS RECEIVABLE			
Accounts	**Limit**	$250,000	As per property coverage document.
BUSINESS INTERRUPTION			
Business	**Limit**	$1,000,000	Available if applied for.
CIVIL OR MILITARY AUTHORITY			
Civil or Military Authority	**Limit**	$1,000,000	Actual loss sustained during the period of time when access to real or personal property is prohibited by an order of civil or military authority.
	Indemnity Period	30 days	
	Miles	1	
DEBRIS REMOVAL EXPENSES			
Debris Removal Expenses	**Limit**	$1,000,000	Covers the necessary and reasonable expense of removal from locations of debris.
DECONTAMINATION COSTS EXCLUDING NCBR			
Decontamination Costs	**Limit**	$250,000	Covers decontamination costs excluding nuclear, chemical, biological and radiological.
DEMOLITION & ICC			
Demolition & ICC	**Limit**	$1,000,000	Covers enforcement of any law, ordinance, governmental directive or standard in effect at the time of loss or damage regulating the construction, repair or use and occupancy of the property.
ELECTRONIC DATA PROCESSING EQUIPMENT MEDIA (Physical Damage Only)			
Electronic Data Processing	**Limit**	$1,000,000	As per property coverage document.
ERROR & OMISSIONS			
Error & Omissions	**Limit**	$1,000,000	Covers direct physical loss or damage due to any error or unintentional omission.
FINE ARTS			
Fine Arts	**Limit**	$250,000	Covers breakage of art, glass, windows, statuary, sculptures, marble, glassware, porcelain, bric-a-brac, antique furniture: antique jewelry or similar fragile articles, unless such breakage.
FIRE PROTECTIVE SYSTEMS			
Fire Protective	**Limit**	$10,000	As per property coverage document.
INGRESS/EGRESS			
Ingress/Egress	**Limit**	$1,000,000	Provides coverage for actual loss sustained during the period of time when ingress to or egress from the real or personal property is prohibited.
	Indemnity Period	30 days	
	Miles	1	
KEY & LOCK EXPENSE			
Key & Lock	**Limit**	$250,000	Covers necessary key & lock expenses.
LANDSCAPING			
Landscaping	**Limit**	$10,000	Covers minimal landscape expense.
LEASEHOLD INTEREST			
Leasehold Interest	**Limit**	$1,000,000	Available if applied for.
MISSCELLANEOUS UNNAMED LOCATIONS			
Miscellaneous Unnamed	**Limit**	$1,000,000	As per property coverage document.
	Indemnity Period	30 days	
NEWLY ACQUIRED LOCATIONS			
Newly Acquired Locations	**Limit**	$10,000,000	As per property coverage document.
	Indemnity Period	90 days	
PRESERVATION OF PROPERTY			
Preservation of Property	**Limit**	$250,000	Reimburses expenses incurred in taking reasonable and necessary actions for the temporary protection and preservation of property.
PROFESSIONAL FEES			
Professional Fees	**Limit**	$250,000	Covers reasonable and necessary expenses incurred to accountants, architects, auditors, engineers, or other professionals or employees to prepare and certify particulars or details of claims.
RELOCATION EXPENSE			
Relocation	**Limit**	$1,000,000	Covers necessary relocation expense.
RENTAL INCOME			
Rental Income	**Limit**	$1,000,000	Available if applied for.

SERVICE INTERRUPTION			
Service Interruption	**Limit**	$1,000,000	Covers physical loss or damage to property and/or time element coverage arising form physical loss or damage.
	Indemnity Period	30 days	
	Miles	1	
SOFT COSTS			
Soft Costs	**Limit**	$250,000	Covers necessary soft costs.
TRANSIT			
Transit	**Limit**	$250,000	Covers loss resulting from loss or damage to property in transit.
VALUABLE PAPERS			
Valuable Papers	**Limit**	$250,000	As per property coverage document.

CLAIMS PROCESSING PROCEDURE

Immediately report all claims directly to TPS at claims@tpspool.org, 800-588-0013 or directly to the Director of Claims at 972-835-5221

This is a summary of coverage, please refer to the policy form for specific policy details and exclusions.

Revised on October 31 2018

USI Disclosures

Direct Bill DISCLOSURE: The Insurance Company operates independently for the financing of your insurance premium. Your agreement to finance this premium is directly with the insurance company and not USI Insurance Services.

If payment is not received by the due date, the insurance company could cancel your insurance policy(s) for non-payment of premium. The insurance company has the right to honor the cancellation date and **NOT** offer reinstatement or rewrite the insurance coverage.

We are not in a position to make monthly reminders or verify that your payment was received. Please take the necessary action to avoid possible cancellation of your insurance policy(s) which you are paying directly to the insurance company.

Reviewing Client Contracts DISCLOSURE: As a service to our clients, upon their request, USI will review those portions of your contract regarding the insurance and indemnity requirements as they relate to your insurance program and provide comments and/or recommendations based upon such review. This service should not be taken as legal advice and it does not replace the need for review by the insured's own legal counsel.

Information Concerning Our Fees: As a licensed insurance producer, USI is authorized to confer with or advise our clients and prospective clients concerning substantive benefits, terms or conditions of insurance contracts, to sell insurance and to obtain insurance coverages for our clients. Our compensation for placement of insurance coverage, unless otherwise specifically negotiated and agreed to with our client, is customarily based on commission calculated as a percentage of the premium collected by the insurer and is paid to us by the insurer. We may also receive from insurers and insurance intermediaries (which may include USI affiliated companies) additional compensation (monetary and non-monetary) based in whole or in part on the insurance contract we sell, which is contingent on volume of business and/or profitability of insurance contracts we supply to them and/or other factors pursuant to agreements we may have with them relating to all or part of the business we place with those insurers or through those intermediaries. Some of these agreements with insurers and/or intermediaries include financial incentives for USI to grow its business or otherwise strengthen the distribution relationship with the insurer or intermediary. Such agreements may be in effect with one or more of the insurers with whom your insurance is placed, or with the insurance intermediary we use to place your insurance. You may obtain information about the nature and source of such compensation expected to be received by us, and, if applicable, compensation expected to be received on any alternative quotes pertinent to your placement upon your request.

USI Privacy Notice

Our Privacy Promise to You

USI provides this notice to you, our customer, so that you will know what we will do with the personal information, personal financial and health information (collectively referred to as the "protected information") that we may receive from you directly or receive from your health care provider or receive from another source that you have authorized to send us your protected information. We at USI are concerned about your privacy and assure you that we will do what is required of us to safeguard your protected information.

What types of information will we be collecting?

USI collects information from you required both for our business and pursuant to regulatory requirements. Without it, we cannot provide our products and services for you. We will be collected protected information about you from:

- Applications or other forms, such as name, address, Social Security number, assets and income, employment status and dependent information;
- Your transactions with us or your transactions with others, such as account activity, payment history, and products and services purchased;
- Consumer reporting agencies, such as credit relationships and credit history. These agencies may retain their reports and share them with others who use their services;
- Other individuals, businesses and agencies, such as medical and demographic information; and
- Visitors to our websites, such as information from on-line forms, site visitorship data and on-line information collection devices, commonly called "cookies."

What will we do with your protected information?

The information USI gathers is shared within our company to help us maximize the services we can provide to our customers. We will only disclose your protected information as is necessary for us to provide the insurance products and services you expect from us. USI does not sell your protected information to third parties, nor does it sell or share customer lists.

We may also disclose all of the information described above to third parties with which we contract for services. In addition, we may disclose your protected information to medical care institutions or medical professionals, insurance regulatory authorities, law enforcement or other government authorities, or to affiliated or nonaffiliated third parties as is reasonably necessary to conduct our business or as otherwise permitted by law.

Our Security Procedures

At USI, we have put in place the highest measures to ensure the security and confidentiality of customer information. We will handle the protected information we receive by restricting access to the protected information about you to those employees and agents of ours who need to know that information to provide you with our products or services or to otherwise conduct our business, including actuarial or research studies. Our computer database has multiple levels of security to protect against threats or hazards to the integrity of customer records, and to protect against unauthorized access to records that may harm or inconvenience our customers. We maintain physical, electronic, and procedural safeguards that comply with federal and state regulations to safeguard all of your protected information.

Our Legal Use of Information

We retain the right to use ideas, concepts, know-how, or techniques contained in any nonpublic personal information you provide to us for our own purposes, including developing and marketing products and services.

Your Right to Review Your Records

You have the right to review the protected information about you relating to any insurance or annuity product issued by us that we could reasonably locate and retrieve. You may also request that we correct, amend or delete any inaccurate information by writing to us at the above address.

A.M. Best JUA and Unrated Notification - TPS

The events of 2001 have brought many changes and challenges to the international insurance market. These changes in the market have affected the ability of all brokers to locate insurance coverage at a scope and cost of insurance placed in prior years. In addition, insurance carriers have suffered significant losses that may jeopardize their financial stability.

As a matter of policy, USI endeavors to obtain quotations and indications from insurance companies who meet or exceed the USI minimum guidelines for A.M. Best Ratings of companies. Due to the current insurance market conditions, USI has increased its minimum standard for insurers to A-. A.M. Best's current rating scale is attached.

USI bases its guidelines upon ratings issued by A.M. Best company ("Best"). Best is a recognized publisher of information concerning insurer financial conditions. It rates insurers based on many factors, including financial stability. An insurance company's financial condition, can of course, affect its ability to pay claims.

You are insured with Texas Political Subdivisions JSIF is not rated by Best. We are providing you with this information so you can make an informed buying decision as to whether you wish to place your coverage with Texas Political Subdivisions JSIF.

Please sign below and return to us to acknowledge your agreement to placement with Texas Political Subdivisions JSIF.

If you would prefer to explore possible placement with another carrier, please contact our office immediately. Please be advised that another carrier may have more restrictive terms, increased premium, increased deductibles or other terms not present with your current carrier.

AGREED TO:

Granbury Independent School District

_____
(Title – Must be Corporate Officer)

By: _____ Date: _____

Insurance Carrier Ratings

As a service to our clients, USI is furnishing an assessment by a financial rating service of the insurance companies included in our proposal. We are including the legends used by this service.

All ratings are subject to periodic review, therefore, it is important to obtain updated ratings from each service. Should you desire further information concerning the financial statements of any of the insurance companies being proposed, so that you can make your own assessment of the financial strength of the companies being offered, it is available from USI at your request.

USI has made no attempt to determine independently the financial capacity of the insurance companies that we are including in our proposal as we believe the nationally recognized services are better equipped to comment.

A. M. BEST RATINGS

A++ & A+	Superior	**D**	Poor
A & A-	Excellent	**E**	Under Regulatory Supervision
B++ & B+	Good	**F**	In Liquidation
B & B-	Fair	**S**	Rating Suspended
C++ & C+	Marginal	**NR**	Not Rated

FINANCIAL SIZE CATEGORY
(In $ Thousands)

Class I	Less than		1,000
Class II	1,000	to	2,000
Class III	2,000	to	5,000
Class IV	5,000	to	10,000
Class V	10,000	to	25,000
Class VI	25,000	to	50,000
Class VII	50,000	to	100,000
Class VIII	100,000	to	250,000
Class IX	250,000	to	500,000
Class X	500,000	to	750,000
Class XI	750,000	to	1,000,000
Class XII	1,000,000	to	1,250,000
Class XIII	1,250,000	to	1,500,000
Class XIV	1,500,000	to	2,000,000
Class XV	2,000,000	to	or greater

RATING "NOT ASSIGNED" CLASSIFICATIONS

NR-1 Insufficient Data
NR-2 Insufficient Size and/or Operating Experience
NR-3 Rating Procedure Inapplicable
NR-4 Company Request
NR-5 Not Formally Followed

Client Authorization to Bind

Important Information - Coverage cannot be bound when severe weather is threatening regardless of the expiration date.

After careful consideration of your proposal dated August 05, 2025, we accept your insurance program as presented with the following exceptions, changes, and/or recommendations:

***** Vacant buildings are required to maintain fire protection, security and alarm services in order*** to be covered. The following perils are excluded on Vacant buildings: Vandalism, Sprinkler leakage, Building glass breakage, Water damage and Theft or attempted theft.**
☐ Please bind TPS P&C Coverages
☐ Please bind Cyber Liability - Option 1 included with TPS P&C Coverages
☐ Please bind Cyber Liability - Option 2: $1,000,000 Limit
☐ Please bind Cyber Liability - Option 3: $3,000,000 Limit
☐ Please bind Active Assailant – Option 1: $1,000,000 Limit
☐ Please bind Active Assailant – Option 2: $3,000,000 Limit

Client Signature Date Signed

Granbury Independent School District
GRANBIND

Optional Coverages

CYBER INSURANCE QUOTE - PRIME 250

Granbury ISD

Subject to the terms and conditions contained herein, Cowbell Insurance Agency ("Cowbell") agrees to issue to the below Named Insured the following quote for insurance coverage. Upon binding of this account, we must receive a signed application from the Insured.

Quote Number	QCB-250-Z7PZWUVS		
Name of Insured	Granbury ISD		
Mailing Address	217 N Jones St, Granbury, TX, 76048-2030		
Email Address	brent.wilson@granburyisd.org		
Industry	611110 | Educational Services		
Revenue	$93,109,462.00		
# Of Employees	20	**Year Established**	1999
Agency Name	Apex Insurance Services		
Policy Period	**From: 09/01/2025 (Effective Date) To: 09/01/2026 (Expiration Date)** Both dates at 12:01 AM Insured Local Time		
Policy Term	365 days		
Policy Premium	Estimated Premium (without TRIA)		**$14,548.52**
	TRIA		**$145.48**
	Premium		**$14,694.00**
	Underwriting Fees		**$500.00**
	TOTAL AMOUNT :	**$15,194.00**	
Aggregate Limit	$1,000,000	**Insured State**	TX
Issuing Carrier	Palomar Excess and Surplus Insurance Company NAIC# 16754 (A.M. Best A (Excellent), X Rated)		
Product	Prime 250 | Surplus		

Coverage under this policy is provided only for those Insuring Agreements for which a limit of liability appears on subsequent pages. **If no limit of liability is shown for an Insuring Agreement, such Insuring Agreement is not provided by this policy.** The Aggregate Limit shown above is the most the Insurer(s) will pay regardless of the number of Insured Agreements purchased.

Premium:	$14,694
SL Tax:	$751.46
Stamping Fee:	$6.20
Policy Fee:	$300
Provider Fee:	$16,251.66

© 2025 Cowbell Cyber, Inc. | All Rights Reserved | www.cowbell.insure | 1 (833) 633-8666
Cowbell Insurance Agency LLC, State Licenses: https://cowbell.insure/state-licenses/
Policies underwritten by Cowbell Insurance Agency, LLC.

COVERAGES - PRIME 250

LIABILITY EXPENSE	COVERAGE LIMIT	DEDUCTIBLE	WAITING PERIOD	RETRO ACTIVE PERIOD
Liability Costs	$1,000,000	$10,000	-	Full Prior Acts
PCI Costs	$1,000,000	$10,000	-	Full Prior Acts
Regulatory Costs	$1,000,000	$10,000	-	Full Prior Acts

FIRST PARTY EXPENSE	COVERAGE LIMIT	DEDUCTIBLE	WAITING PERIOD	RETRO ACTIVE PERIOD
Cowbell Breach Fund	$1,000,000	$10,000	-	-
Data Restoration Costs	$1,000,000	$10,000	-	-
Extortion Costs	$1,000,000	$10,000	-	-
Business Impersonation Costs	$1,000,000	$10,000	-	-
Reputational Harm Expense	$1,000,000	-	12 Hours	09/01/2025

FIRST PARTY LOSS	COVERAGE LIMIT	DEDUCTIBLE	WAITING PERIOD	RETRO ACTIVE PERIOD
Business Interruption Loss	$1,000,000	$10,000	8 Hours	-
Contingent Business Interruption Loss	$1,000,000	$10,000	8 Hours	-
System Failure	$1,000,000	$10,000	8 Hours	-
Contingent System Failure	$1,000,000	$10,000	8 Hours	-
Cyber Crime Loss	$250,000	$10,000	-	-
Bricking Costs	$1,000,000	$10,000	-	-
Criminal Reward Costs	$100,000	-	-	-

© 2025 Cowbell Cyber, Inc. | All Rights Reserved | www.cowbell.insure | 1 (833) 633-8666
Cowbell Insurance Agency LLC, State Licenses: https://cowbell.insure/state-licenses/
Policies underwritten by Cowbell Insurance Agency, LLC.

ENDORSEMENTS - PRIME 250

COVERAGE ENDORSEMENTS	COVERAGE LIMIT	DEDUCTIBLE	WAITING PERIOD	RETRO ACTIVE PERIOD
California Consumer Privacy Act	$1,000,000	$10,000	-	Full Prior Acts
General Data Protection Regulation	$1,000,000	$10,000	-	Full Prior Acts
Utility Fraud Attack	$100,000	$10,000	-	-
Media Liability	$1,000,000	$10,000	-	Full Prior Acts
Cryptojacking	$100,000	$25,000	-	-
Separate Cowbell Breach Fund Costs Endorsement	$1,000,000	$10,000	-	-

AMENDATORY ENDORSEMENTS

- BIPA Exclusion Endorsement
- War Exclusion Endorsement
- Amended Cyber Event Amendatory Endorsement
- Amend Cooperation Clause

80.0%

- Blanket Additional Insured

© 2025 Cowbell Cyber, Inc. | All Rights Reserved | www.cowbell.insure | 1 (833) 633-8666
Cowbell Insurance Agency LLC, State Licenses: https://cowbell.insure/state-licenses/
Policies underwritten by Cowbell Insurance Agency, LLC.

ENDORSEMENTS & FORMS - PRIME 250

(EFFECTIVE AT INCEPTION)

TITLE	FORM #
Cowbell Cyber Risk Insurance Declarations - Prime 250	PRIME 250SL 002 09 21
Notice to Policyholders - OFAC	PN006SL 09 20
Customer Notice of Privacy Policy & Producer Compensation Practices Disclosure	PN007SL PL 0921
Cowbell Cyber Risk Insurance Policy - Prime 250	PRIME 250SL 001 10 20
Service of Process	PRIME 250SL 075 PL 09 21
California Consumer Privacy Act	PRIME 250SL 004 09 20
General Data Protection Regulation	PRIME 250SL 005 09 20
Utility Fraud Attack	PRIME 250SL 006 09 20
Media Liability	PRIME 250SL 007 09 20
Cryptojacking	PRIME 250SL 009 09 20
Amend Cooperation Clause	PRIME 250SL 019 09 20
Blanket Additional Insured	PRIME 250SL 021 09 20
BIPA Exclusion Endorsement	PRIME 250SL 048 09 21
WAR Exclusion Endorsement	PRIME 250SL 088 06 23
Amended Cyber Event Amendatory Endorsement	PRIME 250SL 089 08 23
Separate Cowbell Breach Fund Costs Endorsement	PRIME 250SL 090 04 24
Disclosure Pursuant to Terrorism Risk Insurance Act	PRIME 250SL 028 10 20
Cap on Losses From Certified Acts of Terrorism	PRIME 250SL 029 10 20
Trade or Economic Sanctions Exclusion Endorsement	PRIME 250SL 032 09 20
CB-Compliance	CB-COMPLIANCE (07/24)
Texas Surplus Lines Notice	CB-TX-NOTICE (03/24)

© 2025 Cowbell Cyber, Inc. | All Rights Reserved | www.cowbell.insure | 1 (833) 633-8666
Cowbell Insurance Agency LLC, State Licenses: https://cowbell.insure/state-licenses/
Policies underwritten by Cowbell Insurance Agency, LLC.

DESCRIPTION OF COVERAGES - PRIME 250

(Please note this quote contains only a general description of coverage provided. For a detailed description of the terms, you must refer to the insurance contract itself and the endorsements listed herein).

Liability Costs

Coverage for (1) defense expenses, (2) monetary damages the insured becomes legally obligated to pay including pre-judgment interest, post judgment interests, judgments or settlements; and (3) punitive, exemplary, or multiplied damages but only to the extent such damages are insurable under the applicable law most favorable to the insurability of such damages.

PCI Costs

Coverage for amounts the insured is legally obligated to pay under a Payment Card Services Agreement including: (1) monetary assessments; (2) fines; (3) penalties; (4) chargebacks; (5) reimbursements; (6) fraud recoveries; (7) forensic investigation, including any PFI; and (8) costs or expenses incurred in connection with a PCI DSS compliance audit.

Regulatory Costs

Coverage for (1) any amount the insured is legally required to deposit in a fund for the payment of consumers; (2) fines; or (3) penalties imposed by a federal, state or foreign governmental entity due to a privacy incident.

Cowbell Breach Fund

Coverage for losses and expenses directly associated with recovery activities after a cyber incident. This can include incident response, investigation, forensics, crisis management, notification to customers, call center services, overtime salaries, post-event monitoring services such as credit monitoring, and healthcare records remediation for impacted customers.

Data Restoration Costs

Coverage for the cost to replace, restore, recreate or recover data residing on an insured's computer system that is compromised as a direct result of a network security incident. If such data cannot be replaced, restored, recreated or recovered, then data restoration is limited to the costs associated with that determination.

Extortion Costs

Coverage for losses from a privacy incident or network security incident resulting from a credible threat or series of threats, such as a ransomware attack. This can include expenses to investigate the cause of an extortion threat and the payment amounts, including the actual costs to execute such payment (whether in digital or traditional currency).

Business Impersonation Costs

Coverage for the costs to inform potentially impacted parties (individuals, vendors or suppliers) of fraudulent communications where a third party impersonated the insured to deceive them or any vendor or supplier into sharing credentials or protected information.

Reputational Harm Expense

Coverage for the income loss that the insured sustains during a period of indemnity that directly results from a communication via any medium specifically arising from an actual or alleged incident that threatens to, or actually does negatively harm the insured's reputation

Business Interruption Loss

Coverage for the income loss and extra expenses due to the actual and measurable interruption or degradation in performance of the insured's computer system. This would also include a voluntary shutdown of the insured's computer system when such action is taken to minimize, avoid or reduce further damage as a result of a covered incident.

Contingent Business Interruption Loss

coverage for the income loss and extra expenses due to the actual and measurable interruption or degradation in performance of a service provider's computer system. This would also include a voluntary shutdown of computer systems when such action is taken to minimize, avoid or reduce further damage as a result of a covered incident.

System Failure

Coverage for the income loss and extra expenses due to a system failure (see policy wording) which causes the actual and measurable interruption, suspension, failure, degradation or delay in performance of the insured's computer system.

Contingent System Failure

Coverage for the income loss and extra expense due to a system failure (see policy wording) which causes the actual and measurable interruption, suspension, failure, degradation or delay in performance of a service provider's computer system.

© 2025 Cowbell Cyber, Inc. | All Rights Reserved | www.cowbell.insure | 1 (833) 633-8666
Cowbell Insurance Agency LLC, State Licenses: https://cowbell.insure/state-licenses/
Policies underwritten by Cowbell Insurance Agency, LLC.

DESCRIPTION OF COVERAGES - PRIME 250

Cyber Crime Loss

Coverage for loss of money or digital currency directly resulting from any of the following covered events: (1) social engineering (2) reverse social engineering, (3) fraudulent transfer of funds. It also provides coverage for charges incurred by the insured from its telecommunications provider as a result of a telecommunications hack.

Bricking Costs

Coverage for the reasonable and necessary costs, subject to the insurer's prior consent, to replace, remediate or improve the insured's computer system. Costs must be incurred as a direct result of a network security incident.

Criminal Reward Costs

Coverage for amounts offered by the insured for information that leads to the arrest and conviction of any individual(s) committing or trying to commit any illegal act related to any coverage under this policy.

California Consumer Privacy Act

Coverage for the amounts that the insured is legally obligated to pay in responding to a CCPA compliance audit or investigation that directly results from a privacy or a network security incident.

General Data Protection Regulation

Coverage for the amounts that the insured is legally obligated to pay in responding to a GDPR compliance audit or investigation that directly results from a privacy or a network security incident.

Utility Fraud Attack

Coverage for the additional amounts incurred due to the manipulation or deception, by an unauthorized third party for its use, of the insured organization's natural gas, oil, or internet.

Media Liability

Liability costs coverage for intellectual property infringement, other than patent infringement, resulting from the advertising of an insured's services. This builds upon the online media liability coverage in the base form to expand to printed advertising. This includes social media.

Cryptojacking

Coverage for the financial loss resulting from the unauthorized access or unauthorized use of computer systems to mine for digital currency that directly results in additional costs incurred by the insured organization for computing resources.

Separate Cowbell Breach Fund Costs Endorsement

© 2025 Cowbell Cyber, Inc. | All Rights Reserved | www.cowbell.insure | 1 (833) 633-8666
Cowbell Insurance Agency LLC, State Licenses: https://cowbell.insure/state-licenses/
Policies underwritten by Cowbell Insurance Agency, LLC.

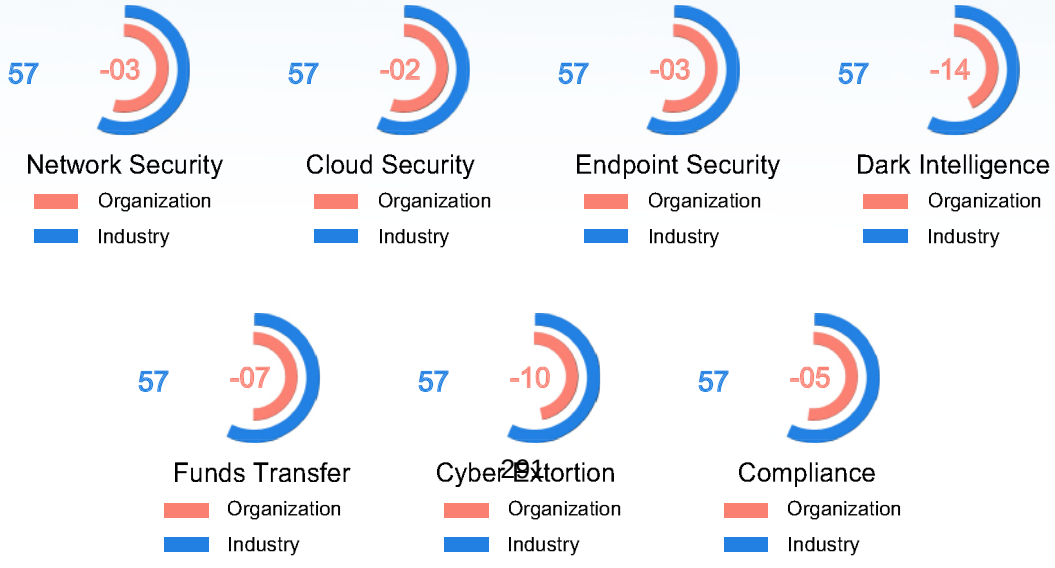
COWBELL AGGREGATE FACTOR:
BENCHMARKING RISK

Cowbell Factors are a set of risk ratings that continuously assess your organization for cyber risks. Your company aggregate factor provides an immediate benchmark of your organization against its industry peers.

COWBELL FACTORS:
CONTINUOUS RISK ASSESSMENT

Cowbell Factors are compiled using hundreds of data points from multiple sources: public databases, third-party vendors, proprietary external scanners, dark web intelligence, and compliance information. Cowbell applies artificial intelligence algorithms to model risks and generate Cowbell Factors which define an organization's risk profile.

Your Cowbell Factors



DESCRIPTION - COWBELL FACTORS

Company Aggregate Cowbell Factor

Weighted average of Cowbell Factors for the account and an effective metric to benchmark a company against its industry peers. The higher, the better: a company with a rating of 85represents less risk than one with a rating of 64.

Industry Aggregate Cowbell Factor

Measures an industry overall cyber risk profile. This is calculated for each industry based on Cowbell's risk pool of 25 million U.S. accounts, incorporating information from proprietary scannersand external data sources.

Network Security

Measures the strength of the organization's network infrastructure and whether security best practices are deployed - encryption, secure protocols, patching frequency. This factoralso checks for vulnerabilities, malware, and misconfigurations.

Cloud Security

Measures the strength of an organization's cloud security based on footprint on commonly used public clouds (AWS, Azure, GCP, etc), security configuration, and alignment to security best practices.

Endpoint Security

Measures endpoints preparedness (servers, mobile devices, IoT endpoints) towards cyberattacks. This factor incorporates the number of endpoints as well as the level of security hygiene applied to them.

Dark Intelligence

Measures an organization's exposure on the darkweb, taking into account the type, timing, and volume of data exposed and its value for criminal activity (examples: stolen credentials, PII).

Funds Transfer

Tracks risk markers related to the compromise of emails that commonly leads to nefarious activities such as fraudulent funds transfer.

Cyber Extortion

Measure of an organization's potential exposure to extortion related attacks such as ransomware.

Compliance

Measures an organization's level of compliance to security standards such as CIS (Center of Internet Security) benchmarks, NIST CSF (Cyber Security Framework), CSC-20 (CriticalSecurity Controls), HIPAA, PCI, EU GDPR and CCPA.

Supply Chain

Measures an organization's susceptibility to software supply chain incidents. This factor is compiled from technographic and firmographic data, web scraping information, and public vulnerability repositories.

Insider Threat

Measures an organization's susceptibility to insider threats. This factor is compiled from social media platforms and other sources that might expose attrition rate, negative opinion, or detrimental intent towards the organization by past and current employees and stakeholders.

© 2025 Cowbell Cyber, Inc. | All Rights Reserved | www.cowbell.insure | 1 (833) 633-8666
Cowbell Insurance Agency LLC, State Licenses: https://cowbell.insure/state-licenses/
Policies underwritten by Cowbell Insurance Agency, LLC.

6800 Koll Center Parkway, Suite 250, Pleasanton CA 94566

SURPLUS LINES COMPLIANCE NOTICE

ISSUING CARRIER **Palomar Excess and Surplus Insurance Company**

We are pleased to enclose policy documents for this account.

Please be advised that by binding this risk with the above referenced Surplus Lines Insurance Company, you agree that as the Surplus Lines Broker responsible for the placement of this insurance policy, it is your obligation to comply with all States Surplus Lines Laws including completion of any declarations / affidavits that must be filed as well as payment of any and all Surplus Lines taxes that must be remitted to the State(s). We will look to you for indemnification if controlling Surplus Lines Laws are violated by you as the Surplus Lines broker responsible for the placement.

You further confirm that any applicable state requirement concerning a diligent search for coverage by admitted carriers has been fulfilled in accordance with state law.

Thank you for this placement and your regulatory compliance.

NAMED INSURED: **Granbury ISD**

NUMBER: **QCB-250-Z7PZWUVS**

STATE: **TX**

SURPLUS LINES BROKER: **Robert Hughes**

FILING STATE SURPLUS LICENSE NUMBER: **1476208**

AGENCY NAME: **Apex Insurance Services**

AGENCY MAILING ADDRESS: **1720 Windward Concourse, Suite 230**
Alpharetta, GA, 30005

6800 Koll Center Parkway, Suite 250, Pleasanton CA 94566

TEXAS SURPLUS LINES NOTICE

This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as surplus line coverage under the Texas insurance statutes. The Texas Department of Insurance does not audit the finances or review the solvency of the surplus lines insurer providing this coverage, and the insurer is not a member of the property and casualty insurance guaranty association created under Chapter 462

MARKEL®

ACTIVE ASSAILANT QUOTATION

Policy Information	
Policy Number	**CV2789A25MZA**
Named Insured	**Granbury ISD**
Named Insured Mailing Address	**217 N. Jones** **Granbury, TX 76048**
Broker Information	**Apex**
Policy Period	From September 1st, 2025 to September 1st, 2026, at 12:01 A.M. Standard Time at your mailing address shown above

This Policy Consists Of The Following Coverage Part(s), But Only For Which A Premium Is Indicated. This Premium May Be Subject To Adjustment.

Coverage Option 1	Limit	Deductible	Premium	Markel Share
Active Assailant	USD 1,000,000 per occurrence and in the annual aggregate	As per below	USD 14,250 705.68 5.82 300 15,261.50	100%

Coverage Option 2	Limit	Deductible	Premium	Markel Share
Active Assailant	USD 3,000,000 per occurrence and in the annual aggregate	As per below	USD 25,000 1,227.05 10.12 300 26,537.17	100%
Active Assailant Liability sublimit	USD 1,000,000 per occurrence and in the annual aggregate	As per below		

Insured Location(s)
Total Declared Values: $254,259,644
Covered Property:
☒ Per schedule on file with us

Option 1

Active Assailant Coverage Form Aggregate Limit Of Insurance	
Coverage Form Aggregate Limit Of Insurance:	$1,000,000 All Loss, Damages, Claims, And Claim Expenses Under All Coverages Combined.

Section I – Property Coverages	
Covered Property: ☒ Per schedule on file with us	
Damage To Covered Property Limit Of Insurance And Deductible	
Each Occurrence Limit Of Insurance:	$1,000,000
Each Occurrence Deductible:	$10,000

Additional Coverage Limits And Limitations (Part of overall limit and not in addition to)		
Business Interruption:	$1,000,000 Each Occurrence	Waiting Period: 06 Hours
Civil Or Military Authority:	Duration: 90 Days	Waiting Period: 03 Hours
Extended Period Of Indemnity:	Duration: 90 Days	
Ingress/Egress:	Duration: 90 Days	Waiting Period: 03 Hours
Extra Expense	$1,000,000 Each Occurrence	
Professional Fees:	Subject to Damage To Covered Property Each Occurrence Deductible	

Section II – Liability Coverages	
Active Assailant And Hostage Event Liability Limit Of Insurance And Deductible	
Each Occurrence Limit Of Insurance:	$1,000,000
Each Occurrence Deductible:	$25,000

Ancillary Support Services Limits Of Insurance (Part of overall limit and not in addition to)	
Clean-up Costs:	$100,000 Each Occurrence
Counseling Costs	$1,000,000 Each Occurrence
Crisis Management Response Services:	$100,000 Each Occurrence
Employee Retraining Costs	$10,000 Each Employee
Funeral Costs	$10,000 Each Person $150,000 Aggregate Per Event
Medical And Dental Costs:	$1,000,000 Each Occurrence
Replacement Employee Recruitment Costs	$1,000,000 Each Occurrence
Rest And Rehabilitation	$50,000 Each Occurrence
Other Costs	$1,000,000 Each Occurrence
Ancillary Support Services Aggregate Limit Of Insurance:	$1,000,000

Option 2

Active Assailant Coverage Form Aggregate Limit Of Insurance	
Coverage Form Aggregate Limit Of Insurance:	$3,000,000 All Loss, Damages, Claims, And Claim Expenses Under All Coverages Combined.

