

**Notice of Regular
The Board of Trustees
Granbury ISD
Monday, May 21, 2007
6:00 PM**

A Regular of the Board of Trustees of Granbury ISD will be held Monday, May 21, 2007, beginning at 6:00 PM in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048.

18th day of May, 2007

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.

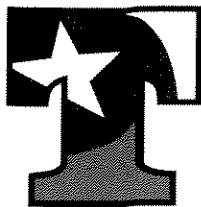
1. Call to order
2. Convene in closed session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.
 - a. Chapter 551.074 - Personnel
 1. Consider staff appointments
 2. Request for additional catastrophic sick leave bank days
 3. Appoint Granbury Middle School Principal
 - b. Chapter 551.072 - Purchase, exchange, lease or value of real property
3. Reconvene in open session
4. Opening Comments/Invocation
5. Pledges - U.S. Flag & Texas Flag
6. Recognitions
 - a. Student Recognition
 1. State UIL Academic Meet - Sung Kim, Philip Lightfoot and Spencer Mears
 2. Future Problem Solvers International Conference - Angela Cardoza, Caitlyn Thatcher, Grant Watts and Blake Ward
 3. Campus Paper Recycling Award - Acton Elementary, Mambrino School and Acton Middle School
 - b. Employee Recognition
 1. Registered Texas School Business Administrator - Sharay Boynton 3
 - c. Lamar Awards
 1. 2007 Lamar Awards
7. Consider consent agenda items
 - a. Minutes of the May 1, 2007 regular board meeting 4
 - b. Budget amendments 7
 - c. Student Extra Curricular, Student Voluntary and Catastrophic Insurance coverage CSP 2006-09 (renewal) 9
 - d. Science supplies & equipment bid no. 2007-08 11
 - e. Two (2) livestock trailers and one (1) cargo trailer CSP 2007-11 13
 - f. Bus AC units and installation CSP 2007-09 15
 - g. Technology purchases 17
8. Consider External Auditor for year ended August 31, 2007 18
9. Consider naming field at Pirate Stadium in honor of Johnny Perkins 29
10. Consider policy DEC (LOCAL) 31
11. Consider R4 Group Consulting services 39
12. 2007-08 board meeting and workshop calendar 41
13. Discuss future usage of current AG facility
14. Consider board operating procedures 43
15. Consider property closing extension of property at 205 E. Pearl Street
16. Reports
 - a. Reports by the Superintendent - William Harris
 1. Preliminary TAKS report 76
 2. Facilities improvements update - VLK
 3. District facilities review - PBK
 - b. Reports by the Executive Director of Finance - Sharay Boynton
 1. April 30, 2007 financial statements 78

17. Board members special reports
 18. Public comments/audience participation
 19. Consider action on items discussed in closed session
 - a. Staff appointments
 - b. Request for additional catastrophic sick leave bank days
 - c. Appoint Granbury Middle School Principal
 - d. Consider purchase, exchange, lease or value of real property
 20. Canvass May 12, 2007 Board of Trustee Election 81
 21. Administer Oath of Office, Place 5, 6 & 7, GISD Board of Trustee
 22. Elect Board Officers for 2007-2008 82
 23. 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)



ASBO

TEXAS ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS

2538 SOUTH CONGRESS AVE. ★ AUSTIN, TEXAS 78704

512-462-1711

1-800-338-6531

(Administrative) FAX 512-462-7274

(Registration) FAX 512-462-1782

<http://www.tasbo.org>

March 20, 2007

Mr. William Harris
Superintendent
Granbury ISD
600 W. Pearl
Granbury, TX 76048

Dear Mr. Harris:

The Texas Association of School Business Officials is pleased to inform you that **Sharay Boynton** has successfully completed the requirements to earn the designation of Registered Texas School Business Administrator (RTSBA), effective 3/20/2007.

TASBO certification is earned through a combination of specified coursework, school business experience, and training in the area of specialization. Once certification is awarded, individuals are required to complete 