Section I – Property Coverages	
Covered Property: ☒ Per schedule on file with us	
Damage To Covered Property Limit Of Insurance And Deductible	
Each Occurrence Limit Of Insurance:	$3,000,000
Each Occurrence Deductible:	$10,000

Additional Coverage Limits And Limitations (Part of overall limit and not in addition to)		
Business Interruption:	$3,000,000 Each Occurrence	Waiting Period: 06 Hours
Civil Or Military Authority:	Duration: 90 Days	Waiting Period: 03 Hours
Extended Period Of Indemnity:	Duration: 90 Days	
Ingress/Egress:	Duration: 90 Days	Waiting Period: 03 Hours
Extra Expense	$3,000,000 Each Occurrence	
Professional Fees:	Subject to Damage To Covered Property Each Occurrence Deductible	

Section II – Liability Coverages	
Active Assailant And Hostage Event Liability Limit Of Insurance And Deductible	
Each Occurrence Limit Of Insurance:	$1,000,000
Each Occurrence Deductible:	$25,000

Ancillary Support Services Limits Of Insurance (Part of overall limit and not in addition to)	
Clean-up Costs:	$100,000 Each Occurrence
Counseling Costs	$3,000,000 Each Occurrence
Crisis Management Response Services:	$100,000 Each Occurrence
Employee Retraining Costs	$10,000 Each Employee
Funeral Costs	$10,000 Each Person $150,000 Aggregate Per Event
Medical And Dental Costs:	$3,000,000 Each Occurrence
Replacement Employee Recruitment Costs	$3,000,000 Each Occurrence
Rest And Rehabilitation	$50,000 Each Occurrence
Other Costs	$3,000,000 Each Occurrence
Ancillary Support Services Aggregate Limit Of Insurance:	$3,000,000

Total Layer Premium Option 1	
Annual Premium:	$14,250
Markel Share Premium:	$14,250
Minimum Premium:	Fully Earned

Total Layer Premium Option 2	
Annual Premium:	$25,000
Markel Share Premium:	$25,000
Minimum Premium:	Fully Earned

Forms And Endorsements
Forms and Endorsements to be provided at time of binding. Coverage as per Markel Standalone Active Assailant Form

These Declarations, together with the Common Policy Conditions and Coverage Form(s) and any Endorsement(s), complete the above numbered policy.

Additional Information
This quotation will expire in 30 days.
Quoted terms are subject to confirmation of no known or reported losses, incident or threats of the type of event covered under this policy within the past 5 years.
It is your responsibility to handle all E&S filings as well as collect and pay the E&S taxes if the above coverage is secured.
Company reserves the right to adjust quotation subject to changes in T&C prior to binding.

Countersigned: July 28th, 2025 By: Kyle Rogers

DATE **AUTHORIZED REPRESENTATIVE**

EVANSTON INSURANCE COMPANY

ACTIVE ASSAILANT COVERAGE FORM

VARIOUS PROVISIONS IN THIS POLICY MAY RESTRICT OR EXCLUDE COVERAGE. PLEASE READ THE ENTIRE POLICY CAREFULLY TO DETERMINE YOUR RIGHTS AND DUTIES AND WHAT IS AND IS NOT COVERED.

PLEASE NOTE THAT AMOUNTS INCURRED AS CLAIM EXPENSES WILL REDUCE THE LIMIT OF INSURANCE AVAILABLE.

Throughout this Coverage Form the words "you" and "your" refer to the Named Insured shown in the Declarations. The words "we", "us", and "our" refer to the Company providing this insurance.

Other words and phrases that appear in quotation marks have special meaning. Refer to Section **VI** – Definitions.

SECTION I – PROPERTY COVERAGES

A. Damage To Covered Property

1. We will pay:

a. For direct physical loss of or damage to Covered Property that:

(1) Results from an "active assailant event" or "hostage event" occurring during the policy period; and

(2) Is directly caused by the actions of an "active assailant" during an "active assailant event" or a "hostage taker" during a "hostage event"; and

b. Reasonable and necessary costs you incur to remove debris of:

(1) Covered Property remaining from an Insured Location and the area immediately adjacent to the Insured Location; and

(2) Uninsured property from the Insured Location;

if Covered Property sustains direct physical loss or damage as a direct result of an "active assailant event" or "hostage event".

The cost of removal of debris will not be considered in determination of the valuation of the property covered.

We will not be liable for the expense of removing contaminated or polluted uninsured property, nor the "pollutant" or contaminant therein or thereon, whether or not the pollution or contamination results from insured physical loss or damage.

2. Covered Property means the real and personal property declared to us as shown in the Declarations.

3. Covered Property does not include:

a. Land or land values;

b. Power transmission lines, feeder lines, or pipelines beyond 1,000 feet of the Insured Location;

c. Any building or structure, or property contained within, while such building or structure is "unoccupied" for more than 30 consecutive days, unless the property is intended to be "unoccupied" in its normal operations;

d. Aircraft, including unmanned aircraft and any other aerial device, or watercraft;

e. Any land conveyance, including vehicles, locomotives, or rolling stock, unless such land conveyance is shown in the Declarations and solely while located at the Insured Location at the time of its damage;

f. Animals, plants, and living things of all types;

g. Property in transit not on the Insured Location;

h. Contraband or property in the course of illegal trade;

i. **"**Electronic Data"; or

j. Any property not owned by you or that you have not declared to us.

B. Additional Coverages

Subject to the corresponding Additional Coverage Limits And Limitations shown in the Declarations, we will pay for the following loss you sustain as a direct result of an "active assailant event" or "hostage event":

1. Business Interruption

The actual "income loss" sustained by you during the "period of restoration", directly caused by a covered "active assailant event" or "hostage event" that interrupts your business.

2. Civil Or Military Authority

The actual "income loss" sustained by you directly caused by the prevention of ingress to or egress from an Insured Location or part of an Insured Location by order by a civil or military authority during the policy period for a period not to exceed the Duration shown in the Declarations, due to an "active assailant event" or "hostage event" resulting in direct physical loss or damage to property of the type insured under this Coverage Form within one mile of the affected Insured Location.

3. Extended Period Of Indemnity

The actual amount of the reduction in sales sustained during the Duration shown in the Declarations after the "period of restoration" has ended, but only if resulting from:

a. Restoration efforts, meaning efforts to physically restore the business to the condition that would have existed had no "active assailant event" or "hostage event" occurred; or

b. Contract cancellation, meaning cancellation of contracts you entered into prior to the "active assailant event" or "hostage event" for sales that would have been earned during the time period described above.

If you could have minimized the total reduction in sales by:

(1) A complete or partial resumption of the business operations;

(2) Making use of merchandise, stock, or other property at the Insured Location or elsewhere; or

(3) Using or increasing business operations elsewhere;

then we will take such possible reduction of loss into account when calculating the amount of loss we will pay.

4. Ingress/Egress

The actual "income loss" sustained by you directly caused by the prevention of ingress to or egress from an Insured Location or part of an Insured Location during the policy period for a period not to exceed the Duration shown in the Declarations, due to an "active assailant event" or "hostage event" resulting in direct physical loss or damage to property of the type insured under this Coverage Form that occurred within one mile of the affected Insured Location. This Additional Coverage does not apply if the prevention of ingress or egress was by order of a civil or military authority.

5. Extra Expense

The actual "extra expense" incurred by you during the "period of restoration" directly caused by an "active assailant event" or "hostage event" that interrupts your business.

The amount of "extra expense" will be determined based on all expenses that exceed the normal operating expenses that would have been incurred during the "period of restoration" if no "active assailant event" or "hostage event" had occurred. We will deduct from the total of such expenses:

a. The salvage value that remains of any property bought for temporary use during the "period of restoration", once operations are resumed; and

b. Any "extra expense" that is paid for by other insurance, except for insurance that is written subject to the same plan, terms, conditions, and provisions as this insurance.

6. Professional Fees

Reasonable and necessary costs you incur with our prior written consent for the fees of your accountants, architects, auditors, or engineers, plus the cost of using your "employees", to produce and certify any particulars or details contained in your books or documents, or such other evidence we require in connection with a claim submitted under this Coverage Form.

We will not pay for any fees and costs of attorneys, public adjusters, or loss appraisers or loss consultants, or anyone retained on their behalf, who provide consultation on insurance coverage or who negotiate claims.

The amount we will pay under this Section **I** – Property Coverages is limited as described in Section **V** – Limits Of Insurance, Deductibles, And Waiting Periods. Our obligation to make any payments ends when we have used up the Coverage Form Aggregate Limit Of Insurance or applicable limit shown in the Declarations.

SECTION II – LIABILITY COVERAGES

A. Active Assailant And Hostage Event Liability

1. We will pay those sums that the insured becomes legally obligated to pay as damages because of a claim for "bodily injury" or "property damage" directly caused by an "occurrence". We will also pay "claim expenses" incurred by the insured with our prior written consent.

We may, at our discretion, investigate any "active assailant event" or "hostage event", and will have the right and duty to defend:

a. Any "suit" against an insured that seeks damages, even if any of the allegations of the "suit" are groundless, false, or fraudulent; or

b. Any claim in the form of a regulatory proceeding;

arising out of or resulting from an "occurrence".

Defense counsel must be mutually agreed upon between the insured and us. In the absence of such agreement, our decision will be final. We will pay "claim expenses" incurred by us for such defense.

The amount we will pay for damages and "claim expenses" combined is limited as described in Section **V** – Limits Of Insurance, Deductibles, And Waiting Periods. The limit of insurance available to pay damages under this Paragraph **A.** Active Assailant And Hostage Event Liability will be reduced and may be completely exhausted by the payment of "claim expenses". Our right and duty to defend ends when we have used up the applicable limit of insurance in the payment of damages or "claim expenses".

2. This insurance applies to "bodily injury" or "property damage" only if you notify us in writing of the "active assailant event" or "hostage event" as soon as practicable and in no event later than 90 days after the coverage afforded under this Coverage Form expires.

3. We will not settle any claim or "suit" without your consent, which consent will not be unreasonably withheld. If you refuse to consent to any settlement or compromise recommended by us and acceptable to the claimant and elect to contest the claim, our liability for any damages, "claim expenses", and any penalties or interest assessed as a result of failing to settle will not exceed:

a. The amount for which the claim could have been settled, less the Active Assailant And Hostage Event Liability Each Occurrence Deductible shown in the Declarations, plus "claim expenses" incurred up to the time of such refusal; or

b. The applicable limit of insurance;

whichever is less, and we will have the right to withdraw from the further defense by tendering control of such defense to you.

B. Ancillary Support Services

Subject to the corresponding Ancillary Support Services Limits Of Insurance and the Ancillary Support Services Aggregate Limit Of Insurance shown in the Declarations, we will pay the following additional costs sustained as a direct result of an "occurrence":

1. Clean-up Costs

Costs related to the clean-up of an Insured Location after an "active assailant event" or "hostage event". Clean-up costs may include biological cleaning or sanitation.

2. Counseling Costs

Costs incurred for the provision of care by psychiatrists, social workers, or counselors to mitigate the adverse mental, emotional, or psychological effects of an "active assailant event" or "hostage event" for any person physically present at or within 650 feet of an Insured Location during such "active assailant event" or "hostage event".

This coverage applies only to counseling costs incurred within two years after an "active assailant event" or "hostage event".

3. Crisis Management Response Services

Costs incurred for the services of a crisis management consultant retained by us to provide you with "crisis management response services" after an "active assailant event" or "hostage event".

This coverage applies only to crisis management response service costs incurred within one year after an "active assailant event" or "hostage event".

4. Employee Retraining Costs

Job retraining costs for "employees" physically present and physically injured as a result of an "active assailant event" or "hostage event".

This coverage applies only to employee retraining costs incurred within 120 days after an "active assailant event" or "hostage event".

5. Funeral Costs

Funeral costs for any person killed as a direct result of "bodily injury" sustained during an "active assailant event" or "hostage event".

6. Medical And Dental Costs

Medical and dental costs incurred to mitigate the adverse physical effects of "bodily injury" sustained as a result of an "active assailant event" or "hostage event" for any person physically present at or within 650 feet of an Insured Location during such "active assailant event" or "hostage event"; provided, however, that this coverage will only apply to persons who are first seen by a medical or dental practitioner within 30 days of an "active assailant event" or "hostage event" occurring.

Medical and dental costs do not include counseling costs.

This coverage applies only to medical and dental costs incurred within two years after an "active assailant event" or "hostage event".

7. Replacement Employee Recruitment Costs

Recruitment costs to replace "employees" physically present and physically injured as a result of an "active assailant event" or "hostage event" and unable to continue working as a result of their injuries.

This coverage applies only to replacement employee recruitment costs incurred within 120 days after an "active assailant event" or "hostage event".

8. Rest And Rehabilitation Costs

Reasonable costs related to rest and rehabilitation, including travel, lodging, and meals, for "employees" who suffer "bodily injury" as a result of an "active assailant event" or "hostage event".

Rest and rehabilitation costs do not include counseling costs or medical and dental costs.

This coverage applies only to rest and rehabilitation costs incurred within one year after an "active assailant event" or "hostage event".

9. Other Costs

Any other costs for which coverage is not otherwise provided in this Section incurred with our prior written consent to mitigate the adverse effects of an "active assailant event" or "hostage event".

The amount we will pay under this Section **II** – Liability Coverages is limited as described in Section **V** – Limits Of Insurance, Deductibles, And Waiting Periods. Our obligation to make any payments ends when we have used up the Coverage Form Aggregate Limit Of Insurance or applicable limit shown in the Declarations.

C. Who Is An Insured

The word "insured", whether in the singular or plural, means:

1. The Named Insured stated in the Declarations;

2. Any past or current principal, partner, member, manager, officer, director, trustee, shareholder, or "employee" of the Named Insured solely while acting on behalf of the Named Insured and within the scope of their duties as such; and

3. The heirs, executors, administrators, assigns, and legal representatives of each insured in Paragraphs **1.** and **2.** above in the event of death, incapacity, or bankruptcy of each such insured, but only for each such insured's liability as is otherwise covered herein.

SECTION III – EXCLUSIONS

A. Applicable To All Coverages

We will not pay for loss, damage, increased cost, "bodily injury", "property damage", damages, or "claim expenses", regardless of any other cause or event that contributes concurrently or in any sequence to such loss, damage, increased cost, "bodily injury", "property damage", damages, or "claim expenses":

1. Asbestos

Arising, directly or indirectly, out of asbestos exposure of any kind including, but not limited to, emission, release, discharge, dispersal, or escape of asbestos.

2. Burglary, Home Invasion, Looting, Vandalism, Theft, Armed Robbery, Or Larceny

Arising out of actual or attempted burglary, home invasion, looting, vandalism, theft, armed robbery, or larceny.

3. Chemical Or Biological Agent Or Disease

Arising, directly or indirectly, out of chemical or biological agent or disease exposure of any kind including, but not limited to, use, transmission, emission, release, discharge, dispersal, or escape of any chemical or biological agent or disease.

4. Gang-related Or Organized Crime

Arising out of gang-related or organized crime.

5. Insured's Use Of Firearms

Caused by the carrying (whether or not concealed), use, misuse, or discharge of, or the failure to use or discharge, any "firearm", regardless of whether done so with your consent or knowledge, by any insured, "employee" of an insured, or contractor or employee of any security or similar company hired by an insured.

6. Nuclear Hazard

Arising, directly or indirectly, out of nuclear detonation, nuclear reaction, nuclear radiation, or radioactive contamination, however caused.

7. Pollution

Arising, directly or indirectly, out of the actual, alleged, or threatened discharge, dispersal, release, or escape of "pollutants", including any direction or request to test for, monitor, clean-up, remove, contain, treat, detoxify, or neutralize "pollutants".

8. Ransom Or Extortion Payment

Cash, cryptocurrency, or marketable securities, goods, or services provided by way of ransom or other response to extortion or hostage demands.

9. Refunds Or Rescheduling

Refunds or compensation or any costs relating to event rescheduling or relocation.

10. Road Rage

Arising out of road rage.

11. Sexual Abuse Or Molestation

Arising out of sexual abuse or molestation in any form, whether threatened or actual.

This exclusion applies to all claims, "suits", and causes of action, even if the claim, "suit", or cause of action against the insured alleges:

a. Negligence or other wrongdoing in the employment, investigation, supervision, training, or retention of any person;

b. Improper reporting to the proper authorities or failure to so report;

c. Intentional or negligent infliction of emotional distress, pain, or suffering;

d. Defamation, libel, or slander; or

e. Violations of any statute or ordinance;

related to sexual abuse or molestation.

12. Strikes or Riots

Arising, directly or indirectly, out of any protest or strike, labor unrest, riot, or civil commotion.

13. Suspension, Cancellation, Or Lapse Of Lease Or Contract

Increase in loss:

a. Due to suspension, cancellation, or lapse of any lease, contract, license, or orders; or

b. For penalties of any nature.

14. Threat Or Hoax

As a result of threat or hoax.

15. War

Arising, directly or indirectly, out of war, invasion, or warlike operations (whether war be declared or not), hostile acts of sovereign or local government entities, civil war, rebellion, revolution, insurrection, martial law, usurpation of power, or civil commotion assuming the proportions of or amounting to an uprising.

B. Applicable To Section I – Property Coverages Only

We will not pay for any:

1. Consequential Loss

a. Loss of use, loss of income, or increased cost of working, except for any "income loss" covered under Paragraph **B.** Additional Coverages of Section **I** – Property Coverages;

b. Delay or loss of markets, depreciation, or reduction in functionality; or

c. Consequential or indirect loss or damage, except as specifically provided by this Coverage Form.

2. Cyber Incident And Electronic Data

a. Loss, damage, cost, or expense caused, directly or indirectly, by any of the following:

(1) A "cyber incident";

(2) Theft or the transfer of property arising out of a "cyber incident";

(3) Any action taken in controlling, preventing, suppressing, or remediating a "cyber incident"; or

(4) Any partial or total unavailability or failure, or series of related partial failures, to access, process, use, or operate any "computer system".

b. Loss, loss of use, damage, destruction, distortion, erasure, corruption, reduction in functionality, repair, replacement, restoration, or reproduction of "electronic data" arising out of a "cyber incident".

This exclusion applies regardless of any other cause or event that contributes concurrently or in any sequence to the loss. This exclusion applies regardless of:

(1) Any provision or endorsement to the contrary and supersedes any conflicting language in this Coverage Form;

(2) Actual, imminent, or suspected loss or damage;

(3) "Electronic data" or "computer systems" owned, leased, or operated by an insured or any other party;

(4) Amounts pertaining to the value of "electronic data";

(5) Acts, costs, or expenses to sue, labor and travel for, in, and about, the defense, safeguarding, and recovery of property, including "computer systems" or "electronic data"; or

(6) Legal costs, expenses, or fees.

This exclusion does not apply to loss arising from the use of any "computer system" in the launch, guidance system, or firing mechanism of any weapon or missile when used in an "active assailant event" or "hostage event".

3. Loss During Idle Period

Loss during any idle period including, but not limited to, when production, operation, service, or delivery or receipt of goods would cease, would not have taken place, or would have been prevented due to:

a. Planned or rescheduled shutdown; or

b. Strikes or other work stoppage.

4. Loss Of Market Or Attraction

Loss arising out of loss of market or loss of attraction.

5. Ordinance Or Law

Loss or damage caused, directly or indirectly, by the enforcement of or compliance with any ordinance or law:

a. Regulating the construction, use, or repair of any property; or

b. Requiring the tearing down of any property.

This exclusion applies whether the loss results from:

(1) An ordinance or law that is enforced even if the property has not been damaged; or

(2) The increased costs incurred to comply with an ordinance or law in the course of construction, repair, renovation, remodeling, or demolition of property, or removal of its debris, following a physical loss to that property.

6. Organic Pathogen

Arising, directly or indirectly, out of the presence, growth, proliferation, spread, or any activity of "organic pathogens".

This exclusion applies regardless of whether there is any:

a. Direct physical loss of or damage to Covered Property;

b. Loss of use, occupancy, functionality, or decreased valuation of Covered Property or "income loss", "extra expense", or action of civil authority; or

c. Action required including, but not limited to, testing, repair, replacement, removal, clean-up, abatement, disposal, relocation, or actions taken to address medical or legal concerns.

7. Remote Utility Event

Loss under any Additional Coverage caused by an "active assailant event" or "hostage event" at a facility supplying gas, electric, water, or telephone facilities to an Insured Location unless caused by an event within 650 feet of an Insured Location.

8. Utility Services

Loss or damage caused by factors including, but not limited to, cessation, fluctuation or variation in, or insufficiency of, water, gas, or electricity supplies, telecommunications, or any type of utility service.

C. Applicable To Section II – Liability Coverages Only

This insurance does not apply to:

1. Breach Of Contract

Any increase in damages or "claim expenses" due to fines or damages for breach of contract or for late or non-completion of orders, or penalties of any nature.

2. Contractual Liability

Any "bodily injury" or "property damage" for which the insured is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the insured would have in the absence of the contract or agreement.

3. Cyber Incident, Data Compromise, And Violation Of Statutes Related To Personal Data

Damages caused by, arising out of, or in any way involving, directly or indirectly:

a. The loss of, loss of use of, corruption of, inability to access, or reduction in functionality of a "computer system", including, but not limited to:

(1) Damage to or loss of data occurring on a "computer system";

(2) Unauthorized access of a "computer system";

(3) Computer malware on a "computer system";

(4) Human error affecting a "computer system";

(5) System failure occurring on a "computer system";

(6) A defect of a "computer system";

(7) Social engineering, including, but not limited to, any priming, pretexting, spoofing, or other fraudulent, manipulative, or deceptive communication; or

(8) Cyber extortion;

b. Any:

(1) Access to or disclosure of (whether such access or disclosure is authorized or unauthorized); or

(2) Theft, alteration, or corruption of;

any person's or organization's confidential, intellectual, or proprietary information or data, including, but not limited to, "personal data", patents, trade secrets, processing methods, customer lists, or any other type of nonpublic information; or

c. Any action or omission that violates or is alleged to violate any federal, state, or local statute, law, rule, ordinance, or regulation that addresses, prohibits, regulates, or limits the printing, interception, dissemination, disposal, collecting, recording, sending, transmitting, communicating, distribution, sharing, sale, storage, retaining, receiving, or protection of "personal data", including, but not limited to:

(1) The Illinois Biometric Information Privacy Act (BIPA);

(2) The California Consumer Privacy Act (CCPA);

(3) The California Invasion Of Privacy Act (CIPA);

(4) The New York Stop Hacks and Improve Electronic Data Security Act (SHIELD Act);

(5) The European Union General Data Protection Regulation (GDPR); or

(6) Any similar or related federal, state, or local statute, law, rule, ordinance, or regulation;

including any amendments thereto.

This exclusion applies even if damages are claimed for notification costs, credit monitoring or repair expenses, forensic expenses, public relation expenses, costs associated with the replacement or reissuance of payment cards, fines, penalties, loss of use of property that has not been physically damaged, or any other loss, cost, or expense incurred by you or others arising out of that which is excluded above.

However, this exclusion does not apply to:

a. Liability for damages because of "bodily injury" or physical damage to tangible property of others. For the purpose of this exclusion, "electronic data" is not tangible property; and

b. Loss arising from the use of any "computer system" in the launch, guidance system, or firing mechanism of any weapon or missile when used in an "active assailant event" or "hostage event".

The insurance afforded by this exception is excess over any other valid and collectible insurance available to the insured, whether primary, excess, contingent, or issued on any other basis.

4. Employer's Liability

a. "Bodily injury" to:

(1) An "employee" arising out of and in the course of:

(a) Employment; or

(b) Performing duties related to the conduct of your business; or

(2) The spouse, child, parent, brother, or sister of that "employee" as a consequence of Paragraph **a.** above.

b. Medical and dental costs or counseling costs for an "employee" of any insured, if such costs are payable or must be provided under any employer's liability coverage.

This exclusion applies whether the insured may be liable as an employer or in any other capacity and to any obligation to share damages with or repay someone else who must pay damages because of the injury.

5. Mental Anguish

Damages or "claim expenses" arising out of claims for mental injury, anguish, or shock where no "bodily injury" has occurred, except as covered under **2.** Counseling Costs of Paragraph **B.** Ancillary Support Services of Section **II** – Liability Coverages in the form of counseling costs.

6. Organic Pathogen

a. "Bodily injury" or "property damage" which would not have occurred, in whole or in part, but for the actual, alleged, or threatened inhalation of, ingestion of, contact with, exposure to, existence of, or presence of, any "organic pathogen" on or within a building or structure, including its contents, regardless of whether any other cause, event, material, or product contributed concurrently or in any sequence to such injury or damage.

b. Any loss, cost, or expense arising out of the abating, testing for, monitoring, cleaning up, removing, containing, treating, detoxifying, neutralizing, remediating or disposing of, or in any way responding to, or assessing the effects of, "organic pathogens" by any insured or by any other person or entity.

c. Costs and expenses to investigate or defend any claim or "suit" or payment of any fine or penalty for the exclusions in Paragraphs **a.** or **b.** above.

This exclusion applies:

(1) To any obligations to share damages with or repay someone else who must pay damages; and

(2) To any "organic pathogen" emanating from or moving anywhere indoors or outdoors.

7. Perpetrator Expenses

Any damages, "claim expenses", or medical, dental, counseling, or funeral costs for an "active assailant" or "hostage taker".

8. Punitive Or Exemplary Damages

a. Punitive or exemplary damages or the multiplied portions of multiplied damages, including the trebling of damages;

b. Fines, penalties, or sanctions imposed by law; or

c. "Claim expenses" related to any of the above.

9. Workers' Compensation And Similar Laws

a. Any obligation of the insured under workers' compensation, unemployment compensation, social security, or disability laws, statutes, or regulations; or

b. Medical and dental costs or counseling costs for a person, whether or not an "employee" of any insured, if such costs are payable or must be provided under any workers' compensation, unemployment compensation, or disability laws, statutes, or regulations.

SECTION IV – CONDITIONS

A. Applicable To All Coverages

1. Joint Insureds

Our total liability for any loss, damage, cost, "claim expenses", or expense of any nature sustained by any one or more of the insureds under this Coverage Form will not exceed the applicable limits of insurance shown in the Declarations. We will have no liability in excess of the limits of insurance, regardless of the number of insureds that sustain loss.

2. Legal Action Against Us

No one may bring a legal action against us unless:

a. There has been full compliance by the insured with all of the terms of this Coverage Form; and

b. The action is brought within two years after the expiration or cancellation of the insurance afforded under this Coverage Form.

3. Misrepresentation Or Fraud

This Coverage Form is void in any case of fraud by you as it relates to this Coverage Form at any time. It is also void if you or any other insured, at any time, intentionally conceal or misrepresent a material fact concerning:

a. This Coverage Form;

b. The insured property;

c. Your interest in the Covered Property; or

d. A claim under this Coverage Form.

4. Policy Period, Coverage Territory

Under this Coverage Form:

a. We cover loss or damage commencing:

(1) During the policy period shown in the Declarations; and

(2) Within the coverage territory.

b. The coverage territory is the United States of America (including its territories and possessions), Puerto Rico, and Canada.

B. Applicable To Section I – Property Coverages Only

1. Loss Conditions

a. Abandonment

There can be no abandonment of any property to us.

b. Appraisal

If we and you fail to agree on the value of property or the amount of loss, either party may make written demand for an appraisal of the loss. In this event, each party will select a competent and impartial appraiser. The two appraisers will select a competent and impartial umpire. If the two arbitrators cannot agree on the umpire, either may request that selection be made by a judge of a court having jurisdiction.

The appraisers together will state separately the value of the property and amount of loss. If the appraisers fail to agree, they will submit their differences to the umpire. A decision agreed to by any two will be binding. Each party will:

(1) Pay its chosen appraiser; and

(2) Bear the other expenses of the appraisal and umpire equally.

If there is an appraisal, we still retain our right to deny the claim.

c. Duties In The Event Of Loss Or Damage

(1) You must see that the following are done in the event of loss of or damage to Covered Property:

(a) Notify the police if a law may have been broken.

(b) Give us prompt written notice of the loss or damage. Include a description of the property involved.

(c) As soon as possible, give us a description of how, when, and where the loss or damage occurred.

(d) Take all reasonable steps to protect the Covered Property from further damage and keep a record of your expenses necessary to protect the Covered Property for consideration in the settlement of the claim. This will not increase the limit of insurance. However, we will not pay for any subsequent loss or damage resulting from a cause of loss that is not an "active assailant event" or "hostage event". Also, if feasible, set the damaged property aside and in the best possible order for examination.

(e) At our request, give us complete inventories of the damaged and undamaged property. Include quantities, costs, values, and amount of loss claimed.

(f) As often as may be reasonably required, permit us to inspect the property proving the loss or damage and examine your books and records.

Also, permit us to take samples of damaged and undamaged property for inspection, testing, and analysis, and permit us to make copies from your books and records.

(g) Send us a signed, sworn proof of loss containing the information we request to investigate the claim. You must do this within 60 days after our request. We will supply you with the necessary forms. If no such proof of loss has been received by us within two years of the expiration date of this policy, we will be discharged from all liability under this coverage form.

(h) Cooperate with us in the investigation or settlement of the claim.

(2) We may examine any insured under oath, while not in the presence of any other insured and at such times as may be reasonably required, about any matter relating to this insurance or the claim, including the insured's books and records. In the event of an examination, the insured's answers must be signed.

d. Salvage And Recoveries

If either you or we recover any property after loss settlement, that party must give the other prompt notice. At your option, the property will be returned to you. You must then return to us the amount we paid to you for the property. We will pay recovery expenses and the expenses to repair the recovered property, subject to the limits of insurance.

e. Subrogation

(1) Any release from liability entered into in writing by you prior to loss or damage covered herein will not affect this Coverage Form or your right to recover hereunder. The right of subrogation against any of your subsidiaries or affiliated companies or any other companies associated with you through ownership or management is waived.

In the event of any payment under this Coverage Form, we will be subrogated to the extent of such payment to all your rights of recovery. You must:

(a) Execute all papers required;

(b) Cooperate with us and upon our request, attend hearings and trials;

(c) Assist in the conduct of suits, effecting settlements, securing and giving evidence, and attaining the attendance of witnesses; and

(d) Do anything that may be necessary to secure such right.

We will act in concert with all other interests concerned (including you) in the exercise of such rights of recovery.

(2) If any amount is recovered through subrogation, such amount will be distributed in the following priorities:

(a) First, any party (including you) suffering loss or damage of the type covered by this Coverage Form and in excess of the coverage under this Coverage Form will be reimbursed up to the amount of such loss or damage (excluding the amount of the Deductible under this Coverage Form);

(b) Second, we will be reimbursed to the extent of our payment under this Coverage Form;

(c) Third, you will be reimbursed for any Deductible payment under this Coverage Form; and

(d) Fourth, you or any insurer providing insurance primary to this Coverage Form, with respect to the amount of such primary insurance, self-insured retention, or loss or damage of a type not covered by this Coverage Form.

(3) The expense of all proceedings necessary to the recovery of any such amount will be apportioned between the interests concerned, including that of the insured, in the ratio of their respective recoveries as finally settled. If there is no recovery and proceedings are instituted solely on our initiative, the expense thereof will be borne by us.

f. Valuation

(1) Covered Property

In the event of loss of or damage to Covered Property, settlement will be based upon the cost of repairing, replacing, or restoring (whichever is the least) property on the same site, or nearest available site (whichever incurs the least cost) with material of like kind and quality without deduction for depreciation, subject to the following provisions:

(a) The repairs, replacement, or restoration must be executed with due diligence and dispatch.

(b) Until repairs, replacement, or restoration has been made, the amount of loss or damage will be limited to the actual cash value of the Covered Property at the time of loss or damage.

(c) If repair, replacement, or restoration with material of like kind and quality is restricted or prohibited by any by-laws, ordinance, or law, then any increased cost of repair, replacement, or restoration due will not be covered by this Coverage Form.

(d) Subject to the limits of insurance, the amount we will pay for loss or damage under this Coverage Form will not exceed the least of the following amounts:

(i) The total declared value applicable to the destroyed or damaged property.

(ii) The repair, replacement, or restoration cost of the property or any part thereof that was intended for the same occupancy and use, as calculated at the time of the loss or damage.

(iii) The amount actually and necessarily expended in repairing, replacing, or restoring the property or any part thereof.

(e) We will normally expect you to carry out repairs, replacement, or restoration of the Covered Property, but if you and we agree that it is not practicable or reasonable to do this, we will pay you an amount, subject to the limits of insurance, based on the repair, replacement, or restoration costs, less an allowance for fees and associated costs that are not otherwise incurred.

If the Agreed Values declared in the Declarations are less than the insured values as determined above, then any recovery otherwise due will be reduced in the same proportion that the values declared bear to the values that should have been declared, and you will coinsure for the balance.

(2) Business Interruption

(a) In calculating "income loss", we will take into consideration:

(i) The actual earnings at the Insured Location during the 12 months immediately preceding the date of the "occurrence"; and

(ii) The trend of your business and variations before and after the "occurrence" so that allowances are made for any material variations or changed circumstances, whether relating to market conditions or otherwise.

When fully adjusted, the "income loss" payable will represent as nearly as possible the earnings you would have realized during the "period of restoration" had the "occurrence" not happened.

(b) If you could have reduced the total "income loss" resulting from the interruption of business by:

(i) A complete or partial resumption of the business operations;

(ii) Making use of merchandise, stock, or other property at the Insured Location or elsewhere; or

(iii) Using or increasing business operations elsewhere;

we will take such possible reduction of loss into account when calculating the amount of loss we will pay.

2. General Conditions

a. Control Of Property

Any act or neglect of any person other than you beyond your direction or control will not affect this insurance.

The breach of any condition of this Coverage Form at any one or more Insured Locations will not affect coverage at any Insured Location where, at the time of loss or damage, the breach of condition does not exist.

b. Other Insurance

You may have other insurance subject to the same plan, terms, conditions, and provisions as the insurance under this Coverage Form. If you do, we will pay our share of the covered loss or damage. Our share is the proportion that the applicable Limit of Insurance under this Coverage Form bears to the limits of insurance of all insurance covering on the same basis.

c. Protection Maintenance

As a condition of this insurance, any protection provided for the safety of the property insured must be maintained in good order throughout the policy period and must be in use at all times, and such protection must not be withdrawn or varied to the detriment of our interests without our consent.

C. Applicable To Section II - Liability Coverages Only

1. Duties In The Event Of Occurrence, Claim Or Suit

a. Immediately call the vendor identified in the What To Do In A Crisis policyholder notice to access Crisis Management Response Services.

b. You must see to it that we are notified in writing as soon as practicable of an "active assailant event" or "hostage event" that may result in a claim. To the extent possible, notice should include:

(1) How, when, and where the "active assailant event" or "hostage event" took place;

(2) The names and addresses of any injured persons and witnesses; and

(3) The nature and location of any injury or damage arising out of the "active assailant event" or "hostage event".

c. If a claim is made or "suit" is brought against any insured, you must:

(1) Immediately record the specifics of the claim or "suit" and the date received; and

(2) Notify us as soon as practicable.

You must see to it that we receive written notice of the claim or "suit" as soon as practicable.

d. You and any other involved insured must:

(1) Immediately send us copies of any demands, notices, summonses, or legal papers received in connection with the claim or "suit";

(2) Authorize us to obtain records and other information;

(3) Cooperate with us in the investigation or settlement of the claim;

(4) Cooperate with us in the defense against the "suit"; and

(5) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

e. No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

2. Primary Insurance

This insurance is primary to and will not seek contribution from any other insurance under which you are a named insured. The amount of our liability will not be reduced by the existence of other insurance of the same risk.

This condition does not apply to any workers' compensation or other form of wage replacement or medical benefit insurance.

3. Transfer Of Rights Of Recovery Against Others To Us

If the insured has rights to recover all or part of any payment we have made under this Coverage Form, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

SECTION V – LIMITS OF INSURANCE, DEDUCTIBLES, AND WAITING PERIODS

A. Limits Of Insurance

1. Section I – Property Coverages

a. Each Occurrence Limit Of Insurance

Subject to Paragraph **3.** below, the most we will pay for all physical loss of or damage to all Covered Property arising out of any one "occurrence" is the Damage To Covered Property Each Occurrence Limit Of Insurance shown in the Declarations.

b. Additional Coverages Limits Of Insurance

Subject to Paragraph **3.** below, the most we will pay under any Additional Coverage for any one "occurrence" during the policy period is the corresponding Limit Of Insurance shown in the Declarations.

2. Section II – Liability Coverages

a. The Liability Coverages Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

(1) Insureds;

(2) Claims made or "suits" brought; or

(3) Persons or organizations making claims or bringing "suits".

b. Each Occurrence Limit Of Insurance

Subject to Paragraph **3.** below, the most we will pay for all damages and "claim expenses" because of "bodily injury" and "property damage" arising out of any one "occurrence" is the Active Assailant And Hostage Event Liability Each Occurrence Limit Of Insurance shown in the Declarations.

c. Ancillary Support Services Limits Of Insurance

Subject to Paragraph **3.** below, the most we will pay under any Ancillary Support Services coverage is the corresponding Limit of Insurance shown in the Declarations.

d. Ancillary Support Services Aggregate Limit Of Insurance

Subject to Paragraph **3.** below, the most we will pay for the sum of all payments under all Ancillary Support Services coverages arising out of all "occurrences" is the Ancillary Support Services Aggregate Limit Of

Insurance shown in the Declarations. The Ancillary Support Services Aggregate Limit Of Insurance is part of, not in addition to, the Coverage Form Aggregate Limit Of Insurance shown in the Declarations.

3. Coverage Form Aggregate Limit Of Insurance

The Coverage Form Aggregate Limit Of Insurance shown in the Declarations is the most we will pay for the sum of:

a. All physical loss of or damage to all Covered Property;

b. All damages and "claim expenses" because of all claims for "bodily injury" or "property damage"; and

c. All payments under all Additional Coverages and all Ancillary Support Services;

arising out of all "occurrences" during the policy period.

All coverage limits and sublimits are part of, not in addition to, the Coverage Form Aggregate Limit Of Insurance shown in the Declarations.

B. Deductible And Waiting Period

1. Deductible

a. Section I – Property Coverages

We will not pay for physical loss of or damage to Covered Property in any one "occurrence" until the amount of loss or damage exceeds the Deductible shown in the Declarations. We will then pay the amount of loss or damage in excess of the deductible up to the applicable limit of insurance.

b. Section II – Liability Coverages

With respect to the coverage provided under Paragraph **A.** Active Assailant And Hostage Event Liability:

(1) Our obligation to pay damages applies only to the amount of damages in excess of the Active Assailant And Hostage Event Liability Each Occurrence Deductible shown in the Declarations.

(2) The deductible applies to all damages because of "bodily injury" or "property damage" as the result of any one "occurrence", regardless of the number of persons or organizations who sustain damages because of that "occurrence".

(3) The terms of this insurance, including those with respect to:

(a) Our right and duty to defend the insured against any "suits" seeking those damages; and

(b) The insured's duties in the event of an "occurrence", claim, or "suit";

apply irrespective of the application of the deductible.

(4) We may pay any part or all of the deductible to effect settlement of any claim or "suit" and, upon notification of the action taken, you must promptly reimburse us for such part of the deductible amount as has been paid by us.

2. Waiting Period

Coverage for the following Additional Coverages is subject to a Waiting Period:

a. Business Interruption;

b. Civil Or Military Authority; and

c. Ingress/Egress.

Under such Additional Coverages, we will pay "income loss" only if the interruption to your business continues for a period greater than the Waiting Period shown in the Declarations, in which case we will pay for "income loss" sustained from the date and time the interruption first began, and ending the earlier of when the "period of restoration" ends or within the Duration shown in the Declarations, if applicable.

SECTION VI – DEFINITIONS

A. "Active assailant" means a person or group of persons actively engaged in killing or attempting to cause serious "bodily injury" by the use of a vehicle, explosive device, or any "handheld weapon".

B. "Active assailant event" means a premeditated attack by an "active assailant" located at an Insured Location causing:

1. Direct physical loss of or damage to Covered Property;

2. "Bodily injury" to any person, other than the "active assailant", at or within 650 feet of an Insured Location; or

3. "Property damage" to the property of any person, other than the "active assailant", at or within 650 feet of an Insured Location.

With respect only to the Civil Or Military Authority and Ingress/Egress Additional Coverages under Section **I** – Property Coverages, "active assailant event" means a premeditated attack by an "active assailant" at a location other than an Insured Location.

C. "Bodily injury" means any physical injury to a person including death, sickness, disease, or disability and all mental injury, anguish, or shock to such person resulting from the physical injury.

D. "Claim expenses" means all reasonable and necessary fees, costs, and expenses resulting from the investigation, adjustment, appraisal, defense, or appeal of a "suit" or claim by a third party seeking damages because of "bodily injury" or "property damage" to which this Coverage Form applies. "Claim expenses" does not include the salaries, expenses, overhead, or other charges by any insured for any time spent in cooperating in the defense, settlement, and investigation of any claim or "suit".

E. "Computer system" means any information technology or operational technology, including computers, any software and code residing on such computers, network equipment, hardware, firmware, mainframes, servers, electronic products or components, peripheral devices, data storage devices, and any associated devices or equipment (including computers, hardware, software, and input and output devices which are part of an industrial control system, including a supervisory control and data acquisition (SCADA) system) owned or operated by the insured or any other party.

F. "Crisis management response services" means the provision to you of assistance and guidance from the vendor identified in the What To Do In A Crisis policyholder notice during or immediately following an "active assailant event" or "hostage event". The vendor's services may include, but are not limited to:

1. On-the-ground expert crisis response;

2. Emergency services liaison;

3. Family liaison;

4. Press and media management;

5. Stakeholder communications; and

6. Business continuity support.

G. "Cyber incident" means:

1. The unauthorized access or use of a "computer system" or "electronic data" by any means including, but not limited to, malicious code, virus, malware, or ransomware, regardless of time and place;

2. A threat or hoax, or a series of connected threats involving access to, processing of, use of, or operation of any "computer system"; or

3. Any error or omission or series of related errors or omissions involving access to, processing of, use of, or operation of any "computer system".

H. "Electronic data" means facts, concepts, and information converted to a form usable for communications, interpretation, or processing by electronic and electromechanical data processing, or electronically controlled equipment, and includes programs, software, and other coded instructions for the processing and manipulation of data, or the direction and manipulation of such equipment.

I. "Employee" means a person who is employed by you or engaged by you and under your control in connection with your business. "Employee" includes a person who is:

1. Under a contract of service or apprenticeship with you;

2. Supplied to, hired, or borrowed by you; or

3. Your intern or volunteer.

J. "Extra expense" means the reasonable and necessary expenses you incur that are over and above the costs that normally would have been incurred in conducting the business as nearly normal as practicable during the same period had no "active assailant event" or "hostage event" occurred.

K. "Firearm" means any pistol, rifle, shotgun, or other device that uses gunpowder to launch projectiles.

L. "Fungus" means any type or form of fungus, including mold or mildew, and any mycotoxins, spores, scents, or by-products produced or released by fungi.

M. "Handheld weapon" means any instrument in the possession of an "active assailant" or "hostage taker" that could be used to harm, maim, or kill, including acid.

N. "Hostage taker" means a person or group of persons, in possession of an explosive device or any "handheld weapon", holding one or more persons under duress.

O. "Hostage event" means a premeditated incident by a "hostage taker" located at an Insured Location that involves one or more persons within an Insured Location and that lasts for one or more consecutive hours.

With respect only to the Civil Or Military Authority and Ingress/Egress Additional Coverages under Section **I** – Property Coverages, "hostage event" means a premeditated incident by a "hostage taker" at a location other than an Insured Location that involves one or more persons and that lasts for one or more consecutive hours

P. "Income loss" means the sum of the following:

1. The net income (net profit or loss before income taxes) you would have earned had no "active assailant event" or "hostage event" occurred;

2. Continuing normal operating expenses you incur, including ordinary payroll; and

3. Reasonable and necessary costs and expenses you actually incur to reduce the interruption to your business operations, but in no event will the amount of recoverable expenses exceed the amount by which the loss has been reduced during the "period of restoration".

Q. "Occurrence" means an "active assailant event" or "hostage event" that commences during the policy period. An "active assailant event" or "hostage event" carried out by a group of persons acting together or in concert, or a series of "active assailant events" or "hostage events" that arise out of the same purpose or cause that are carried out by the same person or a group of persons, will be deemed to be one "occurrence".

If an "occurrence" commences during the policy period and extends beyond the end of the policy period, the "occurrence" in its entirety will be considered to have taken place during the policy period.

If an "occurrence" commences prior to the policy period, no coverage will apply under this policy, even if such event extends into the policy period.

R. "Organic pathogen" means:

1. Any organic irritant or contaminant including, but not limited to, "fungus", wet or dry rot, bacteria, virus, or other microorganisms of any type, and their by-products such as spores or mycotoxins; or

2. Any disease-causing agent as classified by the Environmental Protection Agency.

S. "Period of restoration" means:

The time period beginning on the date and time of the initial interruption of your business and ending on the date and time the interruption ends or could have ended had you acted with due diligence and dispatch. In no event will the "period of restoration" exceed 365 calendar days.

T. "Personal data" means information that identifies, relates to, describes, is capable of being associated with, or could reasonably be linked to a particular person or household, including, but not limited to:

1. Identifiers such as a real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, password, account name, social security number, driver's license or state identification card number, passport number, telephone number, insurance policy number, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information, or other similar identifiers, characteristics, or descriptors;

2. Commercial information, including records of personal property, products, or services purchased, obtained, or considered, transactions occurring over a peer-to-peer electronic cash system, or other purchasing or consuming histories or tendencies;

3. Biometric data or information (such as a fingerprint, voice print, retina or iris image, or other unique physical representation or digital representation of biometric data);

4. Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a person's or household's interaction with an Internet website, application, or advertisement;

5. Geolocation data;

6. Audio, electronic, visual, thermal, olfactory, or similar information;

7. Professional or employment-related information that is not publicly available;

8. Education information, defined as information that is not publicly available personally identifiable information as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. section 1232g; 34 CFR Part 99) including any amendments thereto;

9. Identifiers under any state or federal consumer protection or privacy statute or law including, but not limited to, the identifiers shown in Paragraphs **1.** through **8.** above; or

10. Inferences drawn from any of the identifiers shown in Paragraphs **1.** through **9.** above to create a profile about a person or household reflecting such person's or household's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, or aptitudes.

U. "Pollutants" means any solid, liquid, gaseous, or thermal irritant or contaminant, including smoke, vapor, asbestos, silica, dust, nanoparticles, fibers, soot, ash, fumes, acids, alkalis, chemicals, and waste. Waste includes, but is not limited to, materials to be recycled, reconditioned, or reclaimed. However, smoke, soot, ash, or fumes from a fire caused by an "active assailant event" or a "hostage event" are not "pollutants".

V. "Property damage" means:

1. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use will be deemed to occur at the time of the physical injury that caused it; or

2. Loss of use of tangible property that is not physically injured. All such loss of use will be deemed to occur at the time of the "occurrence" that caused it.

For the purposes of this insurance, "electronic data" is not tangible property.

W. "Suit" means a civil proceeding in which damages because of "bodily injury" or "property damage" directly caused by an "occurrence" are alleged. "Suit" includes:

1. An arbitration proceeding in which such damages are claimed and to which the insured must submit or does submit with our consent; or

2. Any other alternative dispute resolution proceeding in which such damages are claimed and to which the insured submits with our consent.

X. "Unoccupied" means that the customary activities or operations at an Insured Location are suspended, but business personal property has not been removed. The building or structure will be considered vacant and not unoccupied when the occupants have moved, leaving the building or structure empty or containing only limited business personal property. Buildings or structures under construction are not considered vacant or unoccupied.

TEXANS FOR EXCELLENCE IN EDUCATION IN RISK MANAGEMENT PRESENTS:

INSURANCE PROGRAM PROPOSAL

Granbury ISD

PRESENTED BY:
Insurance One Agency

PROPOSED EFFECTIVE DATE:
09/01/2025

Texans for Excellence in Education

RISK MANAGEMENT

UNDERSTANDING THE DIFFERENCE

Congratulations on receiving your insurance coverage quote from TEE Risk Management. As you review your quote, take a moment to consider the difference between our program and our competitors. TEE Risk Management staff will be reaching out to answer any questions you may have.

Liability Coverage	TEE RISK MANAGEMENT	The Competition
School Clubs & Booster Organizations	***Included***	School and Booster Clubs ***NOT*** included
Administrative Hearings for Individual Disabilities Education A	***Included***	***Excluded*** for IDEA until costs assigned by Court post hearing.
Hired & Nonowned Auto	***Full*** limit	Coverage ***capped*** at $100,000 per person $300,000 per Occurrence
Multi Member loss	***Individual*** limits	***Shared*** limit subject to the highest limit between the involved members
Student while participating in Career program	***Full*** Limit	$50,000 ***sublimit*** for the student.
Cyber Limit	$1,000,000	Usually a sublimit of $500,000
Auto Limit	$1,000,000	Varies but usually $500,000 or $100/300
Sexual Abuse Limit	$1.000,000	***Not*** Included on some policies
Sexual Abuse Innocent Party Defense	***Included*** at option of District	***Not*** Included on some policies
Non Monetary Defense Limit	$100,000	***Not*** Included on some policies
Employee Wage Reimbursement	***Included***	***Excluded***
Property Coverage		
Wind Hail Deductible	Deductible ***only*** for wind and hail	Deductible applies to ***wind, hail, & freeze***
Single ply roof	***No*** submlimit	***Sublimit*** applies
Wind / Hail or Weather Ded	2% or $50,000 mininmum	2% or $500,000 - $1,000,000
Property Limit for named storm	***Full*** Limits	***Sublimits*** often apply
Property limit for Weather related loss	***Full*** Limits	***Sublimits*** often apply
Ordinance or Law limit	$10,000,000	$1,000,000
Fine Arts Limit	$1,000,000	$100,000
Valuable Papers Limit	$1,000,000	$50,000
Pollutant Cleanup Limit	$100,000	$100,000
BI / Extra Expense Limit	$1,000,000	$500,000

WHY DEDUCTIBLES MATTER

Texans for Excellence in Education

RISK MANAGEMENT

When selecting a risk management plan, comparing deductibles and minimums is essential to making informed financial decisions. Deductibles determine how much your school must pay out of pocket before coverage begins, while minimums set thresholds for minimum deductible amounts if the deductible is a percentage. Understanding how these thresholds impact your total risk exposure helps ensure you're not underinsured in a major event—or overpaying for coverage you don't need. A careful comparison allows you to balance cost, coverage, and cash flow, protecting both your budget and your operations. For individual structures valued below $50,000,000, deductibles are critical in any coverage comparison.

A Typical Claim Scenario with our Competition....

01

Building value: $10,000,000
Loss amount: $500,000
Deductible: 2% of $10,000,000 = $200,000
Minimum deductible: $500,000

02

The **higher** of the % deductible or the minimum applies.
2% deductible = $200,000
But the minimum deductible is $500,000,
So, the deductible = $500,000

03

Loss = $500,000
Deductible = $500,000
Amount paid by insurer = $0
School Out-of-pocket = $500,000

04

Deductibles and minimums matter! In this scenario, the school would be liable for the entire claim and the insurance would pay $0

WHY DEDUCTIBLES MATTER

A Typical Claim Scenario with

Texans for Excellence in Education
RISK MANAGEMENT

01

Building value: $10,000,000
Loss amount: $500,000
Deductible: 2% of $10,000,000 = $200,000
Minimum deductible: $100,000

02

The **higher** of the % deductible or the minimum applies.
2% deductible = $200,000
But the minimum deductible is $100,000,
So, the deductible = $200,000

03

Loss = $500,000
Deductible = $200,000
Amount paid by insurer = $300,000
School Out-of-pocket = $200,000

04

In the end **deductibles** and minimums **matter**! The TEE Risk Management model provides **ultimate coverage** to limit school liability when it matters most during a claim.

COVERAGE SUMMARY: GENERAL LIABILITY COVERAGE

GENERAL LIABILITY	LIMITS
Each Occurrence	$1,000,000
General Annual Aggregate	$3,000,000
Products/Completed Operations Annual Aggregate	$1,000,000
Advertising and Personal Injury	$1,000,000
Premises Medical Payments	
Each Person Each	$5,000
Occurrence	$50,000

Deductible: $1,000 each occurrence

Sexual Abuse Liability – Occurrence	
Each Occurrence	$1,000,000
Annual Aggregate	$1,000,000
Innocent Party Defense Coverage Included	

Deductible: $10,000

COVERAGES INCLUDE

- Non-Monetary Legal Defense
  - Each Occurrence $100,000
  - Annual Aggregate $100,000
- Liquor Liability
- Medical Professional (Excluding Doctors & Dentists)
- Special Events
- Terrorism
- Volunteers
- Non-Auditable
- Herbicides & Pesticides - $50,000 Coverage Limits
- Premises Liability

COVERAGE SUMMARY: VIOLENT EVENT RESPONSE COVERAGE

COVERAGE	LIMITS
- Violent Event Response Coverage	$500,000/$500,000
- Crisis Investigation	Included
- Personal Crisis Management Event Response Team	Included
- Crisis Communication Support, Media Management, Public Relations	Included
- Temporary Security Measures	Included
- The following Sublimited Coverages: o	
Medical Expenses	$25,000 Per Person
o Counseling Service Expenses	$10,000 Per Person
o Funeral Service Expenses	$15,000 Per Person
o Per Event Crisis Team Services	$100,000
o Memorialization Expenses	$250,000

Deductible: $1,000 each occurrence

This is addition to the standard liability coverages offered under this policy.

COVERAGE SUMMARY: AUTOMOBILE

AUTO LIABILITY	LIMITS
Each Occurrence	$1,000,000
Auto Medical Payments	
Each Person	$5,000
Each Occurrence	$25,000

Deductible: $0 each occurrence

AUTO PHYSICAL DAMAGE	
Total Scheduled Value Total	$2,742,500
Number of Vehicles	181

Comprehensive Per Covered Automobile Deductible: $2,500
Collision Per Covered Automobile Deductible: $2,500
***Or as indicated on the Schedule**

COVERAGES INCLUDE

• Automatic Liability for Newly Acquired Vehicles (Non-Auditable)	Included
• Newly Acquired Automobiles Physical Damage (Non-Auditable)	$500,000
• Hired/Non-Owned Liability	Included
• Hired Auto Physical Damage	Included
• Garagekeepers Legal Liability - per Occurrence	$100,000
• Pollution Caused by Upset/Overturn	Included
• Commandeered Autos	Included
• Loss of Use and Lease Gap Coverage	Included
• Rental Reimbursement	Included

COVERAGE SUMMARY: LAW ENFORCEMENT LIABILITY

COVERAGE

LIMITS

Each Occurrence	$1,000,000
General Annual Aggregate	$3,000,000

Deductible: $10,000 each occurrence

COVERAGES INCLUDE

- Non-Monetary Legal Defense

Each Occurrence	$50,000
Annual Aggregate	$50,000

- Auxiliary Officers
- Intergovernmental/Mutual Aid Agreements
- Jails/Holding Cells
- Good Samaritan
- Commandeered Autos

COVERAGE SUMMARY: EDUCATORS LEGAL LIABILITY

COVERAGE

	LIMITS
Educators Legal Liability - Claims Made Each	
Occurrence	$1,000,000
Annual Aggregate	$1,000,000
Retroactive Date: **09/01/2025**	
Employment Practice Liability - Claims Made	Included
Retroactive Date: **09/01/2025**	
Employee Benefits Liability	Included
Retroactive Date: **09/01/2025**	

Deductible: $10,000 each occurrence

COVERAGES INCLUDE

• Employee Wage Reimbursement	
• Non-Monetary Legal Defense	
Each Occurrence	$100,000
Annual Aggregate	$100,000
• Sexual Harassment	
• Discrimination	
• Wrongful Termination	
• FOIA/Open Meetings Act	
	185 Days
	Included
	Included

COVERAGE SUMMARY: CYBER LIABILITY

COVERAGE

	LIMITS
Cyber Liability Coverage - Claims Made	
Each Claim Annual	$1,000,000
Aggregate	$1,000,000

Retroactive Date: **09/01/2025**

Deductible: $25,000

Coverage Include:

Third Party Liability Insuring Agreements
(Claims Made and Reported Coverage)

	Each **Claim**	Aggregate
Multimedia Liability Coverage	$1,000,000	$1,000,000
Security and Privacy Liability Coverage	$1,000,000	$1,000,000
Privacy Regulatory Defense and Penalties Coverage	$1,000,000	$1,000,000
PCI DSS Liability Coverage	$1,000,000	$1,000,000

First Party Insuring Agreements
(Event Discovered and Reported Coverage)

	Each **Claim**	Aggregate
Breach Event Costs Coverage	$1,000,000	$1,000,000
BrandGuard® Coverage	$1,000,000	$1,000,000
System Failure Coverage	$1,000,000	$1,000,000
Cyber Extortion Coverage	$250,000	$250,000
	Each **Claim**	Aggregate
Cyber Crime Coverage		
A. Financial Fraud Sublimit	$100,000	$100,000
B. Telecommunications and Utilities Fraud Sublimit	$100,000	$100,000
C. Phishing Fraud Sublimits		
1. Your Phishing Fraud Loss Sublimit	$100,000	$100,000
2. Client Phishing Fraud Loss Sublimit	$100,000	$100,000
3. Phishing Fraud Aggregate Sublimit (C.1. & C.2. combined)		$100,000
Cyber Crime Aggregate Limit (A., B., & C. combined)		$100,000

COVERAGE SUMMARY: PROPERTY

LIMIT OF INSURANCE: Blanket Limit of Insurance applies to scheduled Buildings and Business Personal Property that are valued on a Replacement Cost basis.

COVERED PROPERTY	LIMITS
Total Loss Limit per Occurrence	$223,901,771
Building Value	$204,682,915
Business Personal Property Including Stationary EDP	$19,218,853
Solar Panels	$0
Personal Property of Others	$100,000
Newly Constructed or Acquired Property	$1,000,000
Footbridges	$100,000
Covered Property in Transit	$1,000,000
Course of Construction	$1,000,000

Deductibles:
$50,000 All Covered Perils except Windstorm, Hail, Flood, Earth Movement
2% or $100,000 Minimum Windstorm or Hail
Or as indicated on the schedule

ADDITIONAL PROPERTY COVERAGES	
Earth Movement, Volcanic Eruption, Landslide and Subsidence	$5,000,000
Program Aggregate	$250,000,000
Flood	$5,000,000
Program Aggregate (Excluding Flood Zone A and V)	$250,000,000

Deductible: $100,000 or 5% of the damaged location; whichever is greater

COVERED COSTS & EXPENSES	
Debris Removal (whichever is greater)	25% or $500,000
Pollutant Cleanup and Removal (Aggregate in any one Policy Year)	$100,000
Fire Department Service Charge	$5,000
Fire Protection Equipment Discharge	$5,000
Ordinance or Law Coverage	$10,000,000
Preservation of Property	$100,000
Protection of Property	$100,000
Roofs 15 years old are valued at ACV	
Business Income/Extra Expense	$1,000,000

COVERAGE SUMMARY: **PROPERTY (cont.)**

SUPPLEMENT COVERAGE	LIMITS
Communication Towers	$100,000
Trees, Shrubs, and Plants; subject to a Maximum Per Item of: Per Item	
Per Occurrence	$25,000
Golf Course Greens, Tees and Fairways	$100,000
Per Item	
Per Occurrence Contractors	$25,000
Equipment - Non-Owned	$100,000
Per Item	$100,000
Per Occurrence Interruption of	$250,000
Computer Operations	
Per occurrence	$50,000
Annual Aggregate	$100,000
Personal Effects Owned By Employees Retaining	$100,000
Walls and Other Outdoor Walls Underground	$10,000
Sprinkler Systems	$100,000
Unnamed Locations - Unintentional Errors and Omissions Utility	$1,000,000
Services - Direct Damage	$1,000,000
Utility Services - Time Element	$1,000,000
Limited Fungus/Fungi, Wet Rot, and Dry Rot Coverage	
Direct Damage	$15,000
Business Income and Extra Expense Extra	$15,000
Expense Number of Days	30 days
Backup of Sewer, Drains or Sump Pump Failures	$250,000
Ancillary Buildings	$10,000
Outdoor Property - including but not limited to:	$250,000

Fences	Goal Posts	Traffic Lights/Control Boxes Bleachers
Light Fixtures/Poles	Playground Equipment	Ticket Booths
Road Signs	Scoreboards	Dugouts
Non-Utility Poles	Benches	Bike Racks
Fountains	Statues	
Monuments	Fire Hydrants	

All Supplemental Property Coverages are subject to a $25,000 minimum deductible

COVERAGE SUMMARY: EQUIPMENT BREAKDOWN

COVERAGE	LIMIT
Total Building and Contents Value	$100,000,000

Deductible: **$50,000**

BI/EE & Utility Interruption Deductible: **24 Hours**

COVERAGE EXTENSION

Combined Business Income	Included
Combined Extra Expense Spoilage	Included
Damage	Included
Utility Interruption - Time Element	$10,000,000
Electronic Data or Media	$10,000,000
Expediting Expenses	Included
Ordinance or Law	$10,000,000
Hazardous Substance, Contamination, Pollutants	$10,000,000
Newly Acquired Property Debris	$1,000,000
Removal	25% or $500,000
Water Damage	$500,000
Emergency Power Generating Equipment 1,000 kw or less Non	Included

Emergency Power Generating Equipment is Excluded.

COVERAGE SUMMARY: CRIME

COVERAGE	LIMIT
Blanket Employee Dishonesty	$100,000
Loss Inside the Premises - Money & Securities Loss	$100,000
Outside the Premises	$100,000
Money Orders and Counterfeit Currency	$100,000
Depositors Forgery or Alterations Computer	$100,000
Fraud	$100,000
Funds Transfer Fraud	$100,000
Social Engineering/False Pretenses	$50,000

Deductible: $2,500

The Crime Form includes coverage for any of your officials who are required by law to give bonds for the faithful performance of their service against Loss through the failure of any Employee under the supervision of that official to faithfully perform his or her duties as prescribed by law and will meet the requirements for Public Officials bonds up to the statutory limit or policy limit, whichever is less.

PROPOSAL SUMMARY

Presented By: Texans for Excellence in Education

Named Insured: Granbury ISD

Effective Date: 09/01/2025

Coverage Type	Total Premium
Auto Liability	$129,954
Auto Physical Damage	$18,938
Crime	$2,850
Cyber Liability Coverage	$17,020
Employment Practices Liability	$7,905
General Liability	$19,332
Property	$581,562
School Board Legal Liability	$26,593
Sexual Misconduct Liability	$10,698
Law Enforcement Liability	$5,558
TOTAL ANNUAL PREMIUM	**$820,410**

TERMS AND CONDITIONS

- The Named Insured can only cancel the Policy at program anniversary and only if 90-day prior written notice of cancellation is given. If required notice is not given, full estimated premium is earned, due and payable.
- All terms and conditions of membership in the Texans for Excellence in Education are set forth in
- the Trust by-laws. A copy of this document is available for your review
- Per the Membership Agreement, the member must be with the Trust for 12 months prior to withdrawing and can only withdraw at anniversary date of effective date.

REQUESTED PAYMENT PLAN: ☐ Annual ☐ 50/50

ACCEPTANCE STATEMENT:

Please accept this as a formal confirmation that all terms and conditions, attached scheduled items, and premiums proposed by the Texans for Excellence in Education are accepted effective 09/01/2025.

Signature of Official Date

PROPOSAL SUMMARY

The following must be received prior to binding:

- **Loss Runs valued within the past 30 days**
- Signed Acceptance Statement
- Requested Payment Plan (if annual policy)
- Signed TEE Application
- Insured's Contact Information (space below)

PRIMARY CONTACT

Name Title

Phone Email

Role: (check the role that applies) ☐Accounting/Invoices ☐Claims ☐Loss Control

Texans for Excellence in Education

Auto Schedule

Named Insured: Granbury ISD
Quote No.: Q1-8000020-2526-01
Policy Period: 09/01/2025 to 09/01/2026

AL Coverage
Effective Date: 09/01/2025
Termination Date: 09/01/2026
Limit: $1,000,000
Deductible: $0

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
1		1BAKGCPA6GF318582		09/01/2025	09/01/2025	$2,500	$65,000
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
2		4DRBUAAN55B986341		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
3		4DRBUC8N1KB509922		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	333
4		1HVBRABN91A933897		09/01/2025	09/01/2025	$2,500	$0
	2001	INT	Bus	09/01/2026	09/01/2026	$2,500	
5		4DRBUC8NXKB509918		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	
6		4DRBUAAN35B986340		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
7		4DRBUC8N8LB701548		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
8		4DRBUC8NXKB509921		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	
9		4DRBUAAN75A982166		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
10		4DRBUAAN55B986338		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
11		4DRBUC8NXFB085081		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
12		4DRBUC8N8KB509920		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	
14		4DRBUAAN9EB015231		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
15		4DRBUC8N3FB085035		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
16		4DRBUC8NXLB701549		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
17		4DRBUAAN75B986339		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
18		4DRBUAAN2EB015233		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	334
19		4DRBUC8N1FB085082		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
20		4DRBUC8N1FB085079		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
21		4DRBUC8N8FB085080		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
22		1BAKGCPA8GF318583		09/01/2025	09/01/2025	$2,500	$70,000
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
23		1BAKGCPA3GF318586		09/01/2025	09/01/2025	$2,500	$65,000
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
24		1BAKGCPA1GF318585		09/01/2025	09/01/2025	$2,500	$2,500
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
25		1BAKGCPAXGF318584		09/01/2025	09/01/2025	$2,500	$2,500
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
26		4DRBUC8N1KB509919		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	
27		4DRBUC8NXLB318694		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
28		4DRBUC8N3LB318729		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
30		4DRBUC8N9LB048597		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
31		4DRBUC8N8LB318709		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
32		1HVBBABN61H500212		09/01/2025	09/01/2025	$2,500	$0
	2001	INT	Bus	09/01/2026	09/01/2026	$2,500	
33		1HVBBABNX1H500214		09/01/2025	09/01/2025	$2,500	$0
	2001	INT	Bus	09/01/2026	09/01/2026	$2,500	335
34		4DRBUC8N8LB048591		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
35		4UZAAXBV13CK69769		09/01/2025	09/01/2025	$2,500	$0
	2002	FRT	Bus	09/01/2026	09/01/2026	$2,500	
36		4DRBUAAN2CB397518		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	
37		4DRBUC8NXHB456159		09/01/2025	09/01/2025	$2,500	$2,500
	2017	INT	Bus	09/01/2026	09/01/2026	$2,500	
38		4DRBRAAN14A961913		09/01/2025	09/01/2025	$2,500	$0
	2004	INT	Bus	09/01/2026	09/01/2026	$2,500	
39		4DRBRAAN84A961911		09/01/2025	09/01/2025	$2,500	$0
	2004	INT	Bus	09/01/2026	09/01/2026	$2,500	
40		4DRBRAAN64A961910		09/01/2025	09/01/2025	$2,500	$0
	2004	INT	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
41		4DRBRAAN34A961914		09/01/2025	09/01/2025	$2,500	$0
	2004	INT	Bus	09/01/2026	09/01/2026	$2,500	
42		4DRBUAAN05A982168		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
43		4DRBUAAN55A982165		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
44		4DRBUAAN95A982167		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
45		4DRBUAAN77B390599		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	
46		4DRBUAANX7B390600		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	
47		4DRBUAAN57B390598		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	336
48		4DRBUAAN37B390597		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	
49		4DRBUAAN68A492063		09/01/2025	09/01/2025	$2,500	$0
	2008	INT	Bus	09/01/2026	09/01/2026	$2,500	
50		4DRBUAAN48A492062		09/01/2025	09/01/2025	$2,500	$0
	2008	INT	Bus	09/01/2026	09/01/2026	$2,500	
51		4DRBUAAN79B060111		09/01/2025	09/01/2025	$2,500	$0
	2009	INT	Bus	09/01/2026	09/01/2026	$2,500	
52		4DRBUAAN59B060110		09/01/2025	09/01/2025	$2,500	$0
	2009	INT	Bus	09/01/2026	09/01/2026	$2,500	
53		4DRBUAAN9AB189133		09/01/2025	09/01/2025	$2,500	$0
	2010	INT	Bus	09/01/2026	09/01/2026	$2,500	
54		4DRBUAAN4CB397519		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
55		4DRBUAAN5DB115888		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	
56		4DRBUAAN0EB015232		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
57		4DRBUAAN8FB015237		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
58		4DRBUAAN6FB015236		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
59		4DRBUAANXFB015238		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
60		4UZABRFC0RCUL3507		09/01/2025	09/01/2025	$2,500	$90,000
	2024	Thomas	Bus	09/01/2026	09/01/2026	$2,500	
61		4UZABRFC2RCUL3508		09/01/2025	09/01/2025	$2,500	$90,000
	2024	Thomas	Bus	09/01/2026	09/01/2026	$2,500	337
62		1BAKGCSA6RF802665		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
63		1BAKGCSA2RF802680		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
64		1BAKGSA1RF802668		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
65		1BAKGSA9RF802675		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
66		1BAKGCSA8RF802666		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
67		1T7YU4E29F1287952		09/01/2025	09/01/2025	$2,500	$60,000
	2015	THOMAS	Bus	09/01/2026	09/01/2026	$2,500	
68		1T7YU4E27F1287951		09/01/2025	09/01/2025	$2,500	$60,000
	2015	THOMAS	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
69		1GB3G3BG1E1202775		09/01/2025	09/01/2025	$2,500	$0
	2014	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
70		4UZAAXBVX3CK69771		09/01/2025	09/01/2025	$2,500	$0
	2002	Freightlinner	Bus	09/01/2026	09/01/2026	$2,500	
71		3GNEC16Z25G109661		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
72		3GNEC16Z25G111636		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
73		3GNEC16Z45G110696		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
74		3GNEC16Z75G112197		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
75		1GCGC34J9TZ209019		09/01/2025	09/01/2025	$2,500	$0
	1996	Chevy	PU	09/01/2026	09/01/2026	$2,500	338
76		1GNDM19W2YB163839		09/01/2025	09/01/2025	$2,500	$0
	2000	Chevy	Van	09/01/2026	09/01/2026	$2,500	
77		1GNDM19WOYB163662		09/01/2025	09/01/2025	$2,500	$0
	2000	Chevy	Van	09/01/2026	09/01/2026	$2,500	
78		1GNDM19W6YB163830		09/01/2025	09/01/2025	$2,500	$0
	2000	Chevy	Van	09/01/2026	09/01/2026	$2,500	
79		1GCHC24G61E262106		09/01/2025	09/01/2025	$2,500	$0
	2001	Chevy	PU	09/01/2026	09/01/2026	$2,500	
80		3GNEC16ZO5G110517		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
81		1FTSW20565EC71900		09/01/2025	09/01/2025	$2,500	$0
	2005	Ford	PU	09/01/2026	09/01/2026	$2,500	
82		1GNFC16077R398965		09/01/2025	09/01/2025	$2,500	$0
	2007	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
83		1GNFC16077R395810		09/01/2025	09/01/2025	$2,500	$0
	2007	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
84		1GNFC16097R396750		09/01/2025	09/01/2025	$2,500	$0
	2007	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
85		1GNFC160X9R257066		09/01/2025	09/01/2025	$2,500	$0
	2009	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
86		1GNFC16059R259517		09/01/2025	09/01/2025	$2,500	$0
	2009	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
87		1GNFC16009R258288		09/01/2025	09/01/2025	$2,500	$0
	2009	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
88		1GT412C82BF104906		09/01/2025	09/01/2025	$2,500	$0
	2011	GMC	PU - GMC Dually	09/01/2026	09/01/2026	$2,500	
89		1GNSC5EC2FR552109		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	339
90		1GNSC5EC8FR549277		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
91		1GNSC5EC2FR552143		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
92		1GNSCGKC5JR344010		09/01/2025	09/01/2025	$2,500	$0
	2018	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
93		1FMJK1FT5MEA59183		09/01/2025	09/01/2025	$2,500	$65,000
	2021	Ford	Expedition	09/01/2026	09/01/2026	$2,500	
94		1FMJK1FT3MEA59182		09/01/2025	09/01/2025	$2,500	$65,000
	2021	Ford	Expedition	09/01/2026	09/01/2026	$2,500	
95		1GNSCAAED4PR192263		09/01/2025	09/01/2025	$2,500	$65,000
	2023	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
96		1FMSK7BH1RGA70251		09/01/2025	09/01/2025	$2,500	$45,000
	2024	Ford	Explorer	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
97		1FMFU15508LA86750		09/01/2025	09/01/2025	$2,500	$0
	2008	Ford	Expedition	09/01/2026	09/01/2026	$2,500	
98		1GNSCAED7NR254588		09/01/2025	09/01/2025	$2,500	$65,000
	2022	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
99		1FTMF1CM0CKD35661		09/01/2025	09/01/2025	$2,500	$0
	2012	Fird	Truck	09/01/2026	09/01/2026	$2,500	
100		1HVBBABMXTH389674		09/01/2025	09/01/2025	$2,500	$0
	1996	INT	Bus	09/01/2026	09/01/2026	$2,500	
101		4DRBUAAL45B982179		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
102		4DRBUAAL37B390601		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	
103		4DRBUAFL18B492215		09/01/2025	09/01/2025	$2,500	$0
	2008	INT	Bus	09/01/2026	09/01/2026	$2,500	340
104		4DRBUAFL48B492208		09/01/2025	09/01/2025	$2,500	$0
	2008	INT	Bus	09/01/2026	09/01/2026	$2,500	
105		4DRBUSKL39B060108		09/01/2025	09/01/2025	$2,500	$0
	2009	INT	Bus	09/01/2026	09/01/2026	$2,500	
106		4DRBUSKLOAB189458		09/01/2025	09/01/2025	$2,500	$0
	2010	INT	Bus	09/01/2026	09/01/2026	$2,500	
107		4DRBUSKL2AB189459		09/01/2025	09/01/2025	$2,500	$0
	2010	INT	Bus	09/01/2026	09/01/2026	$2,500	
108		4DRBUSKL2CB422419		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	
109		4DRBUSKL9CB422420		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	
110		4DRBUSKL6DB299757		09/01/2025	09/01/2025	$2,500	$0
	2013	INT	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
111		4DRBUSKL4DB299756		09/01/2025	09/01/2025	$2,500	$0
	2013	INT	Bus	09/01/2026	09/01/2026	$2,500	
112		4DRBUSKL3EB795763		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
113		4DRBUSKL1EB795762		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
114		4DRBUC8N8HB283760		09/01/2025	09/01/2025	$2,500	$0
	2017	INT	Bus	09/01/2026	09/01/2026	$2,500	
115		4DRBUC8NXHB283761		09/01/2025	09/01/2025	$2,500	$0
	2017	INT	Bus	09/01/2026	09/01/2026	$2,500	
116		4DRBUC8N1HB283759		09/01/2025	09/01/2025	$2,500	$0
	2017	INT	Bus	09/01/2026	09/01/2026	$2,500	
117		4DRBUC8N4LB105630		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	BUS	09/01/2026	09/01/2026	$2,500	341
118		4DRBUC8NONB290505		09/01/2025	09/01/2025	$2,500	$35,000
	2022	INT	Bus	09/01/2026	09/01/2026	$2,500	
119		4DRBUC8N5NB290502		09/01/2025	09/01/2025	$2,500	$45,000
	2022	INT	Bus	09/01/2026	09/01/2026	$2,500	
120		4DRBUC8N8RB658659		09/01/2025	09/01/2025	$2,500	$90,000
	2024	INT	Bus	09/01/2026	09/01/2026	$2,500	
121		4DRBUC8N4RB658660		09/01/2025	09/01/2025	$2,500	$90,000
	2024	INT	Bus	09/01/2026	09/01/2026	$2,500	
122		1DTV51X25EA166110		09/01/2025	09/01/2025	$2,500	$0
	1984	FB	Ice Trailer	09/01/2026	09/01/2026	$2,500	
123		2955		09/01/2025	09/01/2025	$2,500	$0
	1999	Pace	GOOSENECK TRAILER	09/01/2026	09/01/2026	$2,500	
126		5BEBU10113C128442		09/01/2025	09/01/2025	$2,500	$0
	2000	N/A	WELDING TRAILER -10'	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
127		871155		09/01/2025	09/01/2025	$2,500	$0
	1987	N/A	16' TRAILER	09/01/2026	09/01/2026	$2,500	
128		5GXSL12172M000432		09/01/2025	09/01/2025	$2,500	$0
	2002	N/A	12' TRAILER	09/01/2026	09/01/2026	$2,500	
129		13ZTL1626W1000195		09/01/2025	09/01/2025	$2,500	$0
	1998	Park	16' TRAILER - Landscape	09/01/2026	09/01/2026	$2,500	
130		5BEBU16261C118860		09/01/2025	09/01/2025	$2,500	$0
	2001	Trailmaster	16' TRAILER - Landscape	09/01/2026	09/01/2026	$2,500	
131		none		09/01/2025	09/01/2025	$2,500	$0
	2000		smoker TRAILER (HOMEMADE)	09/01/2026	09/01/2026	$2,500	
132		5BEBU142X4X130341		09/01/2025	09/01/2025	$2,500	$0
	2004	UT	16' DUMP TRAILER	09/01/2026	09/01/2026	$2,500	
133		951		09/01/2025	09/01/2025	$2,500	$0
	1996	N/A	GENIE TRAILER	09/01/2026	09/01/2026	$2,500	342
134		1DSB071A471700175		09/01/2025	09/01/2025	$2,500	$0
	2007	trencher	trailer WITCH	09/01/2026	09/01/2026	$2,500	
135		4P5CC2020J1282319		09/01/2025	09/01/2025	$2,500	$0
	2018	Fabrique	Flatbed-CAR HAULER-PJ	09/01/2026	09/01/2026	$2,500	
136		4p5cc2020j1282319		09/01/2025	09/01/2025	$2,500	$0
	2017	skid	trailer	09/01/2026	09/01/2026	$2,500	
137		1P9RD1624HF190517		09/01/2025	09/01/2025	$2,500	$0
	2017		Refrigerated	09/01/2026	09/01/2026	$2,500	
138		1GCDM19W4XB157595		09/01/2025	09/01/2025	$2,500	$0
	1996	Chevy	Van	09/01/2026	09/01/2026	$2,500	
139		NM0LS6S27N1535821		09/01/2025	09/01/2025	$2,500	$0
	2022	Ford	Transit Van	09/01/2026	09/01/2026	$2,500	
140		NM0LS6S29N1535819		09/01/2025	09/01/2025	$2,500	$0
	2022	Ford	Transit Van	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
141		11WHS1623WW240730		09/01/2025	09/01/2025	$2,500	$0
	1998	W-WT	16' blue gooseneck stock trailer	09/01/2026	09/01/2026	$2,500	
142		1GCHC23G23F139448		09/01/2025	09/01/2025	$2,500	$0
	2003	Chevy	PU	09/01/2026	09/01/2026	$2,500	
143		1FTSW20Y26EA92233		09/01/2025	09/01/2025	$2,500	$0
	2005	Ford	PU	09/01/2026	09/01/2026	$2,500	
144		1GC4KYC83FF559950		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	PU	09/01/2026	09/01/2026	$2,500	
145		1FDXE4EPOADA22209		09/01/2025	09/01/2025	$2,500	$0
	2010	Ford	Ambulance (diesel)	09/01/2026	09/01/2026	$2,500	
146		1ft8w3bt7lec74555		09/01/2025	09/01/2025	$2,500	$0
	2020	ford	PU	09/01/2026	09/01/2026	$2,500	
147		1FDWF36R58EB59137		09/01/2025	09/01/2025	$2,500	$0
	2008	Ford	Box Trk	09/01/2026	09/01/2026	$2,500	343
149		5MKWG242280009747		09/01/2025	09/01/2025	$2,500	$0
	2008	Elite	GOOSENECK TRAILER-24'	09/01/2026	09/01/2026	$2,500	
150		5MKWG182580009746		09/01/2025	09/01/2025	$2,500	$0
	2008	Elite	GOOSENECK TRAILER-18'	09/01/2026	09/01/2026	$2,500	
151		4LABS242XH5068844		09/01/2025	09/01/2025	$2,500	$0
	2017	Exis	Exis/pig trailer 24' exhibitor	09/01/2026	09/01/2026	$2,500	
152		12610		09/01/2025	09/01/2025	$2,500	$0
	2010	HMDE	16 ' lowboy utility trailer	09/01/2026	09/01/2026	$2,500	
153		TBD		09/01/2025	09/01/2025	$2,500	$0
	2015	N/A	WELDING TRAILER	09/01/2026	09/01/2026	$2,500	
154		1GNSCAED7PR341281		09/01/2025	09/01/2025	$2,500	$0
	2023	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
155		1G11B5SL1EF296954		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	Malibu - Driver's Ed	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
156		1GNSCAED7PR150136		09/01/2025	09/01/2025	$2,500	$0
	2023	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
157		1FTMF1CM0CKD35661		09/01/2025	09/01/2025	$2,500	$0
	2012	Ford	F 150 Pickup truck	09/01/2026	09/01/2026	$2,500	
158		575200B16JT362090		09/01/2025	09/01/2025	$2,500	$0
	2018	Wells Fargo	Utility Golf trailer-Well UT	09/01/2026	09/01/2026	$2,500	
159		4YMCL1011ET031909		09/01/2025	09/01/2025	$2,500	$0
	2014	Carr	ROTC	09/01/2026	09/01/2026	$2,500	
160		5JW7E1222PX012828		09/01/2025	09/01/2025	$2,500	$0
	2023	Cargo	ROTC - UTILITY-SILVER	09/01/2026	09/01/2026	$2,500	
161		1GCWGAFP8P1250493		09/01/2025	09/01/2025	$2,500	$0
	2023	Chevy	Cargo Van	09/01/2026	09/01/2026	$2,500	
162		1GCGC34J6TZ207552		09/01/2025	09/01/2025	$2,500	$0
	1996	Chevy	PU - 1 ton	09/01/2026	09/01/2026	$2,500	344
163		3D7KA26D94G223463		09/01/2025	09/01/2025	$2,500	$0
	2004	Dodge	PU - Ram 2500	09/01/2026	09/01/2026	$2,500	
164		3D7KA26D74G223462		09/01/2025	09/01/2025	$2,500	$0
	2004	Dodge	PU - Ram 2500	09/01/2026	09/01/2026	$2,500	
165		3D7KA26D34G223460		09/01/2025	09/01/2025	$2,500	$0
	2004	Dodge	PU - Ram 2500	09/01/2026	09/01/2026	$2,500	
166		3D7KA26D54G223461		09/01/2025	09/01/2025	$2,500	$0
	2004	Dodge	PU - ram 2500	09/01/2026	09/01/2026	$2,500	
167		1FTSW2OR58EE40750		09/01/2025	09/01/2025	$2,500	$0
	2008	Ford	PU - F250 Crew Cab-4door	09/01/2026	09/01/2026	$2,500	
168		1GCHC24G11E263549		09/01/2025	09/01/2025	$2,500	$0
	2001	Chevy	PU - 2500 HD	09/01/2026	09/01/2026	$2,500	
169		1FTSW20518EA43761		09/01/2025	09/01/2025	$2,500	$0
	2008	Ford	PU - F250 Crew Cab-4door	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
170		1FTNF20S72EC50214		09/01/2025	09/01/2025	$2,500	$0
	2002	Ford	PU - F-250	09/01/2026	09/01/2026	$2,500	
171		1FTNF20S52EC50213		09/01/2025	09/01/2025	$2,500	$0
	2002	Ford	PU - F-250	09/01/2026	09/01/2026	$2,500	
172		1GCGC24U73Z282393		09/01/2025	09/01/2025	$2,500	$0
	2003	Chevy	PU - Silverado 2500	09/01/2026	09/01/2026	$2,500	
173		1GCGC24UX3Z283425		09/01/2025	09/01/2025	$2,500	$0
	2003	Chevy	PU - Silverado 2500	09/01/2026	09/01/2026	$2,500	
174		1FTSW20585EC71901		09/01/2025	09/01/2025	$2,500	$0
	2005	Ford	PU - F-250	09/01/2026	09/01/2026	$2,500	
175		1FTSW20516ED91671		09/01/2025	09/01/2025	$2,500	$0
	2006	Ford	PU - F-250 4door	09/01/2026	09/01/2026	$2,500	
176		1FTSW20536ED91672		09/01/2025	09/01/2025	$2,500	$0
	2006	Ford	PU - F-250 -4 door	09/01/2026	09/01/2026	$2,500	345
177		1GCHC44K19E113422		09/01/2025	09/01/2025	$2,500	$0
	2009	Chevy	PU - 2500 HD	09/01/2026	09/01/2026	$2,500	
178		1HTSCAAN2YH694061		09/01/2025	09/01/2025	$2,500	$0
	2000	Int	Bucket Trk	09/01/2026	09/01/2026	$2,500	
179		1GBOCUEG9FZ520114		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	PU - 2500 HD	09/01/2026	09/01/2026	$2,500	
180		1FDBF2A62HEE08788		09/01/2025	09/01/2025	$2,500	$0
	2017	Ford	PU - F-250	09/01/2026	09/01/2026	$2,500	
181		1GBOGRFG5J1241086		09/01/2025	09/01/2025	$2,500	$0
	2018	CHEVY	PU	09/01/2026	09/01/2026	$2,500	
182		1FTBF2A69KED27296		09/01/2025	09/01/2025	$2,500	$0
	2019	FORD	PU	09/01/2026	09/01/2026	$2,500	
183		2GC2CREG7K1233181		09/01/2025	09/01/2025	$2,500	$0
	2019	Chevy	PU	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
184		1FTBF2A66MEC70493		09/01/2025	09/01/2025	$2,500	$0
	2021	ford	F250	09/01/2026	09/01/2026	$2,500	
185		1FDBF2A65NED40093		09/01/2025	09/01/2025	$2,500	$0
	2022	FORD	F250	09/01/2026	09/01/2026	$2,500	
186		3C6LRVBG1PE548298		09/01/2025	09/01/2025	$2,500	$0
	2023	Dodge	Ram 1500 Promaster Cargo	09/01/2026	09/01/2026	$2,500	

Count	Original Value New	$2,742,500
181	Agreed Value	$0

346

Texans for Excellence in Education

Property Schedule

Named Insured: Granbury ISD
Quote No.: Q1-8000020-2526-01
Policy Period: 09/01/2025 to 09/01/2026

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
01-01	Acton Elementary Main Building	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	40,000 Replacement Cost / Margin Clause	2 Joisted Masonry	1 1978	$11,566,526	$1,038,115	$12,604,641
01-02	PE Building	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	4,000 Replacement Cost / Margin Clause	2 Non-Combustible	1 1990	$285,000	$0	$285,000
01-03	Classroom Addition	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	7,100 Replacement Cost / Margin Clause	2 Joisted Masonry	1 1991	$0	$0	$0
01-04	New Addition	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	28,400 Replacement Cost / Margin Clause	2 Joisted Masonry	1 2000	$0	$0	347 $0
01-05	Portable Classroom (1)	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	1,536 Replacement Cost / Margin Clause	2 Non-Combustible	1 1998	$0	$0	$0
01-06	Portable Classroom (1) - from Stars	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	1,536 Replacement Cost / Margin Clause	2 Frame	1 2000	$0	$0	$0
01-07	New Gym	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	4,953 Replacement Cost / Margin Clause	2 Joisted Masonry	1 2016	$1,104,000	$0	$1,104,000
01-08	2 Portables Classrooms from Administration	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	3,072 Replacement Cost / Margin Clause	2 Frame	1 2021	$127,800	$22,118	$149,918
01-09	Acton Daycare	3000 Acton School Rd Granbury, TX 76049	$50,000 Schools	7,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2000	$0	$0	$0
02-01	Brawner Intermediate Main Building	1520 S. Meadows Dr. Granbury, TX 76049	$50,000 Schools	83,000 Replacement Cost / Margin Clause	2 Joisted Masonry	1 1993	$12,731,583	$274,727	$13,006,310

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
02-02	Kindergarten Classrooms renovated from locker rooms	1520 S. Meadows Dr. Granbury, TX 76049	$50,000 Schools	Replacement Cost / Margin Clause	2 Joisted Masonry	1 2021	$0	$0	$0
02-03	Portable Classroom (1) from Admin	1520 S. Meadows Dr. Granbury, TX 76049	$50,000 Schools	1,536 Replacement Cost / Margin Clause	2 Frame	1 2021	$0	$0	$0
02-04	Portable Classroom (1) from Admin	1520 S. Meadows Dr.	$50,000 Schools	1,536 Replacement Cost / Margin Clause	2 Frame	1 2021	$0	$0	$0
03-01	Emma Roberson Elementary Main Building	1500 Misty Meadows Granbury, TX 76048	$50,000 Schools	42,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1985	$10,454,134	$983,128	$11,437,262
03-02	New Addition	1500 Misty Meadows Granbury, TX 76048	$50,000 Schools	20,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2000	$0	$0	$0
03-03	New Gym	1500 Misty Meadows Granbury, TX 76048	$50,000 Schools	4,953 Replacement Cost / Margin Clause	2 Non-Combustible	1 2016	$0	$0	$0
04-01	Nettie Baccus Elementary Main Building	901 Avery Road Granbury, TX	$50,000 Schools	48,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1987	$10,382,058	$987,855	$11,369,913
04-02	New Addition	901 Avery Road Granbury, TX	$50,000 Schools	23,400 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2000	$0	$0	$0
05-01	Mambrino	3825 Mambrino Hwy Granbury, TX 76048	$50,000 Schools	120,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1999	$18,206,025	$1,598,821	$19,804,846
06-01	Oak Woods Main Building	311 Davis Rd. Granbury, TX 76049	$50,000 Schools	60,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1990	$9,263,267	$874,956	$10,138,223
06-02	Portable	311 Davis Rd. Granbury, TX 76049	$50,000 Schools	1,488 Replacement Cost / Margin Clause	2 Frame	1 1996	$64,000	$11,059	$75,059

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
06-03	New Entry Way	311 Davis Rd. Granbury, TX 76049	$50,000 Schools	5,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2015	$0	$0	$0
07-01	Acton Middle School Main Building	1300 James Rd. Granbury, TX 76049	$50,000 Schools	154,815 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2001	$23,647,323	$3,442,075	$27,089,398
07-02	Concession Stands	1300 James Rd. Granbury, TX 76049	$50,000 School - Other Buildings	1,500 Replacement Cost / Margin Clause	2 Joisted Masonry	1 2001	$100,000	$0	$100,000
08-01	Granbury Middle School Main Building	2000 Crossland Rd. Granbury, TX 76048	$50,000 Schools	154,815 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2001	$23,118,593	$3,442,075	$26,560,668
08-02	Press Box	2000 Crossland Rd. Granbury, TX 76048	$50,000 School - Other Buildings	600 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2001	$60,000	$0	$60,000
08-03	Concession Stands	2000 Crossland Rd. Granbury, TX 76048	$50,000 School - Other Buildings	1,500 Replacement Cost / Margin Clause	2 Joisted Masonry	1 2001	$168,000	$0	$168,000
09-01	Granbury High School Main Building	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	81,700 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	2 1973	$47,624,500	$937,500	$48,562,000
09-02	New Addition (9 Classrooms)	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	6,720 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	2 1979	$0	$0	$0
09-03	Fine Arts Auditorium	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	31,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1985	$0	$0	$0
09-04	English Annex (20 Classrooms)	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	31,600 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1985	$0	$0	$0

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
09-05	James Wann Sports Center	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	34,300 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	3 1986	$7,895,919	$655,002	$8,550,921
09-06	Ag Barn-Phase I(New Softball-Baseball Batting Cage/Maint.Fac)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	5,800 Replacement Cost / Margin Clause	2 Non-Combustible	1 1990	$0	$0	$0
09-07	Ag Barn-Phase II(New Softball-Baseball Batting Cage/Maint.Fac)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	7,200 Replacement Cost / Margin Clause	2 Non-Combustible	1 1996	$0	$0	$0
09-08	Ag Complex (451 Howard Clemons Dr.)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	45,420 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2008	$0	$0	$0
09-09	New Crossland 9th Grade Center	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	44,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	2 2015	$6,600,000	$1,320,000	$7,920,000 350
09-10	Addition/Renovations (Grand Hall)	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	115,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	2 1995	$0	$0	$0
09-11	Second Field House	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	10,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1999	$0	$0	$0
09-12	Concession Stands: Tennis/Visitor	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	2,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1999	$0	$0	$0
09-13	Visitor Concession Stand Football	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	3,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2000	$160,000	$2,520	$162,520
09-14	Pirate Pavilion	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	35,865 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2003	$0	$0	$0

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
09-15	Tidwell Renovations (Baseball Complex)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	3,866 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2008	$0	$0	$0
09-16	New CTE Addition	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	85,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2016	$10,625,000	$2,442,000	$13,067,000
09-17	New Band Instrument Storage	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	972 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2015	$0	$0	$0
09-18	New Tennis Court Field House (Pirate Complex)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	5,980 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2016	$0	$0	$0
09-19	New Green House	2000 W. Pearl St. Granbury, TX 76048	$50,000 Greenhouse	1,500 Replacement Cost / Margin Clause	2 Non-Combustible	1 2016	$30,000	$0	$30,000
09-20	New Softball/Baseball Batting Cage	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	3,000 Replacement Cost / Margin Clause	2 Non-Combustible	1 2018	$0	$0	$0
10-01	STARS / BTC	Jones St. Granbury, TX 76048	$50,000 School - Other Buildings	20,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1977	$0	$0	$0
11-01	Administration Bldg Phase I: Classrooms/Offices	217 N. Jones Granbury, TX 76048	$50,000 School - Other Buildings	30,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1983	$9,071,568	$952,900	$10,024,468
11-02	Phase II: Gym/Cafeteria	217 N. Jones Granbury, TX 76048	$50,000 Schools	36,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1984	$0	$0	$0
11-03	Field House (Filter House)	217 N. Jones Granbury, TX 76048	$50,000 Schools	2,400 Replacement Cost / Margin Clause	2 Joisted Masonry	1 1982	$0	$0	$0

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
11-04	PE Building (Auction Barn)	217 N. Jones Granbury, TX 76048	$50,000 Schools	3,500 Replacement Cost / Margin Clause	2 Non-Combustible	1 1990	$0	$0	$0
11-05	Book Storage Facility	217 N. Jones Granbury, TX 76048	$50,000 Storage	600 Replacement Cost / Margin Clause	2 Non-Combustible	1 2018	$0	$0	$0
12-01	Maintenance	503 N. Hannaford Granbury, TX 76048	$50,000 School - Other Buildings	7,800 Replacement Cost / Margin Clause	2 Non-Combustible	1 1985	$375,000	$79,685	$454,685
13-01	Transportation Main Building	500 N. Hannaford Granbury, TX 76048	$50,000 School - Other Buildings	5,000 Replacement Cost / Margin Clause	2 Non-Combustible	1 1977	$250,000	$49,558	$299,558
13-02	Portable Meeting Room	500 N. Hannaford Granbury, TX 76048	$50,000 Office	1,536 Replacement Cost / Margin Clause	2 Frame	1 2000	$386,311	$0	$386,311
13-03	Portable Office (from Stars)	500 N. Hannaford Granbury, TX 76048	$50,000 Office	1,536 Replacement Cost / Margin Clause	2 Frame	1 2000	$0	$0	$0 352
15-01	Forward Training Center Main Building	600 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	3,400 Replacement Cost / Margin Clause	2 Frame	1 1935	$386,311	$104,759	$491,070
15-02	Board Meeting Rooms	600 W. Pearl St. Granbury, TX 76048	$50,000 Office	3,050 Replacement Cost / Margin Clause	2 Frame	1 1948	$0	$0	$0
16-01	Annex - Bridge Street Conference Center - 600 W Bridge (Cafeteria)	600 W Bridge Granbury, TX 76048	$50,000 School - Other Buildings	8,100 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1971	$0	$0	$0
16-02	Annex - Decker Gym - 600 W Bridge	600 W Bridge Granbury, TX 76048	$50,000 Schools	10,360 Replacement Cost / Margin Clause	2 Frame	1 1949	$0	$0	$0
16-03	Annex - Decker Meeting Room - 600 W Bridge	600 W Bridge Granbury, TX 76048	$50,000 Office	603 Replacement Cost / Margin Clause	2 Frame	1 1952	$0	$0	$0
16-04	Annex - Slant Hall Conf Rms - 600 W Bridge	600 W Bridge Granbury, TX 76048	$50,000 Office	4,000 Replacement Cost / Margin Clause	2 Frame	1 1971	$0	$0	$0

Site #	Department	Address	Deductible	Area	Protection Class	Stories	Building Value	Contents Value	Total Insured Value
Bldg #	Description		Occupancy Code	Valuation Type	Construction Type	Year			
		600 W Bridge Granbury, TX 76048	$50,000	4,200	2	1	$0	$0	$0
16-05	Annex - Storage (PE Building) - 600 W Bridge		Storage	Replacement Cost / Margin Clause	Non-Combustible	1977			
		Granbury, TX	$50,000	4,000	2	1	$0	$0	$0
17-01	Annex - Tech Center (library / resource building) -		Schools	Replacement Cost / Margin Clause	Masonry Non-Combustible	1974			
		305 N. Hannaford Granbury, TX 76048	$50,000	5,795	2	1	$0	$0	$0
17-01	Annex - Classrooms Decker Gym - 305 N. Hannaford		Schools	Replacement Cost / Margin Clause	Masonry Non-Combustible	1986			
		210 N Jones Granbury, TX 76048	$50,000	22,356	2	2	$0	$0	$0
18-01	WC Main Building: 210 N Jones		School - Other Buildings	Replacement Cost / Margin Clause	Joisted Masonry	1962			
				Count 67		Property Totals:	$204,682,918	$19,218,853	$223,901,771
						Extra Expense/Business Income:			$0

353

TEXANS FOR EXCELLENCE IN EDUCATION IN RISK MANAGEMENT PRESENTS:

INSURANCE PROGRAM PROPOSAL

Granbury ISD

PRESENTED BY:
Insurance One Agency

PROPOSED EFFECTIVE DATE:
09/01/2025

COVERAGE SUMMARY: GENERAL LIABILITY COVERAGE

GENERAL LIABILITY	LIMITS
Each Occurrence	$1,000,000
General Annual Aggregate	$3,000,000
Products/Completed Operations Annual Aggregate	$1,000,000
Advertising and Personal Injury	$1,000,000
Premises Medical Payments	
Each Person Each	$5,000
Occurrence	$50,000

Deductible: $1,000 each occurrence

Sexual Abuse Liability – Occurrence	
Each Occurrence	$1,000,000
Annual Aggregate	$1,000,000
Innocent Party Defense Coverage Included	

Deductible: $10,000

COVERAGES INCLUDE

- Non-Monetary Legal Defense
  - Each Occurrence $100,000
  - Annual Aggregate $100,000
- Liquor Liability
- Medical Professional (Excluding Doctors & Dentists)
- Special Events
- Terrorism
- Volunteers
- Non-Auditable
- Herbicides & Pesticides - $50,000 Coverage Limits
- Premises Liability

COVERAGE SUMMARY: VIOLENT EVENT RESPONSE COVERAGE

COVERAGE	LIMITS
- Violent Event Response Coverage	$500,000/$500,000
- Crisis Investigation	Included
- Personal Crisis Management Event Response Team	Included
- Crisis Communication Support, Media Management, Public Relations	Included
- Temporary Security Measures	Included
- The following Sublimited Coverages: o	
Medical Expenses	$25,000 Per Person
o Counseling Service Expenses	$10,000 Per Person
o Funeral Service Expenses	$15,000 Per Person
o Per Event Crisis Team Services	$100,000
o Memorialization Expenses	$250,000

Deductible: $1,000 each occurrence

This is addition to the standard liability coverages offered under this policy.

COVERAGE SUMMARY: AUTOMOBILE

AUTO LIABILITY	LIMITS
Each Occurrence	$1,000,000
Auto Medical Payments	
Each Person	$5,000
Each Occurrence	$25,000

Deductible: $0 each occurrence

AUTO PHYSICAL DAMAGE

Total Scheduled Value Total	$2,742,500
Number of Vehicles	181

Comprehensive Per Covered Automobile Deductible: $2,500
Collision Per Covered Automobile Deductible: $2,500
***Or as indicated on the Schedule**

COVERAGES INCLUDE

• Automatic Liability for Newly Acquired Vehicles (Non-Auditable)	Included
• Newly Acquired Automobiles Physical Damage (Non-Auditable)	$500,000
• Hired/Non-Owned Liability	Included
• Hired Auto Physical Damage	Included
• Garagekeepers Legal Liability - per Occurrence	$100,000
• Pollution Caused by Upset/Overturn	Included
• Commandeered Autos	Included
• Loss of Use and Lease Gap Coverage	Included
• Rental Reimbursement	Included

COVERAGE SUMMARY: LAW ENFORCEMENT LIABILITY

COVERAGE

LIMITS

Each Occurrence	$1,000,000
General Annual Aggregate	$3,000,000

Deductible: $10,000 each occurrence

COVERAGES INCLUDE

- Non-Monetary Legal Defense

Each Occurrence	$50,000
Annual Aggregate	$50,000

- Auxiliary Officers
- Intergovernmental/Mutual Aid Agreements
- Jails/Holding Cells
- Good Samaritan
- Commandeered Autos

COVERAGE SUMMARY: EDUCATORS LEGAL LIABILITY

COVERAGE

	LIMITS
Educators Legal Liability - Claims Made Each	
Occurrence	$1,000,000
Annual Aggregate	$1,000,000
Retroactive Date: **09/01/2025**	
Employment Practice Liability - Claims Made	Included
Retroactive Date: **09/01/2025**	
Employee Benefits Liability	Included
Retroactive Date: **09/01/2025**	

Deductible: $10,000 each occurrence

COVERAGES INCLUDE

• Employee Wage Reimbursement	
• Non-Monetary Legal Defense	
Each Occurrence	$100,000
Annual Aggregate	$100,000
• Sexual Harassment	
• Discrimination	
• Wrongful Termination	
• FOIA/Open Meetings Act	
	185 Days
	Included
	Included

COVERAGE SUMMARY: CYBER LIABILITY

COVERAGE

	LIMITS
Cyber Liability Coverage - Claims Made	
Each Claim Annual	$1,000,000
Aggregate	$1,000,000

Retroactive Date: **09/01/2025**

Deductible: $25,000

Coverage Include:

Third Party Liability Insuring Agreements
(Claims Made and Reported Coverage)

	Each **Claim**	Aggregate
Multimedia Liability Coverage	$1,000,000	$1,000,000
Security and Privacy Liability Coverage	$1,000,000	$1,000,000
Privacy Regulatory Defense and Penalties Coverage	$1,000,000	$1,000,000
PCI DSS Liability Coverage	$1,000,000	$1,000,000

First Party Insuring Agreements
(Event Discovered and Reported Coverage)

	Each **Claim**	Aggregate
Breach Event Costs Coverage	$1,000,000	$1,000,000
BrandGuard® Coverage	$1,000,000	$1,000,000
System Failure Coverage	$1,000,000	$1,000,000
Cyber Extortion Coverage	$250,000	$250,000

	Each **Claim**	Aggregate
Cyber Crime Coverage		
A. Financial Fraud Sublimit	$100,000	$100,000
B. Telecommunications and Utilities Fraud Sublimit	$100,000	$100,000
C. Phishing Fraud Sublimits		
1. Your Phishing Fraud Loss Sublimit	$100,000	$100,000
2. Client Phishing Fraud Loss Sublimit	$100,000	$100,000
3. Phishing Fraud Aggregate Sublimit (C.1. & C.2. combined)		$100,000
Cyber Crime Aggregate Limit (A., B., & C. combined)		$100,000

COVERAGE SUMMARY: PROPERTY

LIMIT OF INSURANCE: Blanket Limit of Insurance applies to scheduled Buildings and Business Personal Property that are valued on a Replacement Cost basis.

COVERED PROPERTY	LIMITS
Total Loss Limit per Occurrence	$253,901,771
Building Value	$234,682,915
Business Personal Property Including Stationary EDP	$19,218,853
Solar Panels	$0
Personal Property of Others	$100,000
Newly Constructed or Acquired Property	$1,000,000
Footbridges	$100,000
Covered Property in Transit	$1,000,000
Course of Construction	$1,000,000

Deductibles:
$50,000 All Covered Perils except Windstorm, Hail, Flood, Earth Movement
2% or $100,000 Minimum Windstorm or Hail
Or as indicated on the schedule

ADDITIONAL PROPERTY COVERAGES	
Earth Movement, Volcanic Eruption, Landslide and Subsidence	$5,000,000
Program Aggregate	$250,000,000
Flood	$5,000,000
Program Aggregate (Excluding Flood Zone A and V)	$250,000,000

Deductible: $100,000 or 5% of the damaged location; whichever is greater

COVERED COSTS & EXPENSES	
Debris Removal (whichever is greater)	25% or $500,000
Pollutant Cleanup and Removal (Aggregate in any one Policy Year)	$100,000
Fire Department Service Charge	$5,000
Fire Protection Equipment Discharge	$5,000
Ordinance or Law Coverage	$10,000,000
Preservation of Property	$100,000
Protection of Property	$100,000
Roofs 15 years old are valued at ACV	
Business Income/Extra Expense	$1,000,000

COVERAGE SUMMARY: **PROPERTY** (cont.)

SUPPLEMENT COVERAGE	LIMITS
Communication Towers	$100,000
Trees, Shrubs, and Plants; subject to a Maximum Per Item of: Per Item	
Per Occurrence	$25,000
Golf Course Greens, Tees and Fairways	$100,000
Per Item	
Per Occurrence Contractors	$25,000
Equipment - Non-Owned	$100,000
Per Item	$100,000
Per Occurrence Interruption of	$250,000
Computer Operations	
Per occurrence	$50,000
Annual Aggregate	$100,000
Personal Effects Owned By Employees Retaining	$100,000
Walls and Other Outdoor Walls Underground	$10,000
Sprinkler Systems	$100,000
Unnamed Locations - Unintentional Errors and Omissions Utility	$1,000,000
Services - Direct Damage	$1,000,000
Utility Services - Time Element	$1,000,000
Limited Fungus/Fungi, Wet Rot, and Dry Rot Coverage	
Direct Damage	$15,000
Business Income and Extra Expense Extra	$15,000
Expense Number of Days	30 days
Backup of Sewer, Drains or Sump Pump Failures	$250,000
Ancillary Buildings	$10,000
Outdoor Property - including but not limited to:	$250,000

Fences	Goal Posts	Traffic Lights/Control Boxes Bleachers
Light Fixtures/Poles	Playground Equipment	Ticket Booths
Road Signs	Scoreboards	Dugouts
Non-Utility Poles	Benches	Bike Racks
Fountains	Statues	
Monuments	Fire Hydrants	

All Supplemental Property Coverages are subject to a $25,000 minimum deductible

COVERAGE SUMMARY: EQUIPMENT BREAKDOWN

COVERAGE	LIMIT
Total Building and Contents Value	$100,000,000

Deductible: **$50,000**

BI/EE & Utility Interruption Deductible: **24 Hours**

COVERAGE EXTENSION

Combined Business Income	Included
Combined Extra Expense Spoilage	Included
Damage	Included
Utility Interruption - Time Element	$10,000,000
Electronic Data or Media	$10,000,000
Expediting Expenses	Included
Ordinance or Law	$10,000,000
Hazardous Substance, Contamination, Pollutants	$10,000,000
Newly Acquired Property Debris	$1,000,000
Removal	25% or $500,000
Water Damage	$500,000
Emergency Power Generating Equipment 1,000 kw or less Non	Included

Emergency Power Generating Equipment is Excluded.

COVERAGE SUMMARY: CRIME

COVERAGE	LIMIT
Blanket Employee Dishonesty	$100,000
Loss Inside the Premises - Money & Securities Loss	$100,000
Outside the Premises	$100,000
Money Orders and Counterfeit Currency	$100,000
Depositors Forgery or Alterations Computer	$100,000
Fraud	$100,000
Funds Transfer Fraud	$100,000
Social Engineering/False Pretenses	$50,000

Deductible: $2,500

The Crime Form includes coverage for any of your officials who are required by law to give bonds for the faithful performance of their service against Loss through the failure of any Employee under the supervision of that official to faithfully perform his or her duties as prescribed by law and will meet the requirements for Public Officials bonds up to the statutory limit or policy limit, whichever is less.

PROPOSAL SUMMARY

Presented By: Texans for Excellence in Education

Named Insured: Granbury ISD

Effective Date: 09/01/2025

Coverage Type	Total Premium
Auto Liability	$114,666
Auto Physical Damage	$18,938
Crime	$2,850
Cyber Liability Coverage	$13,616
Employment Practices Liability	$7,905
General Liability	$19,332
Property	$613,076
School Board Legal Liability	$26,593
Sexual Misconduct Liability	$10,698
Law Enforcement Liability	$9,360
TOTAL ANNUAL PREMIUM	**$831,060**

TERMS AND CONDITIONS

- The Named Insured can only cancel the Policy at program anniversary and only if 30-day prior written notice of cancellation is given. If required notice is not given, full estimated premium is earned, due and payable.
- All terms and conditions of membership in the Texans for Excellence in Education are set forth in
- the Trust by-laws. A copy of this document is available for your review
- Per the Membership Agreement, the member must be with the Trust for 12 months prior to withdrawing and can only withdraw at anniversary date of effective date.

REQUESTED PAYMENT PLAN: ☐ Annual

ACCEPTANCE STATEMENT:

Please accept this as a formal confirmation that all terms and conditions, attached scheduled items, and premiums proposed by the Texans for Excellence in Education are accepted effective 09/01/2025.

Signature of Official Date

PROPOSAL SUMMARY

The following must be received prior to binding:

- **Loss Runs valued within the past 30 days**
- Signed Acceptance Statement
- Requested Payment Plan (if annual policy)
- Signed TEE Application
- Insured's Contact Information (space below)

PRIMARY CONTACT

Name Title

Phone Email

Role: (check the role that applies) ☐Accounting/Invoices ☐Claims ☐Loss Control

Texans for Excellence in Education

Auto Schedule

Named Insured: Granbury ISD
Quote No.: Q1-8000020-2526-01
Policy Period: 09/01/2025 to 09/01/2026

AL Coverage
Effective Date: 09/01/2025
Termination Date: 09/01/2026
Limit: $1,000,000
Deductible: $0

Vehicle #	License # / Year	VIN / Make	Department / Model / Description	Comp Eff Date / Comp Term Date	Coll Eff Date / Coll Term Date	Comp Deductible / Coll Deductible	Original Value New / Agreed Value
1		1BAKGCPA6GF318582		09/01/2025	09/01/2025	$2,500	$65,000
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
2		4DRBUAAN55B986341		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
3		4DRBUC8N1KB509922		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	
4		1HVBRABN91A933897		09/01/2025	09/01/2025	$2,500	$0
	2001	INT	Bus	09/01/2026	09/01/2026	$2,500	
5		4DRBUC8NXKB509918		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	
6		4DRBUAAN35B986340		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
7		4DRBUC8N8LB701548		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
8		4DRBUC8NXKB509921		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	
9		4DRBUAAN75A982166		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
10		4DRBUAAN55B986338		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
11		4DRBUC8NXFB085081		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
12		4DRBUC8N8KB509920		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	
14		4DRBUAAN9EB015231		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
15		4DRBUC8N3FB085035		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
16		4DRBUC8NXLB701549		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
17		4DRBUAAN75B986339		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
18		4DRBUAAN2EB015233		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
19		4DRBUC8N1FB085082		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
20		4DRBUC8N1FB085079		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
21		4DRBUC8N8FB085080		09/01/2025	09/01/2025	$2,500	$0
	2015	INT	Bus	09/01/2026	09/01/2026	$2,500	
22		1BAKGCPA8GF318583		09/01/2025	09/01/2025	$2,500	$70,000
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
23		1BAKGCPA3GF318586		09/01/2025	09/01/2025	$2,500	$65,000
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
24		1BAKGCPA1GF318585		09/01/2025	09/01/2025	$2,500	$2,500
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
25		1BAKGCPAXGF318584		09/01/2025	09/01/2025	$2,500	$2,500
	2016	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
26		4DRBUC8N1KB509919		09/01/2025	09/01/2025	$2,500	$90,000
	2019	INT	Bus	09/01/2026	09/01/2026	$2,500	
27		4DRBUC8NXLB318694		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
28		4DRBUC8N3LB318729		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
30		4DRBUC8N9LB048597		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
31		4DRBUC8N8LB318709		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
32		1HVBBABN61H500212		09/01/2025	09/01/2025	$2,500	$0
	2001	INT	Bus	09/01/2026	09/01/2026	$2,500	
33		1HVBBABNX1H500214		09/01/2025	09/01/2025	$2,500	$0
	2001	INT	Bus	09/01/2026	09/01/2026	$2,500	
34		4DRBUC8N8LB048591		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	Bus	09/01/2026	09/01/2026	$2,500	
35		4UZAAXBV13CK69769		09/01/2025	09/01/2025	$2,500	$0
	2002	FRT	Bus	09/01/2026	09/01/2026	$2,500	
36		4DRBUAAN2CB397518		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	
37		4DRBUC8NXHB456159		09/01/2025	09/01/2025	$2,500	$2,500
	2017	INT	Bus	09/01/2026	09/01/2026	$2,500	
38		4DRBRAAN14A961913		09/01/2025	09/01/2025	$2,500	$0
	2004	INT	Bus	09/01/2026	09/01/2026	$2,500	
39		4DRBRAAN84A961911		09/01/2025	09/01/2025	$2,500	$0
	2004	INT	Bus	09/01/2026	09/01/2026	$2,500	
40		4DRBRAAN64A961910		09/01/2025	09/01/2025	$2,500	$0
	2004	INT	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
41		4DRBRAAN34A961914		09/01/2025	09/01/2025	$2,500	$0
	2004	INT	Bus	09/01/2026	09/01/2026	$2,500	
42		4DRBUAAN05A982168		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
43		4DRBUAAN55A982165		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
44		4DRBUAAN95A982167		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
45		4DRBUAAN77B390599		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	
46		4DRBUAANX7B390600		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	
47		4DRBUAAN57B390598		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	
48		4DRBUAAN37B390597		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	
49		4DRBUAAN68A492063		09/01/2025	09/01/2025	$2,500	$0
	2008	INT	Bus	09/01/2026	09/01/2026	$2,500	
50		4DRBUAAN48A492062		09/01/2025	09/01/2025	$2,500	$0
	2008	INT	Bus	09/01/2026	09/01/2026	$2,500	
51		4DRBUAAN79B060111		09/01/2025	09/01/2025	$2,500	$0
	2009	INT	Bus	09/01/2026	09/01/2026	$2,500	
52		4DRBUAAN59B060110		09/01/2025	09/01/2025	$2,500	$0
	2009	INT	Bus	09/01/2026	09/01/2026	$2,500	
53		4DRBUAAN9AB189133		09/01/2025	09/01/2025	$2,500	$0
	2010	INT	Bus	09/01/2026	09/01/2026	$2,500	
54		4DRBUAAN4CB397519		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
55		4DRBUAAN5DB115888		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	
56		4DRBUAAN0EB015232		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
57		4DRBUAAN8FB015237		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
58		4DRBUAAN6FB015236		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
59		4DRBUAANXFB015238		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
60		4UZABRFC0RCUL3507		09/01/2025	09/01/2025	$2,500	$90,000
	2024	Thomas	Bus	09/01/2026	09/01/2026	$2,500	
61		4UZABRFC2RCUL3508		09/01/2025	09/01/2025	$2,500	$90,000
	2024	Thomas	Bus	09/01/2026	09/01/2026	$2,500	
62		1BAKGCSA6RF802665		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
63		1BAKGCSA2RF802680		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
64		1BAKGSA1RF802668		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
65		1BAKGSA9RF802675		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
66		1BAKGCSA8RF802666		09/01/2025	09/01/2025	$2,500	$100,000
	2024	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
67		1T7YU4E29F1287952		09/01/2025	09/01/2025	$2,500	$60,000
	2015	THOMAS	Bus	09/01/2026	09/01/2026	$2,500	
68		1T7YU4E27F1287951		09/01/2025	09/01/2025	$2,500	$60,000
	2015	THOMAS	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
69		1GB3G3BG1E1202775		09/01/2025	09/01/2025	$2,500	$0
	2014	BLUEBIRD	Bus	09/01/2026	09/01/2026	$2,500	
70		4UZAAXBVX3CK69771		09/01/2025	09/01/2025	$2,500	$0
	2002	Freightlinner	Bus	09/01/2026	09/01/2026	$2,500	
71		3GNEC16Z25G109661		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
72		3GNEC16Z25G111636		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
73		3GNEC16Z45G110696		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
74		3GNEC16Z75G112197		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
75		1GCGC34J9TZ209019		09/01/2025	09/01/2025	$2,500	$0
	1996	Chevy	PU	09/01/2026	09/01/2026	$2,500	
76		1GNDM19W2YB163839		09/01/2025	09/01/2025	$2,500	$0
	2000	Chevy	Van	09/01/2026	09/01/2026	$2,500	
77		1GNDM19WOYB163662		09/01/2025	09/01/2025	$2,500	$0
	2000	Chevy	Van	09/01/2026	09/01/2026	$2,500	
78		1GNDM19W6YB163830		09/01/2025	09/01/2025	$2,500	$0
	2000	Chevy	Van	09/01/2026	09/01/2026	$2,500	
79		1GCHC24G61E262106		09/01/2025	09/01/2025	$2,500	$0
	2001	Chevy	PU	09/01/2026	09/01/2026	$2,500	
80		3GNEC16ZO5G110517		09/01/2025	09/01/2025	$2,500	$0
	2005	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
81		1FTSW20565EC71900		09/01/2025	09/01/2025	$2,500	$0
	2005	Ford	PU	09/01/2026	09/01/2026	$2,500	
82		1GNFC16077R398965		09/01/2025	09/01/2025	$2,500	$0
	2007	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
83		1GNFC16077R395810		09/01/2025	09/01/2025	$2,500	$0
	2007	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
84		1GNFC16097R396750		09/01/2025	09/01/2025	$2,500	$0
	2007	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
85		1GNFC160X9R257066		09/01/2025	09/01/2025	$2,500	$0
	2009	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
86		1GNFC16059R259517		09/01/2025	09/01/2025	$2,500	$0
	2009	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
87		1GNFC16009R258288		09/01/2025	09/01/2025	$2,500	$0
	2009	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
88		1GT412C82BF104906		09/01/2025	09/01/2025	$2,500	$0
	2011	GMC	PU - GMC Dually	09/01/2026	09/01/2026	$2,500	
89		1GNSC5EC2FR552109		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
90		1GNSC5EC8FR549277		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
91		1GNSC5EC2FR552143		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
92		1GNSCGKC5JR344010		09/01/2025	09/01/2025	$2,500	$0
	2018	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
93		1FMJK1FT5MEA59183		09/01/2025	09/01/2025	$2,500	$65,000
	2021	Ford	Expedition	09/01/2026	09/01/2026	$2,500	
94		1FMJK1FT3MEA59182		09/01/2025	09/01/2025	$2,500	$65,000
	2021	Ford	Expedition	09/01/2026	09/01/2026	$2,500	
95		1GNSCAAED4PR192263		09/01/2025	09/01/2025	$2,500	$65,000
	2023	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
96		1FMSK7BH1RGA70251		09/01/2025	09/01/2025	$2,500	$45,000
	2024	Ford	Explorer	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
97		1FMFU15508LA86750		09/01/2025	09/01/2025	$2,500	$0
	2008	Ford	Expedition	09/01/2026	09/01/2026	$2,500	
98		1GNSCAED7NR254588		09/01/2025	09/01/2025	$2,500	$65,000
	2022	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
99		1FTMF1CM0CKD35661		09/01/2025	09/01/2025	$2,500	$0
	2012	Fird	Truck	09/01/2026	09/01/2026	$2,500	
100		1HVBBABMXTH389674		09/01/2025	09/01/2025	$2,500	$0
	1996	INT	Bus	09/01/2026	09/01/2026	$2,500	
101		4DRBUAAL45B982179		09/01/2025	09/01/2025	$2,500	$0
	2005	INT	Bus	09/01/2026	09/01/2026	$2,500	
102		4DRBUAAL37B390601		09/01/2025	09/01/2025	$2,500	$0
	2007	INT	Bus	09/01/2026	09/01/2026	$2,500	
103		4DRBUAFL18B492215		09/01/2025	09/01/2025	$2,500	$0
	2008	INT	Bus	09/01/2026	09/01/2026	$2,500	
104		4DRBUAFL48B492208		09/01/2025	09/01/2025	$2,500	$0
	2008	INT	Bus	09/01/2026	09/01/2026	$2,500	
105		4DRBUSKL39B060108		09/01/2025	09/01/2025	$2,500	$0
	2009	INT	Bus	09/01/2026	09/01/2026	$2,500	
106		4DRBUSKLOAB189458		09/01/2025	09/01/2025	$2,500	$0
	2010	INT	Bus	09/01/2026	09/01/2026	$2,500	
107		4DRBUSKL2AB189459		09/01/2025	09/01/2025	$2,500	$0
	2010	INT	Bus	09/01/2026	09/01/2026	$2,500	
108		4DRBUSKL2CB422419		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	
109		4DRBUSKL9CB422420		09/01/2025	09/01/2025	$2,500	$0
	2012	INT	Bus	09/01/2026	09/01/2026	$2,500	
110		4DRBUSKL6DB299757		09/01/2025	09/01/2025	$2,500	$0
	2013	INT	Bus	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
111		4DRBUSKL4DB299756		09/01/2025	09/01/2025	$2,500	$0
	2013	INT	Bus	09/01/2026	09/01/2026	$2,500	
112		4DRBUSKL3EB795763		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
113		4DRBUSKL1EB795762		09/01/2025	09/01/2025	$2,500	$0
	2014	INT	Bus	09/01/2026	09/01/2026	$2,500	
114		4DRBUC8N8HB283760		09/01/2025	09/01/2025	$2,500	$0
	2017	INT	Bus	09/01/2026	09/01/2026	$2,500	
115		4DRBUC8NXHB283761		09/01/2025	09/01/2025	$2,500	$0
	2017	INT	Bus	09/01/2026	09/01/2026	$2,500	
116		4DRBUC8N1HB283759		09/01/2025	09/01/2025	$2,500	$0
	2017	INT	Bus	09/01/2026	09/01/2026	$2,500	
117		4DRBUC8N4LB105630		09/01/2025	09/01/2025	$2,500	$90,000
	2020	INT	BUS	09/01/2026	09/01/2026	$2,500	
118		4DRBUC8NONB290505		09/01/2025	09/01/2025	$2,500	$35,000
	2022	INT	Bus	09/01/2026	09/01/2026	$2,500	
119		4DRBUC8N5NB290502		09/01/2025	09/01/2025	$2,500	$45,000
	2022	INT	Bus	09/01/2026	09/01/2026	$2,500	
120		4DRBUC8N8RB658659		09/01/2025	09/01/2025	$2,500	$90,000
	2024	INT	Bus	09/01/2026	09/01/2026	$2,500	
121		4DRBUC8N4RB658660		09/01/2025	09/01/2025	$2,500	$90,000
	2024	INT	Bus	09/01/2026	09/01/2026	$2,500	
122		1DTV51X25EA166110		09/01/2025	09/01/2025	$2,500	$0
	1984	FB	Ice Trailer	09/01/2026	09/01/2026	$2,500	
123		2955		09/01/2025	09/01/2025	$2,500	$0
	1999	Pace	GOOSENECK TRAILER	09/01/2026	09/01/2026	$2,500	
126		5BEBU10113C128442		09/01/2025	09/01/2025	$2,500	$0
	2000	N/A	WELDING TRAILER -10'	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
127		871155		09/01/2025	09/01/2025	$2,500	$0
	1987	N/A	16' TRAILER	09/01/2026	09/01/2026	$2,500	
128		5GXSL12172M000432		09/01/2025	09/01/2025	$2,500	$0
	2002	N/A	12' TRAILER	09/01/2026	09/01/2026	$2,500	
129		13ZTL1626W1000195		09/01/2025	09/01/2025	$2,500	$0
	1998	Park	16' TRAILER - Landscape	09/01/2026	09/01/2026	$2,500	
130		5BEBU16261C118860		09/01/2025	09/01/2025	$2,500	$0
	2001	Trailmaster	16' TRAILER - Landscape	09/01/2026	09/01/2026	$2,500	
131		none		09/01/2025	09/01/2025	$2,500	$0
	2000		smoker TRAILER (HOMEMADE)	09/01/2026	09/01/2026	$2,500	
132		5BEBU142X4X130341		09/01/2025	09/01/2025	$2,500	$0
	2004	UT	16' DUMP TRAILER	09/01/2026	09/01/2026	$2,500	
133		951		09/01/2025	09/01/2025	$2,500	$0
	1996	N/A	GENIE TRAILER	09/01/2026	09/01/2026	$2,500	
134		1DSB071A471700175		09/01/2025	09/01/2025	$2,500	$0
	2007	trencher	trailer WITCH	09/01/2026	09/01/2026	$2,500	
135		4P5CC2020J1282319		09/01/2025	09/01/2025	$2,500	$0
	2018	Fabrique	Flatbed-CAR HAULER-PJ	09/01/2026	09/01/2026	$2,500	
136		4p5cc2020j1282319		09/01/2025	09/01/2025	$2,500	$0
	2017	skid	trailer	09/01/2026	09/01/2026	$2,500	
137		1P9RD1624HF190517		09/01/2025	09/01/2025	$2,500	$0
	2017		Refrigerated	09/01/2026	09/01/2026	$2,500	
138		1GCDM19W4XB157595		09/01/2025	09/01/2025	$2,500	$0
	1996	Chevy	Van	09/01/2026	09/01/2026	$2,500	
139		NM0LS6S27N1535821		09/01/2025	09/01/2025	$2,500	$0
	2022	Ford	Transit Van	09/01/2026	09/01/2026	$2,500	
140		NM0LS6S29N1535819		09/01/2025	09/01/2025	$2,500	$0
	2022	Ford	Transit Van	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
141		11WHS1623WW240730		09/01/2025	09/01/2025	$2,500	$0
	1998	W-WT	16' blue gooseneck stock trailer	09/01/2026	09/01/2026	$2,500	
142		1GCHC23G23F139448		09/01/2025	09/01/2025	$2,500	$0
	2003	Chevy	PU	09/01/2026	09/01/2026	$2,500	
143		1FTSW20Y26EA92233		09/01/2025	09/01/2025	$2,500	$0
	2005	Ford	PU	09/01/2026	09/01/2026	$2,500	
144		1GC4KYC83FF559950		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	PU	09/01/2026	09/01/2026	$2,500	
145		1FDXE4EPOADA22209		09/01/2025	09/01/2025	$2,500	$0
	2010	Ford	Ambulance (diesel)	09/01/2026	09/01/2026	$2,500	
146		1ft8w3bt7lec74555		09/01/2025	09/01/2025	$2,500	$0
	2020	ford	PU	09/01/2026	09/01/2026	$2,500	
147		1FDWF36R58EB59137		09/01/2025	09/01/2025	$2,500	$0
	2008	Ford	Box Trk	09/01/2026	09/01/2026	$2,500	
149		5MKWG242280009747		09/01/2025	09/01/2025	$2,500	$0
	2008	Elite	GOOSENECK TRAILER-24'	09/01/2026	09/01/2026	$2,500	
150		5MKWG182580009746		09/01/2025	09/01/2025	$2,500	$0
	2008	Elite	GOOSENECK TRAILER-18'	09/01/2026	09/01/2026	$2,500	
151		4LABS242XH5068844		09/01/2025	09/01/2025	$2,500	$0
	2017	Exis	Exis/pig trailer 24' exhibitor	09/01/2026	09/01/2026	$2,500	
152		12610		09/01/2025	09/01/2025	$2,500	$0
	2010	HMDE	16 ' lowboy utility trailer	09/01/2026	09/01/2026	$2,500	
153		TBD		09/01/2025	09/01/2025	$2,500	$0
	2015	N/A	WELDING TRAILER	09/01/2026	09/01/2026	$2,500	
154		1GNSCAED7PR341281		09/01/2025	09/01/2025	$2,500	$0
	2023	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
155		1G11B5SL1EF296954		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	Malibu - Driver's Ed	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
156		1GNSCAED7PR150136		09/01/2025	09/01/2025	$2,500	$0
	2023	Chevy	Suburban	09/01/2026	09/01/2026	$2,500	
157		1FTMF1CM0CKD35661		09/01/2025	09/01/2025	$2,500	$0
	2012	Ford	F 150 Pickup truck	09/01/2026	09/01/2026	$2,500	
158		575200B16JT362090		09/01/2025	09/01/2025	$2,500	$0
	2018	Wells Fargo	Utility Golf trailer-Well UT	09/01/2026	09/01/2026	$2,500	
159		4YMCL1011ET031909		09/01/2025	09/01/2025	$2,500	$0
	2014	Carr	ROTC	09/01/2026	09/01/2026	$2,500	
160		5JW7E1222PX012828		09/01/2025	09/01/2025	$2,500	$0
	2023	Cargo	ROTC - UTILITY-SILVER	09/01/2026	09/01/2026	$2,500	
161		1GCWGAFP8P1250493		09/01/2025	09/01/2025	$2,500	$0
	2023	Chevy	Cargo Van	09/01/2026	09/01/2026	$2,500	
162		1GCGC34J6TZ207552		09/01/2025	09/01/2025	$2,500	$0
	1996	Chevy	PU - 1 ton	09/01/2026	09/01/2026	$2,500	
163		3D7KA26D94G223463		09/01/2025	09/01/2025	$2,500	$0
	2004	Dodge	PU - Ram 2500	09/01/2026	09/01/2026	$2,500	
164		3D7KA26D74G223462		09/01/2025	09/01/2025	$2,500	$0
	2004	Dodge	PU - Ram 2500	09/01/2026	09/01/2026	$2,500	
165		3D7KA26D34G223460		09/01/2025	09/01/2025	$2,500	$0
	2004	Dodge	PU - Ram 2500	09/01/2026	09/01/2026	$2,500	
166		3D7KA26D54G223461		09/01/2025	09/01/2025	$2,500	$0
	2004	Dodge	PU - ram 2500	09/01/2026	09/01/2026	$2,500	
167		1FTSW2OR58EE40750		09/01/2025	09/01/2025	$2,500	$0
	2008	Ford	PU - F250 Crew Cab-4door	09/01/2026	09/01/2026	$2,500	
168		1GCHC24G11E263549		09/01/2025	09/01/2025	$2,500	$0
	2001	Chevy	PU - 2500 HD	09/01/2026	09/01/2026	$2,500	
169		1FTSW20518EA43761		09/01/2025	09/01/2025	$2,500	$0
	2008	Ford	PU - F250 Crew Cab-4door	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
170		1FTNF20S72EC50214		09/01/2025	09/01/2025	$2,500	$0
	2002	Ford	PU - F-250	09/01/2026	09/01/2026	$2,500	
171		1FTNF20S52EC50213		09/01/2025	09/01/2025	$2,500	$0
	2002	Ford	PU - F-250	09/01/2026	09/01/2026	$2,500	
172		1GCGC24U73Z282393		09/01/2025	09/01/2025	$2,500	$0
	2003	Chevy	PU - Silverado 2500	09/01/2026	09/01/2026	$2,500	
173		1GCGC24UX3Z283425		09/01/2025	09/01/2025	$2,500	$0
	2003	Chevy	PU - Silverado 2500	09/01/2026	09/01/2026	$2,500	
174		1FTSW20585EC71901		09/01/2025	09/01/2025	$2,500	$0
	2005	Ford	PU - F-250	09/01/2026	09/01/2026	$2,500	
175		1FTSW20516ED91671		09/01/2025	09/01/2025	$2,500	$0
	2006	Ford	PU - F-250 4door	09/01/2026	09/01/2026	$2,500	
176		1FTSW20536ED91672		09/01/2025	09/01/2025	$2,500	$0
	2006	Ford	PU - F-250 -4 door	09/01/2026	09/01/2026	$2,500	
177		1GCHC44K19E113422		09/01/2025	09/01/2025	$2,500	$0
	2009	Chevy	PU - 2500 HD	09/01/2026	09/01/2026	$2,500	
178		1HTSCAAN2YH694061		09/01/2025	09/01/2025	$2,500	$0
	2000	Int	Bucket Trk	09/01/2026	09/01/2026	$2,500	
179		1GBOCUEG9FZ520114		09/01/2025	09/01/2025	$2,500	$0
	2015	Chevy	PU - 2500 HD	09/01/2026	09/01/2026	$2,500	
180		1FDBF2A62HEE08788		09/01/2025	09/01/2025	$2,500	$0
	2017	Ford	PU - F-250	09/01/2026	09/01/2026	$2,500	
181		1GBOGRFG5J1241086		09/01/2025	09/01/2025	$2,500	$0
	2018	CHEVY	PU	09/01/2026	09/01/2026	$2,500	
182		1FTBF2A69KED27296		09/01/2025	09/01/2025	$2,500	$0
	2019	FORD	PU	09/01/2026	09/01/2026	$2,500	
183		2GC2CREG7K1233181		09/01/2025	09/01/2025	$2,500	$0
	2019	Chevy	PU	09/01/2026	09/01/2026	$2,500	

Vehicle #	License #	VIN	Department	Comp Eff Date	Coll Eff Date	Comp Deductible	Original Value New
	Year	Make	Model / Description	Comp Term Date	Coll Term Date	Coll Deductible	Agreed Value
184		1FTBF2A66MEC70493		09/01/2025	09/01/2025	$2,500	$0
	2021	ford	F250	09/01/2026	09/01/2026	$2,500	
185		1FDBF2A65NED40093		09/01/2025	09/01/2025	$2,500	$0
	2022	FORD	F250	09/01/2026	09/01/2026	$2,500	
186		3C6LRVBG1PE548298		09/01/2025	09/01/2025	$2,500	$0
	2023	Dodge	Ram 1500 Promaster Cargo	09/01/2026	09/01/2026	$2,500	

Count	Original Value New	$2,742,500
181	Agreed Value	$0

380

Texans for Excellence in Education

Property Schedule

Named Insured: Granbury ISD
Quote No.: Q1-8000020-2526-01
Policy Period: 09/01/2025 to 09/01/2026

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
01-01	Acton Elementary Main Building	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	40,000 Replacement Cost / Margin Clause	2 Joisted Masonry	1 1978	$11,566,526	$1,038,115	$12,604,641
01-02	PE Building	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	4,000 Replacement Cost / Margin Clause	2 Non-Combustible	1 1990	$285,000	$0	$285,000
01-03	Classroom Addition	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	7,100 Replacement Cost / Margin Clause	2 Joisted Masonry	1 1991	$0	$0	$0
01-04	New Addition	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	28,400 Replacement Cost / Margin Clause	2 Joisted Masonry	1 2000	$0	$0	$0
01-05	Portable Classroom (1)	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	1,536 Replacement Cost / Margin Clause	2 Non-Combustible	1 1998	$0	$0	$0
01-06	Portable Classroom (1) - from Stars	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	1,536 Replacement Cost / Margin Clause	2 Frame	1 2000	$0	$0	$0
01-07	New Gym	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	4,953 Replacement Cost / Margin Clause	2 Joisted Masonry	1 2016	$1,104,000	$0	$1,104,000
01-08	2 Portables Classrooms from Administration	3200 Acton School Rd. Granbury, TX 76049	$50,000 Schools	3,072 Replacement Cost / Margin Clause	2 Frame	1 2021	$127,800	$22,118	$149,918
01-09	Acton Daycare	3000 Acton School Rd Granbury, TX 76049	$50,000 Schools	7,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2000	$0	$0	$0
02-01	Brawner Intermediate Main Building	1520 S. Meadows Dr. Granbury, TX 76049	$50,000 Schools	83,000 Replacement Cost / Margin Clause	2 Joisted Masonry	1 1993	$12,731,583	$274,727	$13,006,310

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
02-02	Kindergarten Classrooms renovated from locker rooms	1520 S. Meadows Dr. Granbury, TX 76049	$50,000 Schools	Replacement Cost / Margin Clause	2 Joisted Masonry	1 2021	$0	$0	$0
02-03	Portable Classroom (1) from Admin	1520 S. Meadows Dr. Granbury, TX 76049	$50,000 Schools	1,536 Replacement Cost / Margin Clause	2 Frame	1 2021	$0	$0	$0
02-04	Portable Classroom (1) from Admin	1520 S. Meadows Dr.	$50,000 Schools	1,536 Replacement Cost / Margin Clause	2 Frame	1 2021	$0	$0	$0
03-01	Emma Roberson Elementary Main Building	1500 Misty Meadows Granbury, TX 76048	$50,000 Schools	42,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1985	$10,454,134	$983,128	$11,437,262
03-02	New Addition	1500 Misty Meadows Granbury, TX 76048	$50,000 Schools	20,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2000	$0	$0	$0
03-03	New Gym	1500 Misty Meadows Granbury, TX 76048	$50,000 Schools	4,953 Replacement Cost / Margin Clause	2 Non-Combustible	1 2016	$0	$0	$0
04-01	Nettie Baccus Elementary Main Building	901 Avery Road Granbury, TX	$50,000 Schools	48,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1987	$10,382,058	$987,855	$11,369,913
04-02	New Addition	901 Avery Road Granbury, TX	$50,000 Schools	23,400 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2000	$0	$0	$0
05-01	Mambrino	3825 Mambrino Hwy Granbury, TX 76048	$50,000 Schools	120,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1999	$18,206,025	$1,598,821	$19,804,846
06-01	Oak Woods Main Building	311 Davis Rd. Granbury, TX 76049	$50,000 Schools	60,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1990	$9,263,267	$874,956	$10,138,223
06-02	Portable	311 Davis Rd. Granbury, TX 76049	$50,000 Schools	1,488 Replacement Cost / Margin Clause	2 Frame	1 1996	$64,000	$11,059	$75,059

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
06-03	New Entry Way	311 Davis Rd. Granbury, TX 76049	$50,000 Schools	5,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2015	$0	$0	$0
07-01	Acton Middle School Main Building	1300 James Rd. Granbury, TX 76049	$50,000 Schools	154,815 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2001	$23,647,323	$3,442,075	$27,089,398
07-02	Concession Stands	1300 James Rd. Granbury, TX 76049	$50,000 School - Other Buildings	1,500 Replacement Cost / Margin Clause	2 Joisted Masonry	1 2001	$100,000	$0	$100,000
08-01	Granbury Middle School Main Building	2000 Crossland Rd. Granbury, TX 76048	$50,000 Schools	154,815 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2001	$23,118,593	$3,442,075	$26,560,668
08-02	Press Box	2000 Crossland Rd. Granbury, TX 76048	$50,000 School - Other Buildings	600 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2001	$60,000	$0	$60,000
08-03	Concession Stands	2000 Crossland Rd. Granbury, TX 76048	$50,000 School - Other Buildings	1,500 Replacement Cost / Margin Clause	2 Joisted Masonry	1 2001	$168,000	$0	$168,000
09-01	Granbury High School Main Building	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	81,700 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	2 1973	$47,624,500	$937,500	$48,562,000
09-02	New Addition (9 Classrooms)	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	6,720 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	2 1979	$0	$0	$0
09-03	Fine Arts Auditorium	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	31,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1985	$0	$0	$0
09-04	English Annex (20 Classrooms)	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	31,600 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1985	$0	$0	$0

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
09-05	James Wann Sports Center	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	34,300 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	3 1986	$7,895,919	$655,002	$8,550,921
09-06	Ag Barn-Phase I(New Softball-Baseball Batting Cage/Maint.Fac)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	5,800 Replacement Cost / Margin Clause	2 Non-Combustible	1 1990	$0	$0	$0
09-07	Ag Barn-Phase II(New Softball-Baseball Batting Cage/Maint.Fac)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	7,200 Replacement Cost / Margin Clause	2 Non-Combustible	1 1996	$0	$0	$0
09-08	Ag Complex (451 Howard Clemons Dr.)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	45,420 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2008	$0	$0	$0
09-09	New Crossland 9th Grade Center	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	44,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	2 2015	$6,600,000	$1,320,000	$7,920,000
09-10	Addition/Renovations (Grand Hall)	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	115,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	2 1995	$0	$0	$0
09-11	Second Field House	2000 W. Pearl St. Granbury, TX 76048	$50,000 Schools	10,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1999	$0	$0	$0
09-12	Concession Stands: Tennis/Visitor	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	2,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1999	$0	$0	$0
09-13	Visitor Concession Stand Football	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	3,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2000	$160,000	$2,520	$162,520
09-14	Pirate Pavilion	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	35,865 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2003	$0	$0	$0

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
09-15	Tidwell Renovations (Baseball Complex)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	3,866 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2008	$0	$0	$0
09-16	New CTE Addition	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	85,500 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2016	$10,625,000	$2,442,000	$13,067,000
09-17	New Band Instrument Storage	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	972 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2015	$0	$0	$0
09-18	New Tennis Court Field House (Pirate Complex)	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	5,980 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 2016	$0	$0	$0
09-19	New Green House	2000 W. Pearl St. Granbury, TX 76048	$50,000 Greenhouse	1,500 Replacement Cost / Margin Clause	2 Non-Combustible	1 2016	$30,000	$0	$30,000
09-20	New Softball/Baseball Batting Cage	2000 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	3,000 Replacement Cost / Margin Clause	2 Non-Combustible	1 2018	$0	$0	$0
10-01	STARS / BTC	Jones St. Granbury, TX 76048	$50,000 School - Other Buildings	20,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1977	$0	$0	$0
11-01	Administration Bldg Phase I: Classrooms/Offices	217 N. Jones Granbury, TX 76048	$50,000 School - Other Buildings	30,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1983	$9,071,568	$952,900	$10,024,468
11-02	Phase II: Gym/Cafeteria	217 N. Jones Granbury, TX 76048	$50,000 Schools	36,000 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1984	$0	$0	$0
11-03	Field House (Filter House)	217 N. Jones Granbury, TX 76048	$50,000 Schools	2,400 Replacement Cost / Margin Clause	2 Joisted Masonry	1 1982	$0	$0	$0

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
11-04	PE Building (Auction Barn)	217 N. Jones Granbury, TX 76048	$50,000 Schools	3,500 Replacement Cost / Margin Clause	2 Non-Combustible	1 1990	$0	$0	$0
11-05	Book Storage Facility	217 N. Jones Granbury, TX 76048	$50,000 Storage	600 Replacement Cost / Margin Clause	2 Non-Combustible	1 2018	$0	$0	$0
12-01	Maintenance	503 N. Hannaford Granbury, TX 76048	$50,000 School - Other Buildings	7,800 Replacement Cost / Margin Clause	2 Non-Combustible	1 1985	$375,000	$79,685	$454,685
13-01	Transportation Main Building	500 N. Hannaford Granbury, TX 76048	$50,000 School - Other Buildings	5,000 Replacement Cost / Margin Clause	2 Non-Combustible	1 1977	$250,000	$49,558	$299,558
13-02	Portable Meeting Room	500 N. Hannaford Granbury, TX 76048	$50,000 Office	1,536 Replacement Cost / Margin Clause	2 Frame	1 2000	$386,311	$0	$386,311
13-03	Portable Office (from Stars)	500 N. Hannaford Granbury, TX 76048	$50,000 Office	1,536 Replacement Cost / Margin Clause	2 Frame	1 2000	$0	$0	$0
15-01	Forward Training Center Main Building	600 W. Pearl St. Granbury, TX 76048	$50,000 School - Other Buildings	3,400 Replacement Cost / Margin Clause	2 Frame	1 1935	$386,311	$104,759	$491,070
15-02	Board Meeting Rooms	600 W. Pearl St. Granbury, TX 76048	$50,000 Office	3,050 Replacement Cost / Margin Clause	2 Frame	1 1948	$0	$0	$0
16-01	Annex - Bridge Street Conference Center - 600 W Bridge (Cafeteria)	600 W Bridge Granbury, TX 76048	$50,000 School - Other Buildings	8,100 Replacement Cost / Margin Clause	2 Masonry Non-Combustible	1 1971	$0	$0	$0
16-02	Annex - Decker Gym - 600 W Bridge	600 W Bridge Granbury, TX 76048	$50,000 Schools	10,360 Replacement Cost / Margin Clause	2 Frame	1 1949	$0	$0	$0
16-03	Annex - Decker Meeting Room - 600 W Bridge	600 W Bridge Granbury, TX 76048	$50,000 Office	603 Replacement Cost / Margin Clause	2 Frame	1 1952	$0	$0	$0
16-04	Annex - Slant Hall Conf Rms - 600 W Bridge	600 W Bridge Granbury, TX 76048	$50,000 Office	4,000 Replacement Cost / Margin Clause	2 Frame	1 1971	$0	$0	$0

Site # / Bldg #	Department / Description	Address	Deductible / Occupancy Code	Area / Valuation Type	Protection Class / Construction Type	Stories / Year	Building Value	Contents Value	Total Insured Value
		600 W Bridge Granbury, TX 76048	$50,000	4,200	2	1	$0	$0	$0
16-05	Annex - Storage (PE Building) - 600 W Bridge		Storage	Replacement Cost / Margin Clause	Non-Combustible	1977			
		Granbury, TX	$50,000	4,000	2	1	$0	$0	$0
17-01	Annex - Tech Center (library / resource building) -		Schools	Replacement Cost / Margin Clause	Masonry Non-Combustible	1974			
		305 N. Hannaford Granbury, TX 76048	$50,000	5,795	2	1	$0	$0	$0
17-01	Annex - Classrooms Decker Gym - 305 N. Hannaford		Schools	Replacement Cost / Margin Clause	Masonry Non-Combustible	1986			
		210 N Jones Granbury, TX 76048	$50,000	22,356	2	2	$0	$0	$0
18-01	WC Main Building: 210 N Jones		School - Other Buildings	Replacement Cost / Margin Clause	Joisted Masonry	1962			
				Count 67		Property Totals:	$204,682,918	$19,218,853	$223,901,771
						Extra Expense/Business Income:			$0

387

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Information

TO: Dr. Courtney Morawski, Superintendent

FROM: Emmett Whitefield
DATE: August 15, 2025
RE: Bond Redemption Order

SUMMARY:

Attached is information from BOK, the District's financial advisor, and McCall Parkhurst & Horton, the districts bond attorney, in regard to the defeasance and redemption of a portion of GISD's bonds. This defeasance will include GISD Unlimited Tax Refunding Bonds, Taxable Series 2020-A. The prepayment will be in the amount of $10,165,000 and will save district taxpayers approximately $1,755,999.95 in interest. In order to start this process, the Board must adopt an order authorizing the defeasance and redemption of said bonds.

BUDGET IMPACT: As indicated in the attached information

RECOMMENDATION:

That the Board adopt the Order authorizing the defeasance and redemption of a portion of Granbury Independent School District Unlimited Tax Refunding Bonds, Taxable Series 2020-A and all matters incident or related thereto.

Respectfully submitted,

Emmett Whitefield
Chief Financial Officer

Staff Person Responsible: Emmett Whitefield

Date Submitted: August 15, 2025

TABLE OF CONTENTS

GRANBURY INDEPENDENT SCHOOL DISTRICT
A political subdivision of the State of Texas located in Hood, Johnson, Parker & Somervell Counties
DEFEASANCE OF $10,165,000 OF THE DISTRICT'S
UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A
Escrow Deposit Date: August 1, 2026
Redemption Date: February 1, 2030
[PRELIMINARY NUMBERS - AS OF AUGUST 9, 2025]

Report	Page
Sources and Uses of Funds	1
Savings	2
Summary of Bonds Refunded	3
Escrow Requirements	4
Escrow Sufficiency	6
Escrow Cost Detail	7
Escrow Statistics	8

SOURCES AND USES OF FUNDS

GRANBURY INDEPENDENT SCHOOL DISTRICT
A political subdivision of the State of Texas located in Hood, Johnson, Parker & Somervell Counties
DEFEASANCE OF $10,165,000 OF THE DISTRICT'S
UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A
Escrow Deposit Date: August 1, 2026
Redemption Date: February 1, 2030
[PRELIMINARY NUMBERS - AS OF AUGUST 9, 2025]

Dated Date	08/01/2026
Delivery Date	08/01/2026

Sources:	
Other Sources of Funds:	
District Contribution	11,028,411.15
	11,028,411.15

Uses:	
Refunding Escrow Deposits:	
Cash Deposit	11,028,411.15
	11,028,411.15

SAVINGS

GRANBURY INDEPENDENT SCHOOL DISTRICT
A political subdivision of the State of Texas located in Hood, Johnson, Parker & Somervell Counties
DEFEASANCE OF $10,165,000 OF THE DISTRICT'S
UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A
Escrow Deposit Date: August 1, 2026
Redemption Date: February 1, 2030
[PRELIMINARY NUMBERS - AS OF AUGUST 9, 2025]

Date	Prior Debt Service	Prior Receipts	Prior Net Cash Flow	Refunding Net Cash Flow	Savings	Present Value to 08/01/2026 @ 0.0000000%
08/31/2026		11,028,411.15	-11,028,411.15		-11,028,411.15	-11,028,411.15
08/31/2027	246,688.90		246,688.90		246,688.90	246,688.90
08/31/2028	246,688.90		246,688.90		246,688.90	246,688.90
08/31/2029	246,688.90		246,688.90		246,688.90	246,688.90
08/31/2030	246,688.90		246,688.90		246,688.90	246,688.90
08/31/2031	246,688.90		246,688.90		246,688.90	246,688.90
08/31/2032	246,688.90		246,688.90		246,688.90	246,688.90
08/31/2033	246,688.90		246,688.90		246,688.90	246,688.90
08/31/2034	246,688.90		246,688.90		246,688.90	246,688.90
08/31/2035	246,688.90		246,688.90		246,688.90	246,688.90
08/31/2036	4,226,688.90		4,226,688.90		4,226,688.90	4,226,688.90
08/31/2037	6,337,522.10		6,337,522.10		6,337,522.10	6,337,522.10
	12,784,411.10	11,028,411.15	1,755,999.95	0.00	1,755,999.95	1,755,999.95

Savings Summary

Dated Date	08/01/2026
Delivery Date	08/01/2026
PV of savings from cash flow	1,755,999.95
Net PV Savings	1,755,999.95

SUMMARY OF BONDS REFUNDED

GRANBURY INDEPENDENT SCHOOL DISTRICT
A political subdivision of the State of Texas located in Hood, Johnson, Parker & Somervell Counties
DEFEASANCE OF $10,165,000 OF THE DISTRICT'S
UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A
Escrow Deposit Date: August 1, 2026
Redemption Date: February 1, 2030
[PRELIMINARY NUMBERS - AS OF AUGUST 9, 2025]

Bond	Maturity Date	Interest Rate	Par Amount	Call Date	Call Price
Series 2020-A - Includes $8,880,000 8/1/2025 Defeasance, 2020A_2, CIB:					
	08/01/2036	2.366%	3,980,000	02/01/2030	100.000
	08/01/2037	2.466%	6,185,000	02/01/2030	100.000
			10,165,000		

ESCROW REQUIREMENTS

GRANBURY INDEPENDENT SCHOOL DISTRICT
A political subdivision of the State of Texas located in Hood, Johnson, Parker & Somervell Counties
DEFEASANCE OF $10,165,000 OF THE DISTRICT'S
UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A
Escrow Deposit Date: August 1, 2026
Redemption Date: February 1, 2030
[PRELIMINARY NUMBERS - AS OF AUGUST 9, 2025]

Period Ending	Interest	Principal Redeemed	Total
02/01/2027	123,344.45		123,344.45
08/01/2027	123,344.45		123,344.45
02/01/2028	123,344.45		123,344.45
08/01/2028	123,344.45		123,344.45
02/01/2029	123,344.45		123,344.45
08/01/2029	123,344.45		123,344.45
02/01/2030	123,344.45	10,165,000	10,288,344.45
	863,411.15	10,165,000	11,028,411.15

ESCROW REQUIREMENTS

GRANBURY INDEPENDENT SCHOOL DISTRICT
A political subdivision of the State of Texas located in Hood, Johnson, Parker & Somervell Counties
DEFEASANCE OF $10,165,000 OF THE DISTRICT'S
UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A
Escrow Deposit Date: August 1, 2026
Redemption Date: February 1, 2030
[PRELIMINARY NUMBERS - AS OF AUGUST 9, 2025]

Series 2020-A - Includes $8,880,000 8/1/2025 Defeasance (2020A_2)

Period Ending	Interest	Principal Redeemed	Total
02/01/2027	123,344.45		123,344.45
08/01/2027	123,344.45		123,344.45
02/01/2028	123,344.45		123,344.45
08/01/2028	123,344.45		123,344.45
02/01/2029	123,344.45		123,344.45
08/01/2029	123,344.45		123,344.45
02/01/2030	123,344.45	10,165,000	10,288,344.45
	863,411.15	10,165,000	11,028,411.15

ESCROW SUFFICIENCY

GRANBURY INDEPENDENT SCHOOL DISTRICT
A political subdivision of the State of Texas located in Hood, Johnson, Parker & Somervell Counties
DEFEASANCE OF $10,165,000 OF THE DISTRICT'S
UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A
Escrow Deposit Date: August 1, 2026
Redemption Date: February 1, 2030
[PRELIMINARY NUMBERS - AS OF AUGUST 9, 2025]

Date	Escrow Requirement	Net Escrow Receipts	Excess Receipts	Excess Balance
08/01/2026		11,028,411.15	11,028,411.15	11,028,411.15
02/01/2027	123,344.45		-123,344.45	10,905,066.70
08/01/2027	123,344.45		-123,344.45	10,781,722.25
02/01/2028	123,344.45		-123,344.45	10,658,377.80
08/01/2028	123,344.45		-123,344.45	10,535,033.35
02/01/2029	123,344.45		-123,344.45	10,411,688.90
08/01/2029	123,344.45		-123,344.45	10,288,344.45
02/01/2030	10,288,344.45		-10,288,344.45	
	11,028,411.15	11,028,411.15	0.00	

ESCROW COST DETAIL

GRANBURY INDEPENDENT SCHOOL DISTRICT
A political subdivision of the State of Texas located in Hood, Johnson, Parker & Somervell Counties
DEFEASANCE OF $10,165,000 OF THE DISTRICT'S
UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A
Escrow Deposit Date: August 1, 2026
Redemption Date: February 1, 2030
[PRELIMINARY NUMBERS - AS OF AUGUST 9, 2025]

Purchase Date	Cost of Securities	Cash Deposit	Total Escrow Cost
Global Proceeds Escrow:			
08/01/2026		11,028,411.15	11,028,411.15
	0	11,028,411.15	11,028,411.15

ESCROW STATISTICS

GRANBURY INDEPENDENT SCHOOL DISTRICT
A political subdivision of the State of Texas located in Hood, Johnson, Parker & Somervell Counties
DEFEASANCE OF $10,165,000 OF THE DISTRICT'S
UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A
Escrow Deposit Date: August 1, 2026
Redemption Date: February 1, 2030
[PRELIMINARY NUMBERS - AS OF AUGUST 9, 2025]

	Total Escrow Cost	Modified Duration (years)	PV of 1 bp change	Yield to Receipt Date	Yield to Disbursement Date	Perfect Escrow Cost	Value of Negative Arbitrage	Cost of Dead Time
Global Proceeds Escrow:	11,028,411.15					11,028,411.15		
	11,028,411.15		0.00			11,028,411.15	0.00	0.00

Delivery date 08/01/2026

ORDER AUTHORIZING DEFEASANCE AND REDEMPTION OF $10,165,000 OF GRANBURY INDEPENDENT SCHOOL DISTRICT UNLIMITED TAX REFUNDING BONDS, TAXABLE SERIES 2020-A; LEVYING AN AD VALOREM TAX TO PROVIDE FOR SAID DEFEASANCE AND REDEMPTION; AUTHORIZING AN ESCROW AGREEMENT; AND ENACTING OTHER MATTERS RELATED TO THE SUBJECT

WHEREAS, Granbury Independent School District (the "District") has issued and has outstanding the following bonds (the "Outstanding Bonds") heretofore approved by voters pursuant to Sections 45.001 and 45.003, Texas Education Code:

> Granbury Independent School District Unlimited Tax Refunding Bonds, Taxable Series 2020-A, dated June 1, 2020, currently outstanding in the aggregate principal amount of $50,555,000 (the "Series 2020-A Bonds")

WHEREAS, the Outstanding Bonds may be redeemed prior their stated maturities at the option of the District at a redemption price equal to the principal to be redeemed plus accrued interest to the date of redemption, and such redemption will reduce future debt payment requirements of the District;

WHEREAS, Section 45.001 of the Texas Education Code authorizes the District to levy, pledge, assess, and collect annual ad valorem taxes sufficient to pay the principal of and interest on the Outstanding Bonds before the principal and interest become due; and

WHEREAS, this Board of Trustees of the District finds and determines that it is necessary and in the best interests of the District to defease, redeem and discharge a portion of the Outstanding Bonds; and

WHEREAS, it is hereby officially found and determined that the meeting at which this Order was passed was open to the public, and public notice of the time, place, and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code.

THEREFORE, BE IT ORDERED BY THE BOARD OF TRUSTEES OF GRANBURY INDEPENDENT SCHOOL DISTRICT:

Section 1. The District hereby exercises its option to redeem a portion of the Series 2020-A Bonds on February 1, 2030 (the "Redemption Date"), in the aggregate principal amount of $8,880,000, to be applied to the following:

	Series 2020-A Bonds	
Original Maturity Date	Principal Amount Outstanding	Principal Amount Being Redeemed
August 1, 2036	$ 6,340,000	$ 3,980,000
August 1, 2037	6,185,000	6,185,000
	$12,525,000	$10,165,000

Section 2. (a) The District hereby directs that the Outstanding Bonds be called for redemption in the amounts and on the date and as set forth in Section 1. Each of such Outstanding Bonds shall be redeemed at the redemption price of par plus accrued interest.

(b) In addition, the appropriate notices of redemption and defeasance for the Outstanding Bonds are hereby directed to be given as specified by the order authorizing the issuance of the Outstanding Bonds and appropriate arrangements shall be made as specified by said order authorizing the issuance of the Outstanding Bonds and in accordance with State law so that the Outstanding Bonds may be redeemed on their redemption date. The Outstanding Bonds shall be presented for redemption at the paying agent/registrar therefore, and shall not bear interest after the applicable date fixed for redemption.

Section 3. On or before August 1, 2026 (the "Defeasance Date"), the District shall deposit with or make available to The Bank of New York Mellon Trust Company, National Association, as Paying Agent/Registrar for the Series 2020-A Bonds, funds in an amount sufficient to pay (i) the interest to come due on February 1, 2027, August 1, 2027, February 1, 2028, August 1, 2028, February 1, 2029, August 1, 2029, and February 1, 2030 on the Series 2020-A Bonds called for redemption, and (ii) the principal amount on the 2020-A Bonds Redemption Date of the Series 2020-A Bonds called for redemption.

Section 4. An ad valorem tax is hereby levied, and is hereby ordered to be levied, against all taxable property in the District, in the amount necessary to make the aforesaid deposits described in Section 3 above, and said tax shall be based on the latest approved tax rolls of the District, with full allowance being made for tax delinquencies and the cost of tax collection.

Section 5. The President of the Board, the Superintendent of the District, or the Chief Financial Officer of the District are hereby authorized and directed to execute and deliver an Escrow Agreement with the Escrow Agent, in substantially the form presented at this meeting, and to authorize and execute such contributions and investments as may be necessary for the Escrow Fund. Legally available funds of the District are hereby authorized and appropriated in the amounts necessary for such purpose.

Section 6. The officers and employees of the District are hereby authorized and directed to take such actions and to execute and deliver such documents, certificates and receipts, including without limitation notices of defeasance and redemption with respect to the Outstanding Bonds to be defeased and redeemed, as necessary or appropriate to consummate the transactions authorized by this Order and to defease and redeem said Outstanding Bonds in accordance with the provisions and requirements of said Outstanding Bonds.

PASSED AND APPROVED the 25th day of August, 2025.

_____ _____

Secretary, Board of Trustees President, Board of Trustees

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Action

TO: Dr. Courtney Morawski, Superintendent

FROM: Emmett Whitefield
DATE: August 15, 2025
RE: Budget Adoption

SUMMARY:

Budgets for General Operating, Food Service and Debt Service have been presented and discussed in the budget workshop and board meeting. The required Notice has been published in the local newspaper and the Public Hearing scheduled for 8/25/25 at 6:00 pm will have taken place by the time this agenda item is considered.

There were a few changes to the General Fund budget from what was presented at the budget workshop held on 7/21/2025 due to certified values and increases to additional needs. Those changes were discussed in the Public Meeting earlier this evening. The General Fund budget presented is based on a tax rate of $0.7846. The budget presented for adoption is a balanced budget and therefore the General Fund balance at 8/31/26 is projected to remain the same if 100% of the budgeted expenditures are expended. However, with conservative budget management and a historical spending lapse we should add to fund balance at fiscal year-end, not considering any construction projects or large purchases that may be paid out of fund balance during the year and of course unforeseen large maintenance repairs. The fund balance will be within policy requirements.

When considering the adoption of the General Fund budget, it should be noted that the tax rate of $0.7846 is calculated under TEC Sec. 48.2552 Limitation on Compressed Tax Rate. Under this code the district is not allowed to have a tax rate less than 90 percent of any other district. In addition, the rate above includes the eight golden and nine copper pennies available to the district due to the Voter Approved Tax Rate Election passed last year. One cent of M&O tax rate generates approximately $957,646 in tax revenue. The rate listed above is the rate published in the required newspaper Notice and is 0.0023 cents lower than the current year tax rate. This will be discussed in more detail in the next agenda item to adopt the tax rate.

There were no changes to the Child Nutrition budget from what was presented at the workshop held on 7/21/2025. The Child Nutrition Budget presented is a balanced budget and therefore the projected balance at 8/31/26 is projected to remain the same.

There were a few changes to the Debt Service budget from what was presented at the workshop on 7/21/2025 due to certified values. Those changes were discussed in the Public Meeting earlier this evening. The Debt Service budget presented is based on tax rate of $0.145 and is the rate published in the required newspaper notice. The budget presented for adoption projects a deficit budget and therefore the Debt Service balance at 8/31/26 is projected to decrease. However, this budget includes a prepayment of existing bonds in the amount of $10,165,000 This has been discussed in the Public Meeting earlier this evening. Also, by maintaining

adequate bonding capacity, we will be able to go out for a bond in the future without a larger than needed increase in the tax rate.

It is a legal requirement that budgets be adopted prior to the start of the fiscal year, which is September 1, 2025.

RECOMMENDATION:

That the Board adopt the budgets as presented by Administration.

Respectfully submitted,

Emmett Whitefield
Chief Financial Officer

Staff Person Responsible:	Dr. Courtney Morawski Emmett Whitefield
Date Submitted:	August 15, 2025

2025-26 Proposed Budget as of 8/25/2025		CAD Certified Taxable Value 8,517,079,831 Estimated T2 9,437,928,947	est. from template
Enrollment		8,031	93% Attendance (7,468.83)
		2025-26	
Department			
Athletics		560,258	
Community Ed		-	
Asst Supt		52,787	
Curriculm		539,034	
Gifted and Talented		59,132	
State Comp Ed		992,152	
Bilingual / ESL		190,459	
Dyslexia		140,000	
Early Childhood Education		126,300	
CTE		280,000	
CCMR		32,000	
MJROTC		12,000	
Technology Dept - Basic		1,078,533	
Tech Equip Replacement		650,000	
Sp Ed Dept		283,102	
Sp Ed Campus Allocation		56,457	
HR Dept		66,436	
Supt/Board		124,974	
Public Info Office		54,594	
Business Ofc		67,807	
District Level Accounts includes Insurance and CAD		3,608,838	
Custodial		219,350	
Maintenance		2,215,815	
NRG/Safety/Building Use		59,214	
Transportation		645,756	
Chief of Security		60,000	
Community Relations		13,000	
District Level Accounts - Includes school safety program		1,306,500	
Department Totals		13,494,498	
Campus Totals		988,143	
Manual Payroll		3,645,931	
2025-2026 Salary S/N Budget Raise		76,101,885	
Projected TEA Recapture		3,889,767	
Total Expenditures		98,120,224	
Projected Total Revenues		98,120,224	
Total Operating Budget Net		-	

GRANBURY ISD
GENERAL OPERATING (FUND 199)
2025-26 PROPOSED BUDGET - REVENUE

DESCRIPTION	2024-2025 Adopted	2025-2026 Proposed	Difference	% Difference
5711 - CURRENT YEAR TAXES	72,106,730	74,436,917	2,330,187	2.50%
5712 - PRIOR YEAR TAXES	700,000	700,000	-	0.00%
5719 - PENALTIES & INTEREST	700,000	700,000	-	0.00%
5736 - SUMMER SCHOOL TUITION			-	0.00%
5737- DRIVERS ED TUITION			-	0.00%
5738 - HIGH SCHOOL PARKING FEES	50,000	50,000	0	0.00%
5739 - PREK TUITION	60,000	60,000	0	0.00%
5742 - INTEREST INCOME	2,000,000	1,750,000	(250,000)	-0.27%
5743 - BLDG/FIELD USE FEE	60,000	60,000	0	0.00%
5744 - GIFTS AND BEQUESTS			0	0.00%
5749 - MISC. LOCAL REVENUE	200,000	200,000	0	0.00%
5751 - FOOD SERVICE INDIRECT REV			0	0.00%
5752 - ATHLETIC RECEIPTS	150,000	150,000	0	0.00%
5753 - COMMUNITY ED RECEIPTS			0	0.00%
5755 - OTHER ENTERPRISING INCOME			0	0.00%
5811 - PER CAPITA REVENUE	4,360,246	3,433,674	(926,572)	-1.00%
5812 - FOUNDATION REVENUE	7,498,453	11,017,140	3,518,687	3.78%
5820 - PRE K FUNDING			0	0.00%
5831 - TRS ON-BEHALF PAYMENTS	4,143,547	4,143,547	0	0.00%
5921 - CHILD NUTRITION INDIRECT COSTS	90,471	89,426	(1,045)	0.00%
5922 - CHILD NUTRITION INDIRECT COSTS	257,494	254,520	(2,974)	0.00%
5929 - FEDERAL INDIRECT REVENUE	600,000	450,000	(150,000)	-0.16%
5931 - MEDICAID REVENUE	800,000	500,000	(300,000)	-0.32%
5932 - MAC REVENUE	30,000	30,000	0	0.00%
5948 - JROTC REVENUE	95,000	95,000	0	0.00%
TOTALS	**93,901,941**	**98,120,224**	**4,218,283**	4.53%

GRANBURY ISD
GENERAL OPERATING (FUND 199) by FUNCTION
2025-26 PROPOSED BUDGET

Function	2024-25 Adopted Budget	2025-26 Proposed	Increase/ Decrease)	% of Budget	% of Budget Net Recapture
11 INSTRUCTION	56,019,573	57,593,420	1,573,847	58.7%	61.0%
12 INSTRUCTIONAL RESOURCES & MEDIA	814,295	780,889	(33,406)	0.8%	0.8%
13 CURRICULUM & STAFF DEVELOPMENT	810,677	904,173	93,496	0.9%	1.0%
21 INSTRUCTIONAL LEADERSHIP	1,168,517	1,292,508	123,991	1.3%	1.4%
23 SCHOOL LEADERSHIP	4,425,860	4,737,619	311,759	4.8%	5.1%
31 GUIDANCE/COUNSELING	2,604,355	2,664,894	60,539	2.7%	2.8%
32 SOCIAL WORK SVCS	0	0	0	0.0%	0.0%
33 HEALTH SERVICES	571,762	557,367	(14,395)	0.6%	0.6%
34 TRANSPORTATION	4,113,609	4,933,332	819,723	5.0%	5.2%
35 FOOD SERVICE	0	0	0	0.0%	0.0%
36 CO-CURRICULAR/EXTRACURRICULAR	2,229,788	2,080,619	(149,169)	2.1%	2.2%
41 GENERAL ADMINISTRATION	3,135,945	3,262,007	126,062	3.3%	3.5%
51 PLANT MAINTENANCE	9,050,561	10,114,337	1,063,776	10.3%	10.7%
52 SECURITY & MONITORING SERVICES	1,688,178	1,632,150	(56,028)	1.7%	1.7%
53 DATA PROCESSING	1,629,021	1,538,673	(90,348)	1.6%	1.6%
61 COMMUNITY EDUCATION	52,911	55,140	2,229	0.1%	0.1%
71 DEBT SERVICE	39,158	219,850	180,692	0.2%	0.2%
81 FACILITIES CONSTRUCTION & ACQUISITION	57,500	0	(57,500)	0.0%	0.0%
91 CONTRACTED SVCS BETWEEN PUBLIC SCHOOLS	3,740,231	3,889,767	149,536	4.0%	0.0%
93 PAYMENTS TO FISCAL AGENT / SHARED SERV	0	0	0	0.0%	0.0%
99 OTHER INTERGOVERNMENTAL CHARGES	1,750,000	1,863,479	113,479	1.9%	2.0%
	93,901,941	98,120,224	4,218,283	100.0%	100.0%

GRANBURY ISD
GENERAL OPERATING (FUND 199) by OBJECT
2025-26 PROPOSED BUDGET

Object	2024-25 Adopted Budget	2025-26 Proposed	Increase/ (Decrease)	% of Budget	% of Budget Net Recapture
6100 - Salaries & Benefits	77,188,659	80,462,157	3,273,498	82.0%	85.4%
6200 - Contracted Services	10,938,249	11,371,655	433,406	11.6%	7.9%
6300 - Supplies & Materials	2,721,150	3,037,410	316,260	3.1%	3.2%
6400 - Other Operating	2,316,236	2,436,592	120,356	2.5%	2.6%
6500 - Debt Service	39,158	219,850	180,692	0.2%	0.2%
6600 - Captial Outlay	698,489	592,560	(105,929)	0.6%	0.6%
	93,901,941	98,120,224	4,218,283	100.0%	100.0%

GRANBURY ISD
DEBT SERVICE FUND (FUND 599)
PROPOSED BUDGET
2025-26

Debt Service @ $0.145

8/31/25 FUND BALANCE (Projected)		5,783,343	
REVENUE			
5711 TAXES, CURRENT	13,758,655		
5712 TAXES, PRIOR YEARS	75,000		
5719 PENALTIES & INTEREST	75,000		
5742 INTEREST INCOME	400,000		
5800 I&S HOLD HARMLESS REVENUE	515,840		
TOTAL REVENUE		14,824,495	
EXPENDITURES			
FUNCTION 71			
6511 BOND PRINCIPAL	10,300,000		
6521 BOND INTEREST	4,498,395		
6599 OTHER DEBT FEES	5,000		
CLEBURNE ISD PYMT	21,625		
TOTAL EXPENDITURE		14,825,020	
NET EFFECT TO FUND BALANCE 8/31/2026		(525)	
PROJECTED FUND BALANCE 8/31/2026		5,782,818	

ASSUMPTION:		July 2025 Certified Values
	$ 0.1450	TAX RATE
	99%	COLLECTION RATE

GRANBURY ISD
CHILD NUTRITION FUND (FUND 240)
PROPOSED BUDGET
2025-26

		2025-26		
REVENUE				
5742	INTEREST INCOME	65,000		
5749	LOCAL REVENUE SOURCE	2,550		
5751	LOCAL FOOD SERVICE REVENUE	1,077,300		
5757	CHILDREN'S CHARITY	4,650		
5829	STATE MATCHING FUNDS	21,000		
5831	TRS On Behalf	20,000		
5921	BREAKFAST PROGRAM REVENUE	910,430		
5922	LUNCH PROGRAM REVENUE	2,468,077		
5923	USDA DONATED COMMODITIES	397,577		
5927	PREK REVENUE	43,441		
	TOTAL REVENUE			5,010,025
EXPENDITURES				
FUNCTION 35				
6100	SALARIES & BENEFITS	1,916,044		
6200	CONTRACTED SERVICES	60,177		
6300	SUPPLIES & MATERIALS	2,626,058		
6400	OTHER OPERATING EXPENSE	12,800		
6400	UNRESTRICTED INDIRECT	343,946		
6600	CAPITAL OUTLAY	51,000		
	TOTAL FUNCTION 35		5,010,025	
FUNCTION 51				
6200	CONTRACTED SERVICES	-		
	TOTAL FUNCTION 51		-	
	TOTAL EXPENDITURES			5,010,025
NET EFFECT TO FUND BALANCE				-

GRANBURY INDEPENDENT SCHOOL DISTRICT
Budget - Summary
Fiscal Year 2025-26
Proposed 8/25/2025

		Governmental Fund Types		
		General Fund	Debt Service Fund	Child Nutrition Fund
	Revenue			
5700	LOCAL REVENUE	78,106,917	14,308,655	1,149,500
5800	STATE REVENUE	18,594,361	515,840	41,000
5900	FEDERAL PROGRAM REVENUE	1,418,946		3,819,525
		$ 98,120,224	$ 14,824,495	$ 5,010,025
	Expenditures			
	11 INSTRUCTION	57,593,420		
	12 INSTRUCTIONAL RESOURCES & MEDIA	780,889		
	13 CURRICULUM & STAFF DEVELOPMENT	904,173		
	21 INSTRUCTIONAL LEADERSHIP	1,292,508		
	23 SCHOOL LEADERSHIP	4,737,619		
	31 GUIDANCE/COUNSELING	2,664,894		
	32 SOCIAL WORK SVCS	0		
	33 HEALTH SERVICES	557,367		
	34 TRANSPORTATION	4,933,332		
	35 FOOD SERVICE	0		5,010,025
	36 CO-CURRICULAR/EXTRACURRICULAR	2,080,619		
	41 GENERAL ADMINISTRATION	3,258,326		
	* 41 Postings	1,000		
	**41 Statutorily Required Public Notice - Lobbying	2,681		
	51 PLANT MAINTENANCE	10,114,337		-
	52 SECURITY & MONITORING SERVICES	1,632,150		
	53 DATA PROCESSING	1,538,673		
	61 COMMUNITY EDUCATION	55,140		
	71 DEBT SERVICE	219,850	14,825,020	
	81 FACILITIES CONSTRUCTION & ACQUISITION	0		
	91 CONTRACTED SVCS BETWEEN PUBLIC SCHOOLS - CH 41	3,889,767		
	93 PAYMENTS TO FISCAL AGENT / SHARED SERVICES	0		
	99 OTHER INTERGOVERNMENTAL CHARGES	1,863,479		
		$ 98,120,224	$ 14,825,020	$ 5,010,025
	Excess Revenue over (Under) Expenditures	$ -	$ (525)	$ -

* New Expenditure Code (Function Code 41) for all statutorily required public notices

During the 85th Legislative Session the Texas Legislature passed Senate Bill (SB) 622. SB 622 requires school districts to reflect in their proposed budget a line item specifically for expenditures to publish all statutorily required public notices in the newspaper by the school district or their representatives. The line item must provide a clear comparison of the budgeted expenditures and the actual expenditures for the same purpose in the prior year, as required under Texas Local Government Code §140.0045.

** New Expenditure Code (Function Code 41): Expenditures for "directly" or "indirectly" influencing or attempting to influence the outcome of legislation or administrative action.

During the 86th Legislative Session the Texas Legislature passed House Bill (HB) 1495 requiring school districts to reflect in their proposed budget a line item indicating expenditures for "directly" or "indirectly" influencing or attempting to influence the outcome of legislation or administrative action as those terms are defined in Section 305.002, Government Code."

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Action

TO: Dr. Courtney Morawski, Superintendent

FROM: Emmett Whitefield
DATE: August 15, 2025
RE: Adoption of Tax Rate

SUMMARY:

The budgets are to be adopted by the Board at the August 25, 2025 meeting. The tax rate will have to be set to raise revenues needed to fund the budgets. The Notice of Public Meeting has been published as required by statute for the public hearing scheduled for 6:00 pm on August 25th. The public hearing will have occurred by the time this business item is presented.

With the passage of HB3 and required tax rate compression, plus the adoption of a budget that requires additional funds a tax rate of $0.7846 for Maintenance and Operations (M&O) and a tax rate of $0.145 for Debt Service (total tax rate of $0.9296), the Debt Service rate is contingent on the adoption of a defeasance in a prior action and the adoption of the Debt Service budget in a prior action, is proposed for the 2025-26 school year and will be sufficient to fund the budgets.

It should be noted that the $0.7846 M&O rate proposed includes the 5 golden pennies we've always had available plus 3 additional golden pennies and 9 additional copper pennies approved by voters November 2023. With the required HB3 tax rate compression for the 2025-26 school year, the $0.9296 proposed total tax rate is a 0.0023 cent decrease from last year's rate.

It should also be noted that the District cannot adopt a tax rate higher than what was published in the newspaper in the Notice of Public Meeting to Discuss Budget and Proposed Tax Rate. The proposed tax rates published in the Notice were $0.7846 M&O and $0.145 I&S for a total proposed tax rate of $0.9296. The Notice published in the newspaper is attached for reference. Adopting a tax rate lower than the published tax rate is permissible.

Suggested language for adopting a tax rate is as follows:

"I move that the property tax rate be increased by the adoption of a tax rate of $0.9296, which is effectively an increase in the tax rate."

Further, the tax rate cannot be set until such a time as TEA has received notification of the District's Intent/Choice Selection on the method to be used to lower the wealth per WADA as a result of the district's Chapter 49 status. Attached is a copy of the letter from TEA indicating receipt of GISD's Intent/Choice Selection and granting authorization to proceed with the District's tax rate adoption process.

RECOMMENDATION:

That the attached resolution be adopted as presented setting the M & O tax rate to $0.7846 and the Debt Service tax rate to $0.145 for a total tax rate of $0.9296.

Respectfully submitted,

Emmett Whitefield
Chief Financial Officer

Staff Persons Responsible:	Dr. Courtney Morawski Emmett Whitefield
Date Submitted:	August 15, 2025

RESOLUTION SETTING TAX RATE

WHEREAS, Granbury Independent School District ("District") is a local government of the State of Texas and has the authority to establish a property tax

WHEREAS, the District has adopted the 2025-26 Budget

WHEREAS, the District has received the certified property values from Hood CAD, Johnson CAD, Somervell CAD, and Parker CAD

BE IT RESOLVED that the Board of Trustees of the District, hereby levy or set the tax rate on $100 valuation for the District for the tax year 2025 at a total rate of $ 0.9296 , to be assessed and collected by the duly specified assessor and collector as follows:

$ 0.7846 for the purpose of maintenance and operation, and

$ 0.1450 for the purpose of payment of principal and interest on debts

"THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE."

Dated this 25st day of August , 2025

Signed: _____
President

Attest: _____
Secretary

NOTICE OF PUBLIC MEETING TO DISCUSS BUDGET AND PROPOSED TAX RATE

The Granbury ISD will hold a public meeting at 06:00 PM, August 25, 2025 in GISD Board Room Granbury, Tx 76048. **The purpose of this meeting is to discuss the school district's budget that will determine the tax rate that will be adopted. Public participation in the discussion is invited.**

The tax rate that is ultimately adopted at this meeting or at a separate meeting at a later date may not exceed the proposed rate shown below unless the district publishes a revised notice containing the same information and comparisons set out below and holds another public meeting to discuss the revised notice.

Maintenance Tax	$0.7846000/$100 (proposed rate for maintenance and operations)
School Debt Service Tax Approved by Local Voters	$0.1450000/$100 (proposed rate to pay bonded indebtedness)

Comparison of Proposed Budget with Last Year's Budget

The applicable percentage increase or decrease (or difference) in the amount budgeted in the preceding fiscal year and the amount budgeted for the fiscal year that begins during the current tax year is indicated for each of the following expenditure categories.

Maintenance and operations	4.49 % increase
Debt Service	8.12 % increase
Total Expenditures	4.96 % increase

Total Appraised Value and Total Taxable Value (as calculated under Section 26.04, Tax Code)

	Preceding Tax Year	Current Tax Year
Total appraised value* of all property	$15,310,913,364	$16,297,684,628
Total appraised value* of new property**	$256,611,067	$314,674,890
Total taxable value*** of all property	$10,726,893,603	$10,579,471,910
Total taxable value*** of new property**	$256,611,067	$314,674,890

*Appraised value is the amount shown on the appraisal roll and defined by Section 1.04(8), Tax Code.
** "New property" is defined by Section 26.012(17), Tax Code.
*** "Taxable value" is defined by Section 1.04(10), Tax Code.

Bonded Indebtedness

Total amount of outstanding and unpaid bonded indebtedness* $58,260,000

*Outstanding principal.

Comparison of Proposed Rates with Last Year's Rates

	Maintenance & Operations	Interest & Sinking Fund*	Total	Local Revenue Per Student	State Revenue Per Student
Last Year's Rate	$0.7869000	$0.1450000	$0.9319000	$11,015	$1,366
Rate to Maintain Same Level of Maintenance & Operations Revenue & Pay Debt Service	$0.6621600	$0.0381600	$0.7003200	$9,398	$1,729
Proposed Rate	$0.7846000	$0.1450000	$0.9296000	$11,391	$1,832

*The Interest & Sinking Fund tax revenue is used to pay for bonded indebtedness on construction, equipment, or both. The bonds, and the tax rate necessary to pay those bonds, were approved by the voters of this district.

Comparison of Proposed Levy with Last Year's Levy on Average Residence

	Last Year	This Year
Average Market Value of Residences	$379,216	$382,303
Average Taxable Value of Residences	$241,294	$204,073
Last Year's Rate Versus Proposed Rate per $100 Value	$0.9319000	$0.9296000
Taxes Due on Average Residence	$2,248.62	$1,897.06
Increase (Decrease) in Taxes		$-351.56

Under state law, the dollar amount of school taxes imposed on the residence homestead of a person 65 years of age or older or of the surviving spouse of such a person, if the surviving spouse was 55 years of age or older when the person died, may not be increased above the amount paid in the first year after the person turned 65, regardless of changes in tax rate or property value.

Notice of Voter-Approval Rate: The highest tax rate the district can adopt before requiring voter approval at an election is $0.9296644. This election will be automatically held if the district adopts a rate in excess of the voter-approval rate of $0.9296644.

Fund Balances

The following estimated balances will remain at the end of the current fiscal year and are not encumbered with or by a corresponding debt obligation, less estimated funds necessary for operating the district before receipt of the first state aid payment.

Maintenance and Operations Fund Balance(s)	$43,034,406
Interest & Sinking Fund Balance(s)	$5,783,343

A school district may not increase the district's maintenance and operations tax rate to create a surplus in maintenance and operations tax revenue for the purpose of paying the district's debt service.

Visit Texas.gov/PropertyTaxes to find a link to your local property tax database on which you can easily access information regarding your property taxes, including information about proposed tax rates and scheduled public hearings of each entity that taxes your property.

The 86th Texas Legislature modified the manner in which the voter-approval tax rate is calculated to limit the rate of growth of property taxes in the state.

Texas Education Agency

Commissioner Mike Morath

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • tea.texas.gov

August 7, 2025 #111-901

Courtney Morawski, Superintendent
Granbury Independent School District
217 North Jones
Granbury, TX 76048

Re: Intent to Reduce District's Local Revenue Level

Dear Superintendent:

Thank you for informing us of the Granbury Independent School District's intent to exercise Option 3 in order to reduce the district's revenue level in excess of entitlement for the 2025-2026 school year.

Please be advised that a signed Option 3 **Agreement for the Purchase of Attendance Credit** must be received by January 15, 2026.

The district may proceed with its tax rate adoption process once the Texas Education Agency has determined the district's maximum compressed tax rate via the Local Property Value Survey subsystem of the Foundation School Program system in the Texas Education Agency Login (TEAL).

Please refer to the *Options and Procedures for Districts with Local Revenue in Excess of Entitlement* for the 2025-2026 school year for information regarding other fiscal, procedural, and administrative requirements for districts with excess local revenue. Questions should be addressed to Kim Wall by email at recapture@tea.texas.gov or by phone at (512) 463-4809.

Sincerely,

Amy Copeland
Chief School Finance Officer, Associate Commissioner

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Approval

TO: Dr. Courtney Morawski, Superintendent

FROM: Emmett Whitefield
DATE: August 15, 2025
RE: Resolution Committing Fund Balance

SUMMARY:

Policy CE (LOCAL) identifies "*A financial goal of the District shall be to have a sufficient fund balance in the general operating fund in order to be able to maintain fiscal independence in case of a financial need or crisis. At a minimum, the goal of the District shall be to maintain committed, assigned, and unassigned fund balances in the general operating fund equal to or exceeding 20 percent of the total annual operating expenditures*." Furthermore, the policy allows for Fund Balance to be committed.

Currently the following are identified as committed fund balances.

- Construction and Renovations - $0
- Capital Expenditures for Vehicles and Equipment - $750,000
- Other Purposes – Instructional Improvement Fund - $540,000

Committed funds are constrained to a specific purpose by the Board of Trustees and require Board action to commit and un-commit.

Policy states that committed, assigned, and unassigned fund balance is to be maintained at a minimum of 20%. The 2023-24 financial audit indicated that the $27,189,167 general fund balance at 8/31/2024 was at 30.60% of operating. Due to this prior year excess and the Frozen Levy Settle up the following committed amounts totaling $19,072,738 are proposed to keep the District above the 20% requirement as well as bring the District more in line with the optimum fund balance amount that will be determined by the 2024-25 financial audit. By committing funds to specific purposes, there is evidence that the District has a planned purpose for these funds.

Proposed fund balances:

- Construction, Future Land Purchases and Renovations - $1,200,000
- Capital Expenditures for Vehicles and Equipment - $1,000,000
- Other Purposes – Frozen Levy Retention Fund - $16,872,738

The attached resolution will be needed for committed funds.

RECOMMENDATION:

That the Board approve the proposed resolution to maintain the Committed Fund Balances as presented.

Respectfully submitted,

Emmett Whitefield
Chief Financial Officer

Staff Person Responsible: Dr. Courtney Morawski
Emmett Whitefield

Date Submitted: August 15, 2025

RESOLUTION COMMITTING FUND BALANCE:

WHEREAS, committed fund balance requires formal board action to commit funds;

WHEREAS, funds are to be set aside for specific purposes;

WHEREAS, the amount of committed funds is reviewed annually;

NOW, THEREFORE, BE IT RESOLVED:

That the following total amounts are constrained for the specific purposes identified:

Construction, Future Land Purchases and Renovations - $1,200,000
Capital Expenditures for Vehicles and Equipment - $1,000,000
Other Purposes – Frozen Levy Retention fund - $16,872,738

PASSED AND APPROVED this 25th day of August 2025.

ATTEST:

By: _____ By: _____

Courtney Gore — Billy Wimberly

President, GISD Board of Trustees — Secretary, GISD Board of Trustees

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Approval

TO: Dr. Courtney Morawski, Superintendent

FROM: Emmett Whitefield
DATE: August 15, 2025
RE: Delegating Authority to the Superintendent to Obligate the School District Under Chapter 49

SUMMARY:

Each year the District executes an Agreement to Purchase Attendance Credits. The purpose of this agreement is to enable the District to reduce its local revenue level to a level not to exceed the level established under Texas Education Code (TEC), § 48.257 and pursuant to TEC Chapter 49, Subchapters A and D, and rules adopted by the commissioner of education as authorized under as authorized under TEC, §49.006, as passed by the 86th Legislature in House Bill 3 (HB3).

The voters approved this agreement as one of the methods in which GISD can reduce its wealth per student as required by Chapter 49 (previously Chapter 41) of the Texas Education Code. GISD has entered into this agreement each year since the Chapter 41 determination (now Chapter 49 determination with the passage of HB3). After reviewing the options available, this option continues to be the most viable for GISD. The Agreement is attached for the Boards consideration and approval.

In previous years this agreement has been approved by the Board of Trustees and then the original signed copy was mailed to TEA. However, the agreement contract must now be submitted to TEA electronically through the Excess Local Revenue subsystem. In order to submit the contract through the Excess Local Revenue subsystem, the school board must delegate the authority to obligate the school district under Chapter 49 to the superintendent each year and the superintendent must be the person that submits the contract to TEA via the Excess Local Revenue subsystem.

Specific language is required to be recorded in the board minutes and the minutes must be uploaded via the Excess Local Revenue system of the online FSP System. The contract will not be approved via the Excess Local Revenue subsystem without the board minutes delegating authority to the superintendent. The specific language required is as follows:

Board Minute Language - Agreement for the Purchase of Attendance Credit

For the 2025-2026 school year, we delegated contractual authority to obligate the school district under Texas Education Code (TEC) §11.1511(c)(4) to the superintendent, solely for the purpose of obligating the district under TEC, §48.257 and TEC, Chapter 49,

Subchapters A and D, and the rules adopted by the commissioner of education as authorized under TEC, §49.006. This included approval of the Agreement for the Purchase of Attendance Credit.

RECOMMENDATION:

It is recommended that the Board of Trustees delegate contractual authority to the superintendent to obligate the school district under Chapter 49 and approve the Agreement for the Purchase of Attendance Credits with the Texas Education Agency for the 2025-26 school year.

Respectfully submitted,

Emmett Whitefield
Chief Financial Officer

Staff Person Responsible:	Emmett Whitefield Dr. Courtney Morawski
Date Submitted:	August 15, 2025

Agreement for the Purchase of Attendance Credit

This agreement is entered into pursuant to the Texas Education Code (TEC), Chapter 49, Subchapters A and D, and rules adopted by the commissioner of education as authorized by the TEC, §49.006. The purpose of this agreement is to enable the district to reduce its local revenue level to a level not to exceed the level established under TEC, §48.257 for the school year.

The school year to which this agreement applies is 2025-2026 (the "school year").

The agreement is for Granbury Independent School District School District ("the district"), with a county-district number of 111-901, to purchase attendance credit from the state for the school year.

This agreement is subject to the approval of the voters of the district as provided by the TEC, §49.156. The board of trustees of the district agrees to submit to the commissioner of education, on request, a certified copy of the board minutes showing the canvass of the election.

Initial payments will be based on the commissioner's estimate of the total cost of credit as determined under TEC, §49.153, using the district's projected maintenance and operations tax revenue that exceeds the level established under TEC, §48.257 for the school year. The district agrees to make the payments in accordance with the schedule specified in the TEC, §49.154.

The total cost of credit will be determined by the commissioner in accordance with the TEC, §49.153, when final data on the district's maintenance and operations tax revenue that exceeds the level established under TEC, §48.257 for the school year is available. If that amount is less than the amount paid by the district through August 15 of the school year, the difference will be refunded. If that amount is greater than the amount paid, the district shall remit an amount equal to the difference for deposit in the state treasury to be used for the Foundation School Program.

The cost of purchased attendance credit will be reduced for county appraisal district costs. The reduction will be computed in accordance with the TEC, §49.157. If the reduction exceeds the cost for the school year, the difference will be carried forward and applied to each subsequent year's cost until the total amount of the reduction has been exhausted.

_____ Date: _____

Signature of President, Board of Trustees

_____ Date: _____

Signature of Secretary, Board of Trustees

Signature of Superintendent

Date:

Typed Name of Superintendent

Date:

Signature of Commissioner of Education or Designee

GRANBURY ISD TECHNOLOGY DEPARTMENT

To:	Board of Trustees
Date:	August 25, 2025
For:	Approval

TO GISD Board of Trustees	**FROM**: Brent Wilson **DATE**: August 25, 2025 **RE**: Technology Purchases for 2025-2026

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy."

The exceptions to the $50,000 threshold in CH(LOCAL) are purchases made though an interlocal contract, a cooperative contract, a state contract or a continuous or periodic purchase under a Board approved bid or contract up to $100,000. GISD can purchase directly from these contracts because they have been through a competitive process. GISD uses these resources to gather multiple quotes for purchasing decisions at the time of the purchase. The following purchases are planned to occur prior to August 31, 2026, by the technology department. These purchases include funds allocated to the technology department, campuses, and various departments in the district. The single purchases exceeding the $100,000 purchase limit outlined in CH(LOCAL) are listed below for consideration and action.

<u>Purchases exceeding $100,000 Requiring Board Approval</u>

- Skyward Annual Maintenance/Training - **$140,000**
  - Vendor – Skyward
  - Sole Source Purchase
  - Account Code – Function 53
- Internet, Intranet and Wide Area Networks - **$150,000**
  - Vendor – Zayo
  - Vendor – Spectrum
  - Vendor – Fiber11 (Region 11 Service Center)
  - GISD Contract for Wide Area Network Services
  - Account Code – Function 11/53
  - Per RFP
- Computer Equipment following the student/teacher replacement schedule - **$350,000**
  - Vendor Dell
  - Vendor CDW-G
  - Vendor 3-C Technology
  - Vendor Delcom Products
  - Vendor Sterling Computers
  - DIR Contract
  - Account Code – Functions 11/12/23/31/33/51/53
- Licensing - **$280,000**
  - SolidIT Network Solutions
  - Fortinet Annual Maintenance for Firewall, Filtering and Endpoint Protection
  - Cisco Smart Net
  - Microsoft
  - Dell Apex
  - DIR Contract
  - Linewize School Manager—SSL decryption, content-sensitive proxy, blacklisting, remote filtering
  - Account Code – Functions 11/53/71
- Canon Contracts **- $195,000**

- Canon (Lease outlined in attached spreadsheet)
- DIR Contract - $175,000
- Allotment for Copies - $20,000
- Account Code – Functions 11/12/21/23/31/34/36/41/53

RECOMMENDATION:

It is recommended that the board approve all purchases over $100,000 as outlined above.

Respectfully submitted,

Brent Wilson
Director of Technology

GRANBURY ISD TECHNOLOGY DEPARTMENT

To:	Board of Trustees
Date:	August 25, 2025
For:	Informational

TO GISD Board of Trustees	**FROM**: Brent Wilson **DATE**: August 25, 2025 **RE**: Technology Purchases for 2025-2026

SUMMARY:

The following purchases will be made during the 2025-26 School year and are for information only. These purchases include funds allocated to the technology department, campuses, and various departments in the district. No action is required.

- **Account Code 199 E 11/12/51/52/53 6244**

  - Cisco SMARTnet Premium Support Contract Renewals – **$40,000**
  - Maintenance Contract Renewal for Dell PowerEdge Servers – **$19,000**
  - Maintenance Contract Renewal for Web Security/Packet Shaper– **$15,000**
  - Nimble Storage Support **- $20,000**
  - Generator Maintenance/Security Monitoring/NOC Room Maintenance **- $40,000**

Budget - Up to **$140,000**

- Account Code 199 E 11/51/52/53 6249

  - Microsoft Support Pack - **$2,500**
  - SolarWinds and Orion Maintenance - **$6,500**
  - Infoblox - **$35,000**
  - BeyondTrust Virtual Appliance - **$3,000**

Budget – Up to **$55,000**

- **Account Code 199 E 53 6291**

  - VST Renewal - **$9,000**

Budget – Up to **$7,500**

- **Account Code 199 E 11/53 6297**

  - Zayo Internet - **$40,000**

Budget – Up to **$40,000**

- **Account Code 199 E 11/53 6393**

  - Toner Cartridges - $**46,900** Budget -

Up to **$50,000**

- **Account Code 199 E 11/13/41/53 6269**

  - Computer/Server/Projector Supplies – **$70,000**
  - Cisco GBICS/Cables/Connectors - $**6,500**
  - ARIN Fee - **$500**
  - Microsoft Licenses (remote management) - **$9,300**
  - Microsoft Licenses for Office and Windows – **per FTE price**
  - LDAP Maintenance and Security Certificates **– $3,500**
  - Terminal Services Licenses - **$5,500**
  - SSO Solution - **$25,000**
  - Security Certificates **- $5,000**
  - Cabling Supplies **- $ 6,000**
  - Infrastructure Support and Maintenance **- $95,000**
  - PaperCut - **$9,000**
  - S2 Door Security **- $6,000**
  - SQL License - **$50,000**

Budget - Up to **$350,000**

- **Account Code 199 11/51/53 6636**

  - Equipment Replacements - **$100,000**
    - Server Replacements, storage and storage expansion, backup tools, Storage for Special Education, other network equipment

Budget - Up to **$100,000**

- **Account Code 199/410 E 11/12/23/31/33/51/53 6645**

  - Department Desktop & Laptop Replacements – **$35,000**
  - Student, Teacher, and Staff Replacement Schedule - **$350,000**
    - Including Desktops, Laptops, Chromebooks, Chromeboxes, iPads, iPods, tablets, Printers, Projectors, Document Cameras, SmartBoards, various student equipment, etc.
  - Access Points - **$20,000**
  - Servers under $5000 (routine server replacement, additions necessary for new software) **- $35,000**
  - Phone Replacements **– $10,000**
  - Incidental Cabling Charges **- $10,000**
  - Cameras and Storage for Special Education Classrooms **– up to $75,000 as requested**

Budget - Up to **$600,000**

- **Account Code 199 71 xxxx**

  - Subscription-Based Information Technology Arrangements (SBITA)
    - SmartNet - **$30,000**
    - Linewize **- $50,000**
    - Dell Apex VxRail **- $100,000**
    - Veem **- $5,000**

Budget - Up to **$185,000**

Other Campus Technology

- iPad Management Software - **$25,000** (199 E 11 6268 00 xxx x xx xxx)

-Software Expenditures

- Admin Studio - $5,000 (xxx E 11 6269 xx xxx x xx xxx)
- Adobe Cloud - $20,000 (xxx E 11 6269 xx xxx x xx xxx)
- Amplified IT Chrome Management Software - $7,000 (xxx E 11/53 6269 xx xxx x xx xxx)
- Assistive Technology as needed by students - $15,000 (xxx E 11/31 6397 xx xxx x xx xxx)
- AutoDesk - $2,500 (xxx E 11 6239 xx xxx x xx xxx)
- Bus Surveillance Software - $25,000 (xxx E 34 6269 xx xxx x xx xxx)
- Career Planning/Exploration Software -$15,000 (xxx E 11 6269 xx xxx x xx xxx)
- CTE Certification/Curriculum Software - $75,000 (xxx E 11 6269 xx xxx x xx xxx)
- Eduphoria - $21,000 (xxx E 13 6239 xx xxx x xx xxx)
- ESC Comprehensive Contract – per contract price (xxx E 11 6249 xx xxx x xx xxx)
- E-Scholarships Online - $550 (xxx E 11/31 6397 xx xxx x xx xxx)
- Field Trip Software - $6,000 (xxx E 34 6269 xx xxx x xx xxx)
- Flysense Vape Detection - Cost per unit installed (xxx E 51 6645 xx xxx x xx xxx)
- Follett Destiny Software - $40,000 (xxx E 12 6269 xx xxx x xx xxx)
- Pathway to Engineering Fee -$6,000 (xxx E 11 6397 xx xxx x xx xxx)
- KnowBe4Cybersecurity - $32,000 (xxx E 11 6269 xx xxx x xx xxx)
- LoneStar Maintenance - $6,000 (xxx E 51 6257 xx xxx x xx xxx)
- Megatronics Fuel Pump - $2,000 (xxx E 34 6269 xx xxx x xx xxx)
- Menu Planning Software - $7,500 (xxx E 35 6269 xx xxx x xx xxx)
- POS Software - $9,500 (xxx E 35 6269 xx xxx x xx xxx)
- OnData Suite (PEIMS) - $5,000 (xxx E 53 6269 xx xxx x xx xxx)
- Online IPT – $1,000 (xxx E 31 6339 xx xxx x xx xxx)
- PSAT - $12,000 (xxx E 31 6339 xx xxx x xx xxx)
- HR Software - $6,000 (xxx E 41 6269 xx xxx x xx xxx)
- SchoolDude (Facility and Utility) - $7,000 (xxx E 51 6269 xx xxx x xx xxx)
- SchoolWires - $35,000 (xxx E 11 6239 xx xxx x xx xxx)
- SPED Software as needed/required - $35,000 (xxx E 11/31 6269 xx xxx x xx xxx)
- SMART Software - $8,500 (xxx E 11 6269 xx xxx x xx xxx)
- Swank Motion Picture License- $15,000 (xxx E 11 6269 xx xxx x xx xxx)
- TalentEd & Recruit Professional (HR) - $20,000 (xxx E 41 6269 xx xxx x xx xxx)
- Raptor Visitor Management – $8,000 (xxx E 52 6269 xx xxx x xx xxx)

- **Donated Funds for Technology Items**

- Mobile Devices, SmartBoards, Projectors, Document Cameras, Innovative Technologies and other items (199 E 11 6645 xx xxx x xx xxx)
- Software, cases for devices, mounts, iTunes Cards and other items to support technology (199 E 11 6397 xx xxx x xx xxx)

Respectfully submitted,

Brent Wilson
Director of Technology

ACTON ELEMENTARY

“How sweet it is at Acton Elementary”
#weloveithere

Maggie Walton, Principal
Haley Briggs, Assistant Principal
Mallory Myers, Assistant Principal

REACHING HEARTS
BUILDING CHARACTER
GROWING LEARNERS
EMBRACING FAMILIES

ACTON ELEMENTARY AT A GLANCE

By the Numbers

- Student enrollment: 852
- % Economically Disadvantaged: 43.5%
- % Special Education: 17.4%
- Number of teachers/staff: 81

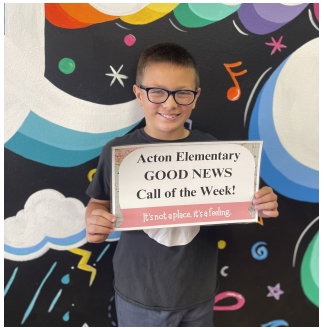
By Our Identity

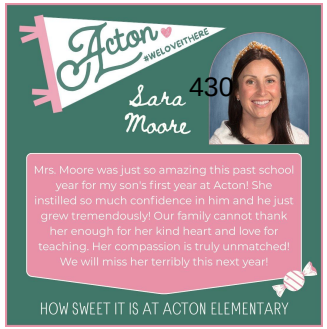
- A school rich in tradition
- Family legacies at Acton Elementary
- Neighborhood school

CAPTURING KIDS HEARTS

- CKH Rising Star Campus
- Core Values and Principles
- EXCEL Model embedded into schoolwide practices
- Social Contracts
- Student and Staff Culture
- School-Home Connect
- Student Leadership

Capturing Kids' Hearts®
Rising Star Recognition



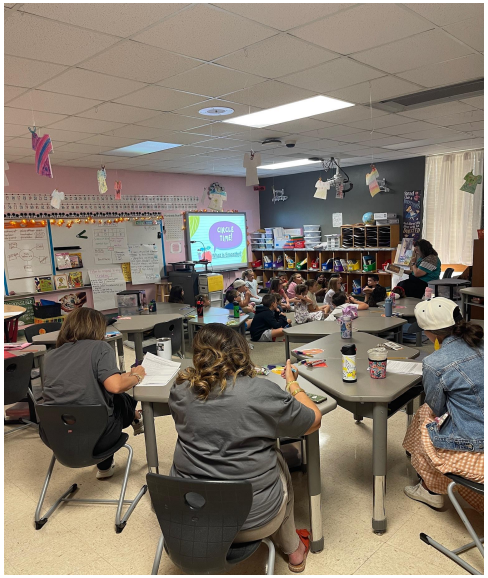


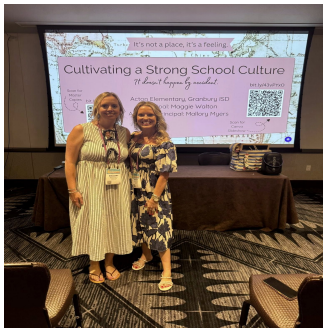
CULTURE OF INCLUSION

- SLC and SLS Classrooms
- SLC Meet the Teacher
- Partner PE
- Cast for Kids
- YMCA Field Trips
- Valentine's Day Respite Night
- Inclusive Schools Week
- Purple Star Campus
- Spread the Word Day

CONTINUOUS GROWTH & DEVELOPMENT

- Instructional Rounds
- Instructional Specialists
- Mentoring Program
- Observation/Feedback Coaching
- Campus and District-Wide PD
- TEPSA & TASA
- Cross-County Partnerships

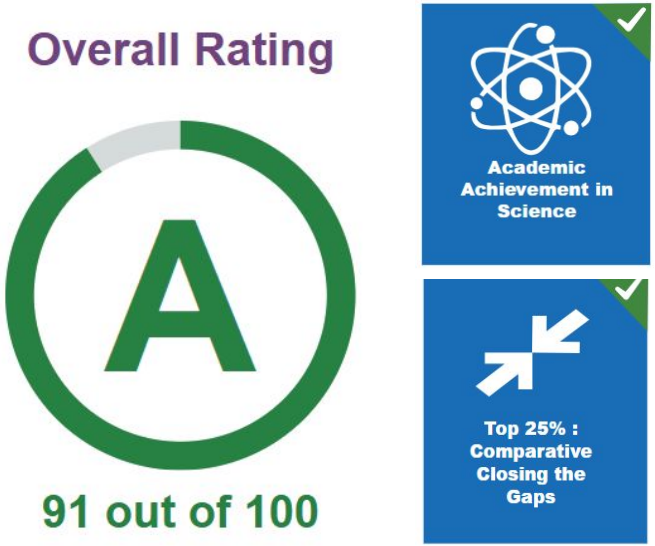




ACADEMIC ACHIEVEMENT

Reading: 88% APP
Math: 85% APP
Science 91% APP

- **Domain 1**: Student Achievement **(90)**
- **Domain 2**: School Progress
  - Part A: Academic Growth **(83)**
  - Part B: Relative Performance **(85)**
- **Domain 3**: Closing the Gaps **(92)**



Overall Rating, Change Over Time:
2024-25: A / 91
2023-24: B / 87
2022-23: B / 86

Closing the Gap, Change Over Time:
2024-25: 92
2023-24: 90
2022-23: 78

ENGAGED & CONNECTED FAMILIES

- “The Pirate Press”
- Social Media Presence
- Family Huddles
- Music Programs
- Purple Star Campus
- Family Engagement Events
- Summer Connects
- Parent Conferences
- Family Surveys
- Parent-Teacher Organization

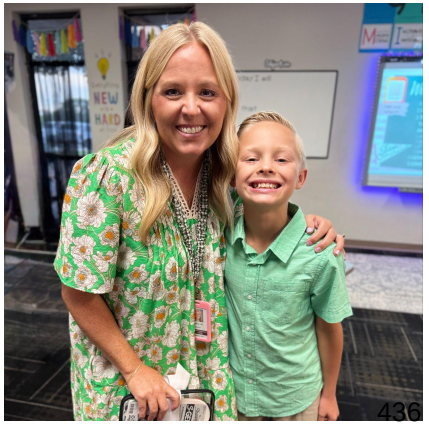
COMMUNITY SERVICE & ENGAGEMENT

- Leveraging Community Partnerships
- Student-Led Service Projects
- Schoolwide Fundraising and Giving
- Campus Tours

STUDENT VOICES

Piper Sandelin
3rd Grade

Alianna Zirbes
4th Grade



Gideon Richards
5th Grade

THANK YOU FOR YOUR TIME AND PARTNERSHIP IN SUPPORTING OUR STUDENTS.

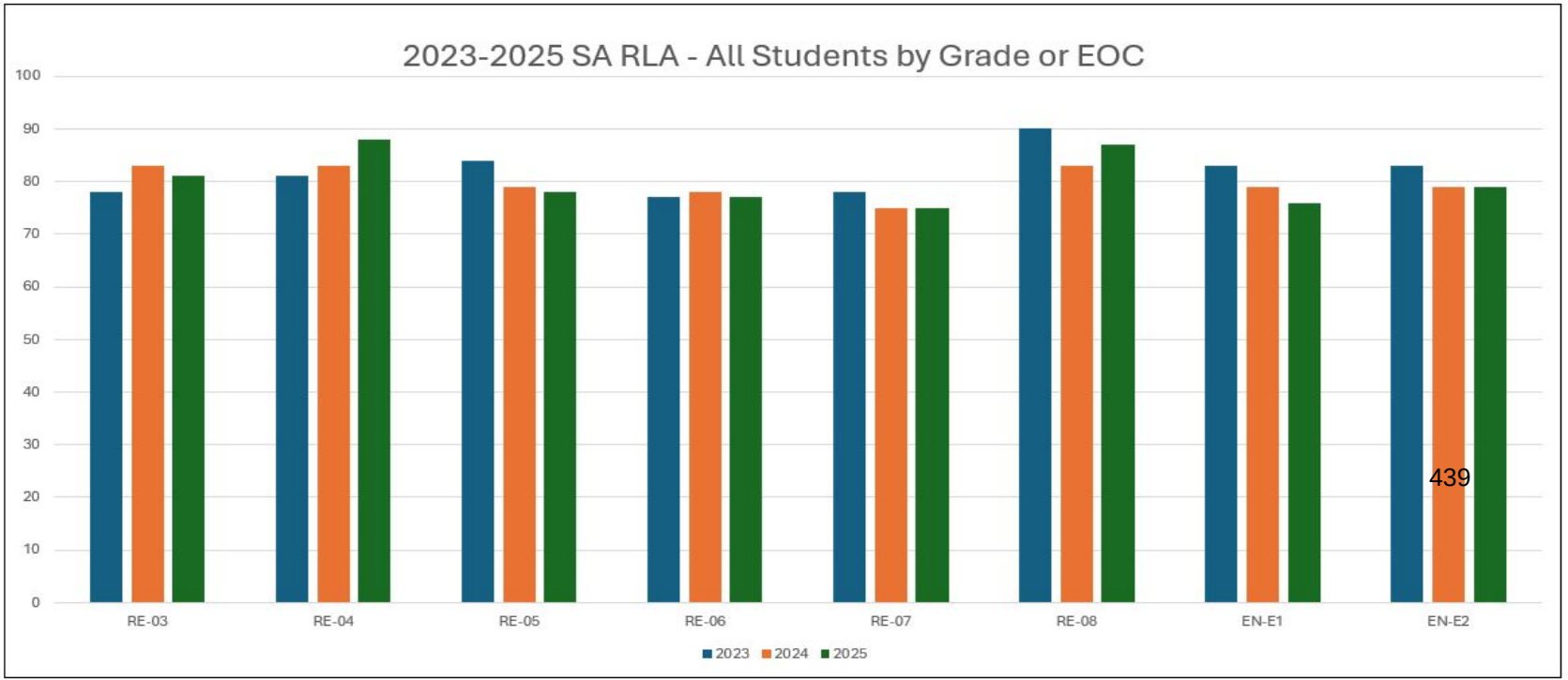
QUESTIONS?

ACHIEVEMENT & GROWTH

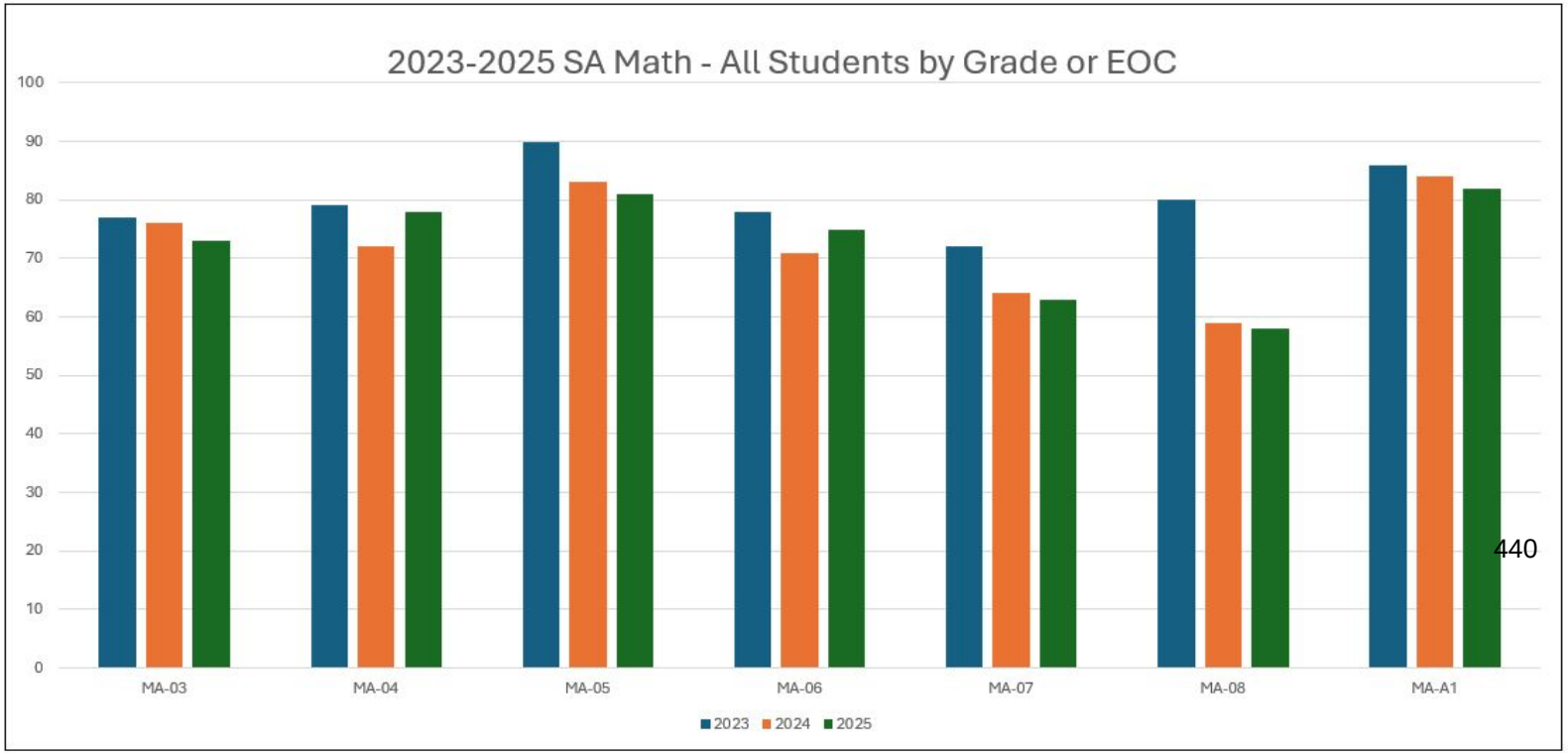
STRATEGIC PLAN PRIORITY 1: STUDENT ACHIEVEMENT

Stacie Brown | Department of Teaching and Learning

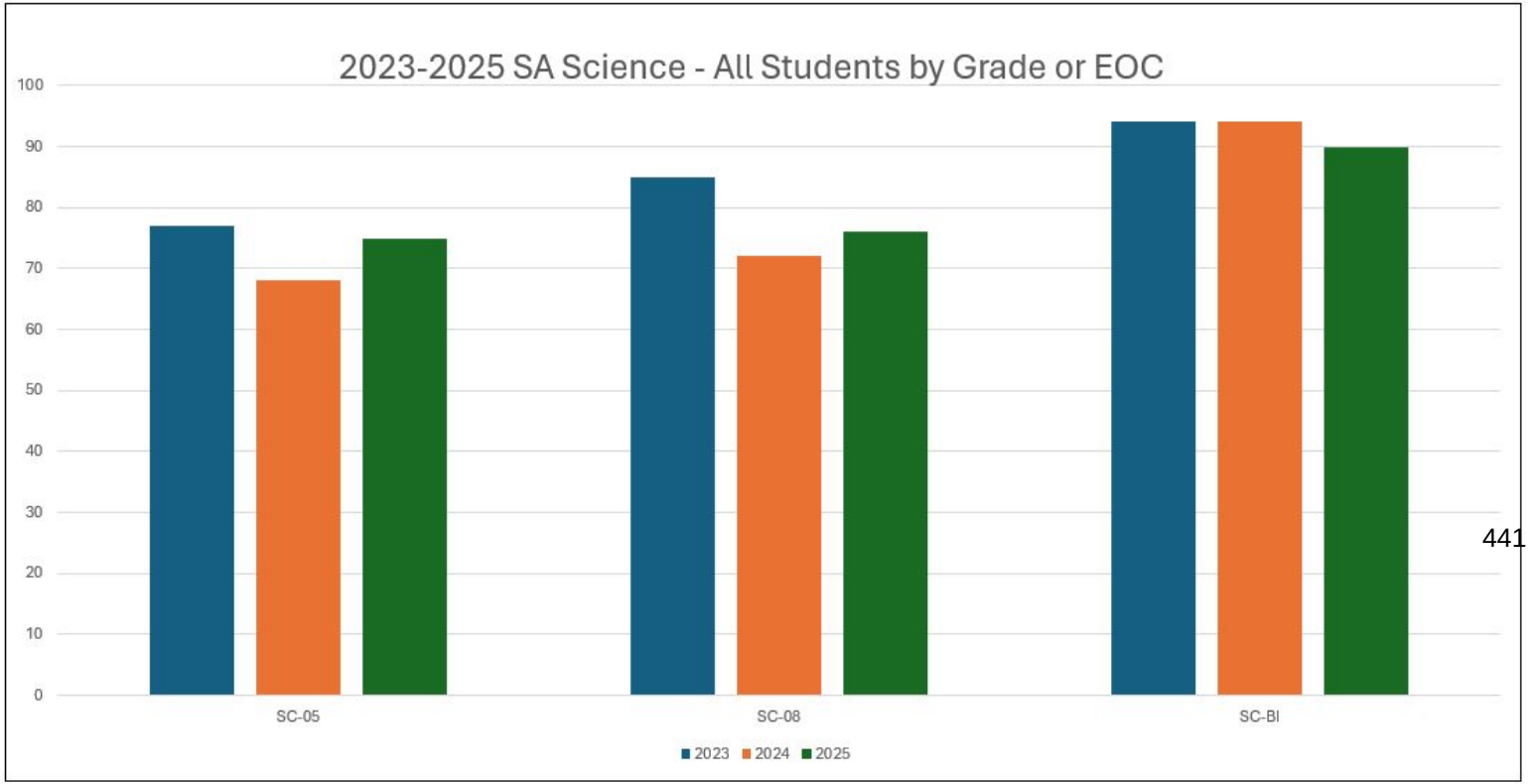
Student Achievement Data



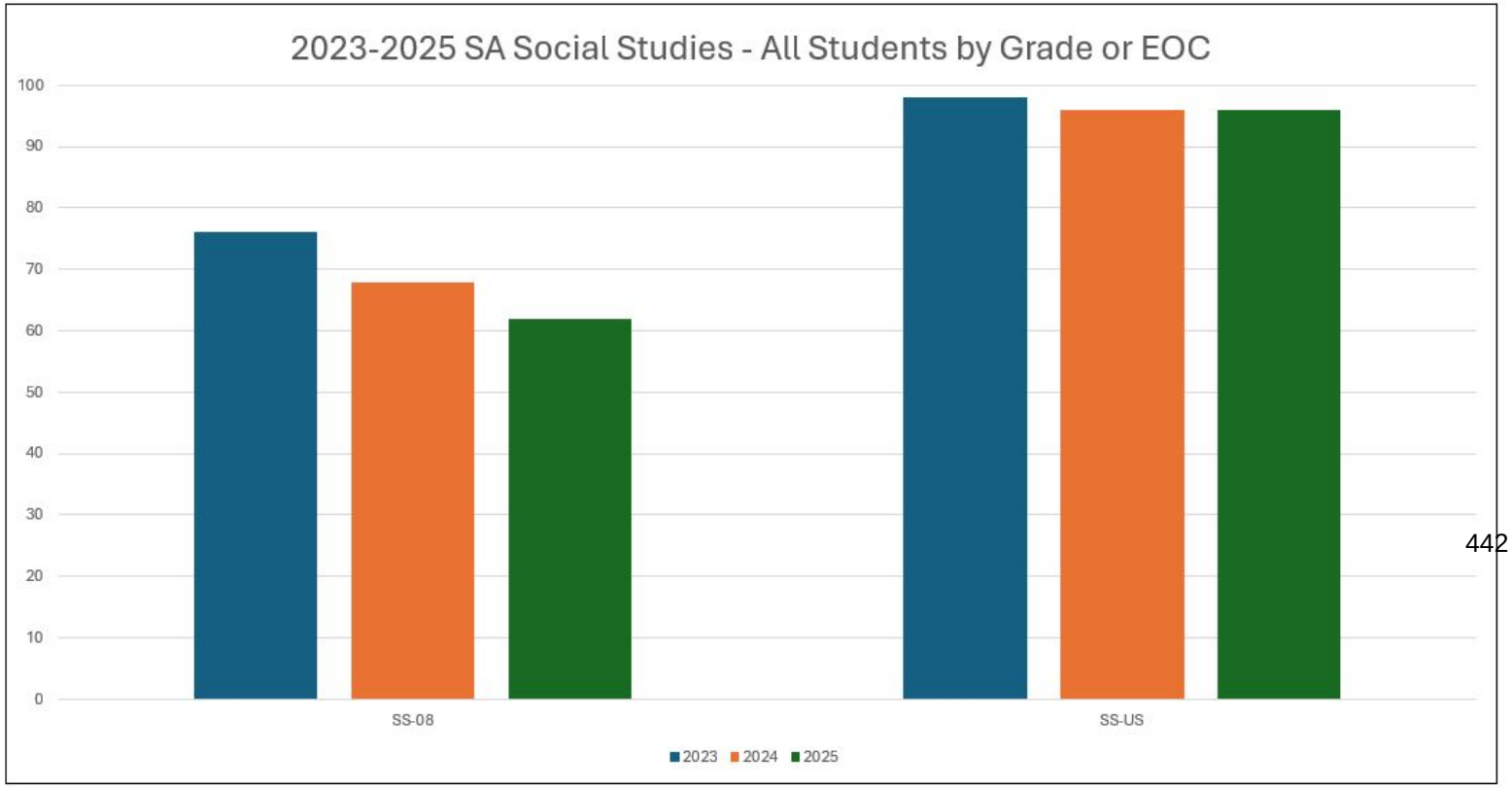
Student Achievement Data



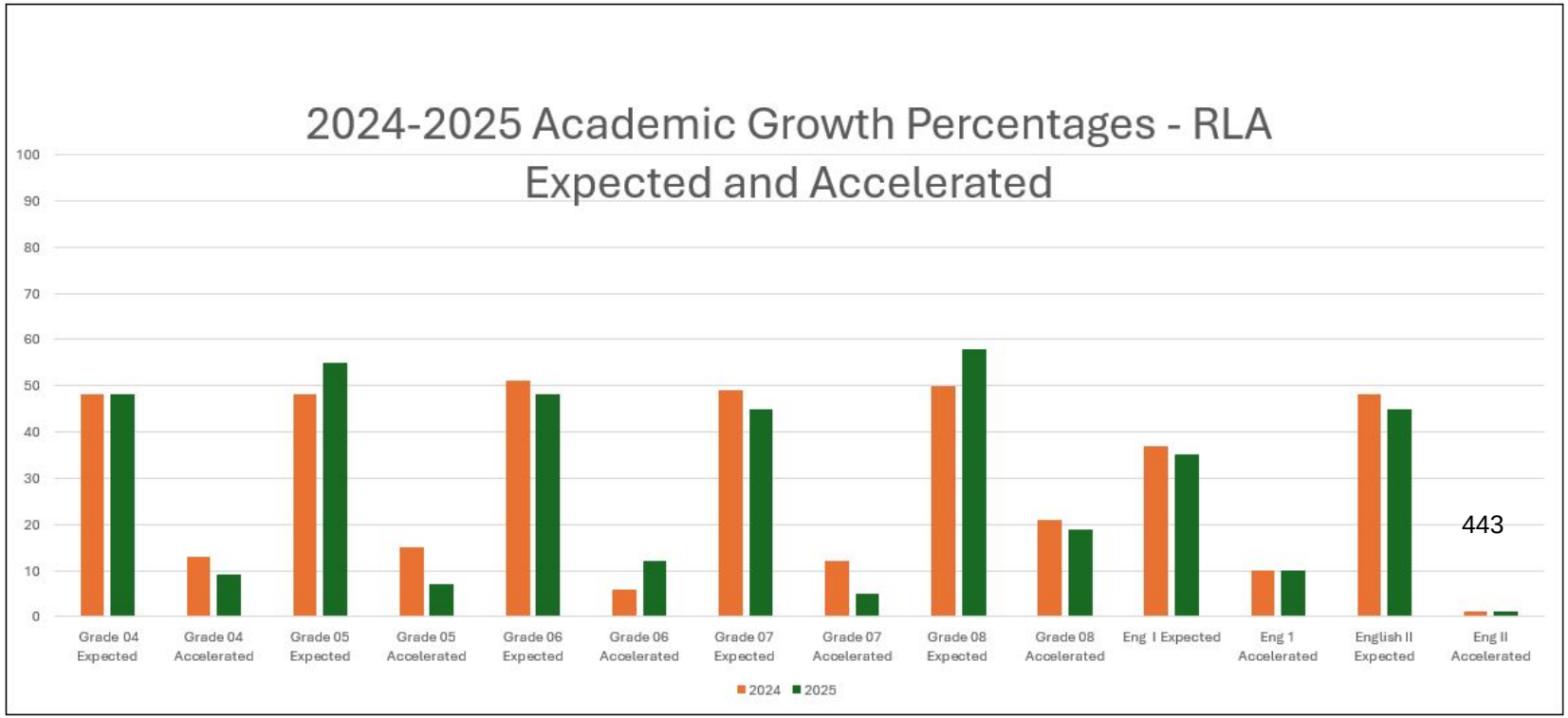
Student Achievement Data



Student Achievement Data

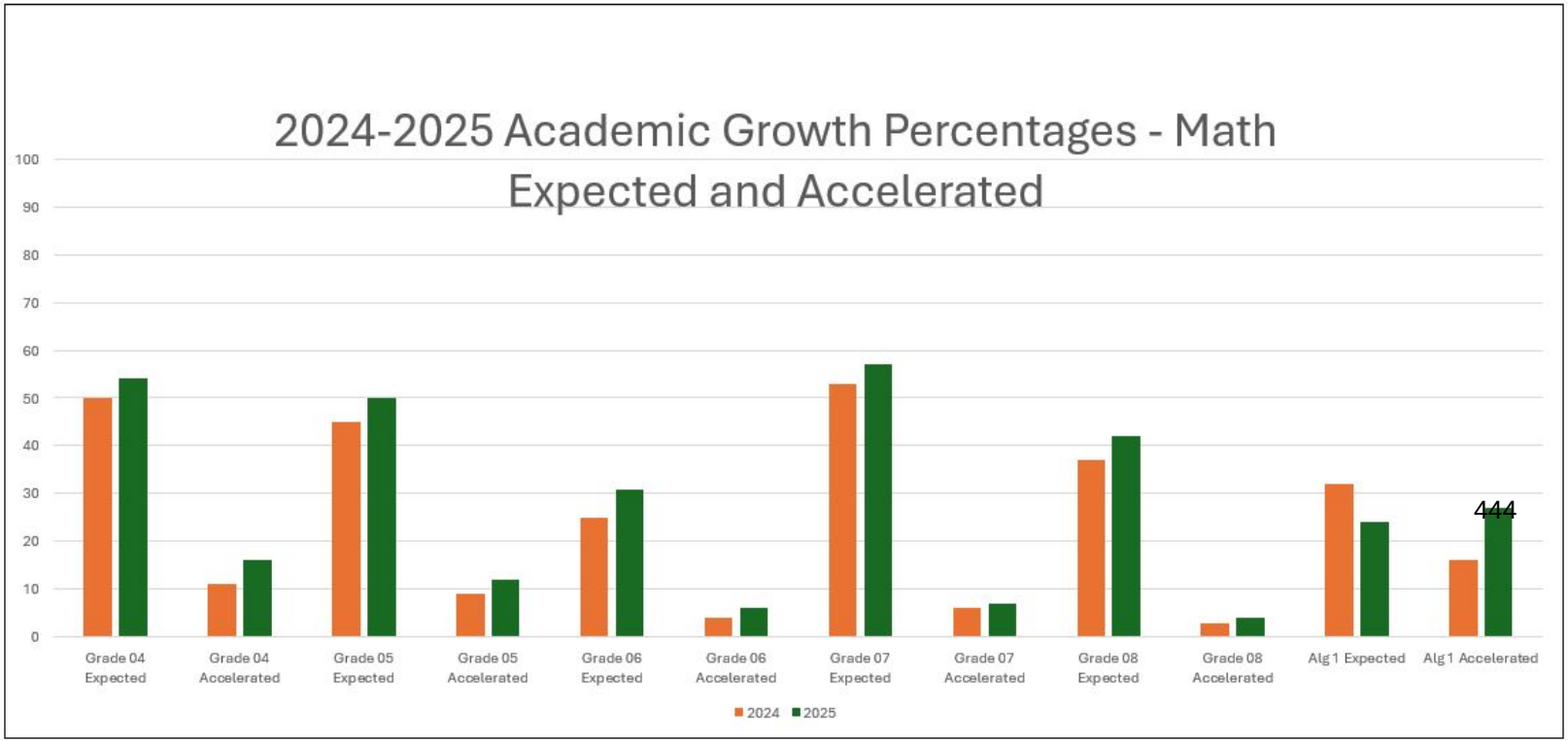


Academic Growth Data



443

Academic Growth Data



A-F Accountability Rating
Granbury ISD 2023-2025

22-23	23-24	24-25
B	C	B
80	79	83

QUESTIONS??

SUPPORT SERVICES

BRYAN JOHNSON | CUSTODIAL

SUPPORT SERVICES 2022 – 2025 UPDATE

*We want to thank the board for bringing custodial back in house & each campus for making the teams feel like part of the campus!

*In house custodial services started SEPTEMBER 1, 2022 AFTER BEING OUTSOURCED for approx. 8 yrs. Our staff are not just custodians, but health care providers and we are in it for the well being of our students and staff.

Mission:

To provide exceptional custodial services that promote clean, safe and healthy learning environments for our students. With integrity, attention to detail, a commitment to excellence, we support the well-being of every individual who enters our facilities – ensuring the spaces we maintain are not only clean, but welcoming and respected.

IN HOUSE MAIN OBJECTIVES

1. Improved customer service.
2. Develop solid processes for each task.
3. Accountability with our teams.
4. Drive the details of the business daily.
5. Staffing-ensure campuses are staffed daily.
6. Wages – $9/$10 per/hr. with previous.
7. Recognition.
8. Transparency/clarity with teams.
9. Promote a healthy culture.

Since day one, our staff has been working diligently to ensure our students/staff have a clean and healthy learning/working environment each day. We are thankful for every team member and extremely proud of their accomplishments!!!

SUPPORT SERVICES STAFFING

Staffing Total:

- 72 (63 FT and 9 PT) employees
- 30 substitute custodians (start. 2023)

Department Structure:

- Secretary
- 2 district leads (AM and PM)
- 1 lead per campus (GHS has 2 custodial teams)

Total district square footage: 1,392,125

- 24,000 sq ft per FTE/8hrs (TASBO)
- GHS runs approximately 28,786 sq ft per fte

Shifts:

- 6:30AM-3PM – 14 staff (café and calls)
- 10AM-6:30PM – 10 staff (1/2 shift café & calls)
- (1/2 shift rooms/offices, floors/restrooms etc.)
- 3PM-11:30PM – 32 (total campus minus the cafe)
- 5PM–1:30AM – 16 (total campus minus the café)

What does this look like:

- 58 staff are dedicated to cleaning approx.
- 1,334,125 sq ft (-58,000 sq ft for cafes) daily in 8hrs. After approx. 9,200 persons have occupied the buildings daily.

SUPPORT SERVICES BUDGET

Budget: $219,350

Chemicals ty: $13,187 (4 main chemicals-bought in bulk)

- 1st year-$36,262.59 (original chemicals x4)
- 2nd year-$29,476.27 (Jan. 23/24 mid year change)
- 3rd year-$13,187.21 (3 new chemicals- intro 4th) % of change 1st yr to 3rd yr=64% reduction

Soap ty: $21,381 (will monitor cost this year)

- 1st year-$16,605.66 (GMS stayed on previous companies soap)
- 2nd year-$19,722 (GMS stayed on ecolab)
- 3rd year-$21,380.80 (added gms to gojo soap, brawner stayed on buckeye)
- Increase due to transitions between product

Plastic ty:$ 34,359 (4 sizes used)

- 1st year- $31,162.14
- 2nd year- $30,392.90
- 3rd year- $34,359.33 (newly negotiated pricing should give us a 14% reduction for 2025/2026).

Paper ty: $39,704 (4 paper types)

- 1st year: $38,285.35
- 2nd year: $41,860 (saw an increase)
- 3rd year: $39,704
- We just saw a 4% increase in one paper type & will monitor

SUPPORT SERVICES BUDGET CONTINUED | WHERE ARE WE HEADED?

Floor refinishing ty: $22,829

- 1st year: $14,526.56 – Christmas / $22,317.17 - summer
- 2nd year: $22,249.45
- 3rd year: $23,828.58
- started stripping floors Christmas of 2023

Equipment ty: $33,303

- Sky vac system
- High reach window wash
- 2 mini scrubbers
- 2 extractors
- 2 l. extractors
- 5 vacuums
- 26 fans
- 2 walk behind scrubbers
- 3 burnishers
- 1 rider scrubber
- 3-year replacement plan on major equipment

- Continued focus on maintaining a healthy environment.
- Continue to drive the processes and maintain the details daily (limescale build up) GHS is 460 ppm vs. fort worth at 140 ppm (dissolved minerals).
- Continue floor stripping program – strip every 5-7 years.
- Floor scrubbers have been on the floors daily/burnish 1x per week.
- Extract carpets vs. using a swing with a bonnet.
- Continue with our equipment replacement plan.
- Continued recognition of our teams.
- Drive Culture and clarity.
- Teaching and training.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Information

TO: Dr. Courtney Morawski, Superintendent

FROM:Houcine Chraibi
DATE: August 15 , 2025
RE: Report of Categorical Purchases Between $50,000 and $100,000 as Per Board Policy CH (LOCAL)

SUMMARY:

The attached categorical purchases between $50,000 and $100,000 for the period of July 1, 2025 through August 1, 2025, are being reported as per the requirements of Board Policy CH (LOCAL), which states:

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

The Superintendent is not required to obtain Board approval for the following types of budgeted purchases costing less than $100,000, but shall subsequently report them to the Board:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;
2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL)]; or
3. A continuing or periodic purchase under a Board-approved bid or contract.

SPECIAL CIRCUMSTANCES: While this purchase was originally planned for approximately $60,000, a coding error by VST (our E-Rate consultant) resulted in vendor CDW-G being unable to accept a partial purchase order. To preserve our E-Rate funding eligibility, the full award amount was processed. USAC/E-Rate has verified our award status, and the district will receive reimbursement for the difference between the planned purchase amount and the total processed amount.

BUDGET IMPACT: $240,663.80

Respectfully submitted,

Houcine Chraibi, RTSBA

Staff Person Responsible: Houcine Chraibi
Bradee Drake

Date Submitted: 8/15/25

GRANBURY ISD

REPORT ON PURCHASES THROUGH A COOPERATIVE OR INTERLOCAL

Single Purchase Between $50,000 and $100,000 in

accordance with CH(LOCAL) Board Meeting – 25

August 2025

Purchases 07/01/25 to 08/31/25

Vendor	Cooperative/Inter local	Description	Amount
CDW-Government Inc	Sourcewell	E-Rate FY 25 Order BEAR Billing Method Net 30 Day Payment Terms	$240,663.89

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Information

TO: Dr. Courtney Morawski, Superintendent

FROM: Emmett Whitefield
DATE: August 15, 2025
RE: July 31, 2025 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended July 31, 2025 for the general operating fund.

The statement includes only those transactions that occurred between the period of September 1, 2024, and July 31, 2025. Revenue collected to date equals 96.29% of the budgeted amount compared to 90.01% in 2023-24. Expenditures to date represent 85.42% of the budget compared to 84.34% in 2023-24.

BUDGET IMPACT: None

Respectfully submitted,

Emmett Whitefield
Chief Financial Officer

Staff Persons Responsible: Emmett Whitefield
Kathy Butler

Date Submitted: August 15, 2025

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JULY 31, 2025

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES					
5700 LOCAL					
PROPERTY TAXES	73,506,730	71,644,057	1,862,673	97.47%	87.90%
INVESTMENT INCOME	2,000,000	2,199,534	-199,534	109.98%	115.73%
OTHER LOCAL INCOME	520,000	731,934	-211,934	140.76%	184.66%
5800 STATE					
STATE FUNDING	32,102,246	30,744,515	1,357,731	95.77%	102.56%
5900 FEDERAL					
FEDERAL PROJECTS	1,872,965	598,980	1,273,985	31.98%	48.62%
TOTAL REVENUES	**110,001,941**	**105,919,020**	**4,082,921**	**96.29%**	**90.01%**
EXPENDITURES					
11 INSTRUCTION	54,364,735	48,273,080	6,091,655	88.79%	89.18%
12 INSTRUCTIONAL RESOURCES & MEDIA	813,295	738,941	74,354	90.86%	91.11%
13 CURRICULUM & STAFF DEVELOPMENT	777,623	682,410	95,213	87.76%	86.72%
21 INSTRUCTIONAL LEADERSHIP	1,089,052	953,727	135,325	87.57%	90.95%
23 SCHOOL LEADERSHIP	4,410,656	4,011,271	399,385	90.94%	90.04%
31 GUIDANCE/COUNSELING	2,609,273	2,360,251	249,022	90.46%	92.17%
32 SOCIAL WORK SERVICES	0	0	0	0.00%	0.00%
33 HEALTH SERVICES	571,762	482,460	89,302	84.38%	84.23%
34 TRANSPORTATION	5,726,693	5,163,836	562,857	90.17%	92.28%
35 FOOD SERVICE	0	0	0	0.00%	0.00%
36 CO-CURRICULAR/EXTRACURRICULAR	2,226,103	1,968,874	257,229	88.44%	93.31%
41 GENERAL ADMINISTRATION	3,213,456	2,893,364	320,092	90.04%	90.74%
51 PLANT MAINTENANCE	9,781,022	8,792,653	988,369	89.90%	91.73%
52 SECURITY & MONITORING SERVICES	1,679,156	1,309,059	370,097	77.96%	80.47%
53 DATA PROCESSING	1,733,120	1,493,764	239,356	86.19%	92.84%
61 COMMUNITY EDUCATION	56,911	49,498	7,413	86.97%	58.93%
71 DEBT SERVICE	232,200	231,404	796	99.66%	100.00%
81 FACILITIES CONSTRUCTION & ACQUISITION	1,334,318	1,394,615	(60,297)	104.52%	84.65%
91 CONTR INSTRUCTIONAL SERVICES	3,740,231	1,838	3,738,393	0.05%	3.97%
93 PAYMENTS TO FISCAL AGENT	0	0	0	0.00%	0.00%
99 OTHER INTER GOV CHARGES	1,750,000	1,294,428	455,572	73.97%	58.93%
TOTAL EXPENDITURES	**96,109,606**	**82,095,473**	**14,014,133**	**85.42%**	**84.34%**
	0				
OTHER SOURCES (USES)	0	10,000	-10,000		0.00%
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**13,892,335**	**23,833,547**	**(9,941,212)**		

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JULY 31, 2025

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES					
5700	LOCAL SOURCES	76,026,730	74,575,525	1,451,205	98.09%
5800	STATE SOURCES	32,102,246	30,744,515	1,357,731	95.77%
5900	FEDERAL SOURCES	1,872,965	598,980	1,273,985	31.98%
	TOTAL REVENUES	**110,001,941**	**105,919,020**	**4,082,921**	**96.29%**
EXPENDITURES					
6100	PAYROLL COSTS	74,738,774	66,288,506	8,450,268	88.69%
6200	PROFESSIONAL & CONTRACTED SERVICES	11,772,153	6,886,056	4,886,097	58.49%
6300	SUPPLIES/MATERIALS	2,880,860	2,737,042	143,818	95.01%
6400	OTHER OPERATING	2,125,517	1,903,149	222,368	89.54%
6500	DEBT SERVICE	232,200	231,404	796	99.66%
6600	CAPITAL OUTLAY	4,360,102	4,049,316	310,786	92.87%
	TOTAL EXPENDITURES	**96,109,606**	**82,095,473**	**14,014,133**	**85.42%**
OTHER SOURCES AND USES					
7900	OTHER RESOURCES	0	10,000	-10,000	
8900	OTHER USES	0	0	0	0.00%
	OTHER SOURCES(USES)	**0**	**10,000**	**-10,000**	**0.00%**
	EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**13,892,335**	**23,833,547**	**(9,941,212)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2025
For: Information

TO: Dr. Courtney Morawski, Superintendent

FROM: Emmett Whitefield
DATE: August 15, 2025
RE: Cash Flow and Investment Report as of July 31, 2025

SUMMARY:

Attached is the Cash Flow and Investment Report for the period ending July 31, 2025.

BUDGET IMPACT: None

Respectfully submitted,

Emmett Whitefield RSTBA
Chief Financial Officer

Staff Person Responsible: Emmett Whitefield

Date Submitted: August 15, 2025

GRANBURY INDEPENDENT SCHOOL DISTRICT

CASH AND INVESTMENT REPORT

FROM JULY 1, 2025 TO JULY 31, 2025

FOR BOARD MEETING AUGUST 25, 2025

	FIRST FINANCIAL BANK								POOL INVESTMENTS				First Financial Bank Investment Account		CHECKING & INVESTMENT
	GENERAL FUND	DEBT	CAPITAL PROJ	PAYROLL	A/P	WC FUND	EZDENT	CHILD NUTRITION	LOGIC	LONE STAR	TEXPOOL	TEXASRANGE	FFB	0	TOTAL
BEGINNING BALANCE-JULY 1, 2025	$ 3,293,907	$ 212,099	$ 26,481	$ 2,442,415	$ 1,056,344	$ 956,137	$ 97,470	$ 2,479,179	$ 4,662	$ 67,101,763	$ 34	$ 280	$ 10,024,813	$ -	$ 87,695,584
LOCAL REVENUE-RENT, CAFÉ MEALS,ATH	$ 3,214,157.72		$ -	$ -				$ 159,240							$ 3,373,397
															$ -
TAX COLLECTIONS	$ -	$ -								$ 246,364					$ 246,364
															$ -
TEA COLLECTIONS:															$ -
CHILD NUTRITION	$ 33,155							$ 33,155							$ 66,311
FOUNDATION	$ -														$ -
TITLE FUNDS	$ -														$ -
AVAILABLE SCHOOL FUND	$ 301,293														$ 301,293
IDEA-B FUNDS	$ -														$ -
IMA	$ -														$ -
PERKINS	$ 15,945														$ 15,945
EXISTING DEBT ALLOTMENT	$ -														$ -
SCHOOL SAFETY AND SECURITY GRANT	$ 2,479														$ 2,479
ESSER GRANT	$ -														$ -
MAC/SHARS	$ 481,784														$ 481,784
MJROTC	$ -														
TRANSFERS IN	$ 6,100,000	$ 11,400,000	$ -	$ 2,869,099	$ 4,968,327	$ 71,396	$ 70,493	$ -	$ -	$ -	$ -			$ -	$ 25,479,315
TRANSFERS IN - SWEEP ACCOUNT	$ 1,489,434	$ -	$ -	$ 733,083	$ 2,101,478	$ 32,282	$ 17,516	$ 35,688							$ 4,409,482
BOND PAYMENT		$ (11,468,728)													$ (11,468,728)
OPERATING EXPENSES	$ (4,325,884)	0	$ -		$ (4,968,327)	$ (71,396)	$ (70,493)	$ (48,286)	$ -	$ -			$ -	$ -	$ (9,484,385)
PAYROLL	$ (5,823,661)	$ -	$ -	$ (2,869,099)				$ (144,109)							$ (8,836,870)
TEA RECAPTURE	$ -	$ -			$ -										$ -
TRANSFERS OUT		$ -	$ -			$ -			$ -	$ (17,500,000)	$ -	$ -	$ -		$ (17,500,000)
TRANSFERS OUT - SWEEP ACCOUNT	$ (2,736,824)	$ -		$ (648,113)	$ (2,398,054)	$ (7,121)	$ (35,701)	$ (162,363)							
MARKET APPRECIATION / (DEPRECIATION)													$ -	$ -	$ -
MONTHLY DIVIDENDS & INTEREST EARNED AND PAID	$ 6,779	$ 1,817	$ 83	$ 7,526	$ 3,621	$ 3,067	$ 300	$ 7,426	$ 18	$ 243,538	$ -	$ 1	$ 36,650	$ -	$ 310,827
ACCRUED INTEREST PAID															$ -
ENDING BALANCE - JULY 31, 2025	$ 2,052,566	$ 145,188	$ 26,564	$ 2,534,911	$ 763,390	$ 984,365	$ 79,585	$ 2,359,930	$ 4,680	$ 50,091,665	$ 34	$ 281	$ 10,061,463	$ -	**$ 69,104,623**
INTEREST ACCRUED, NOT PAID AT MONTHS END															$ -
WEIGHTED AVERAGE MATURITY	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	49 Days	43 Days	44 Days	1 Days	1 Days		
CURRENT MONTH AVERAGE MONTHLY INTEREST RATE:	3.688%	3.688%	3.688%	3.688%	3.688%	3.688%	3.688%	3.688%	4.410%	4.439%	4.312%	4.300%	4.297%		
PRIOR MONTH AVERAGE MONTHLY INTEREST RATE:	3.704%	3.704%	3.704%	3.704%	3.704%	3.704%	3.704%	3.704%	4.411%	4.435%	4.297%	4.320%	4.308%		

We, the approved Investment Officers of Granbury ISD, hereby certify that the above Investment Report represents the investment position of the District (as of the end of the month indicated at the top of this investment form) in accordance with the Board approved Investment Funds Policy, the Public Funds Investment Act (Texas Government Code 2256), and Generally Accepted Accounting Principals (GAAP).

Emmett Whitefield
Chief Financial Officer

2024-25 INTEREST ACCRUED (as of 7/31/25)					
Sep-24	$ 154,540.82			Mar-25	$ 320,110.96
Oct-24	$ 138,758.94			Apr-25	$ 298,457.23
Nov-24	$ 116,395.33			May-25	$ 340,651.77
Dec-24	$ 128,733.06			Jun-25	$ 321,029.66
Jan-25	$ 247,596.54			Jul-25	$ 310,826.80
Feb-25	$ 287,184.84			Aug-24	
				TOTAL	$ 2,664,285.95

JULY INTEREST ACCRUED	$ -
JULY INTEREST EARNED & PD	$ 310,826.80
JULY TOTAL INTEREST	$ 310,826.80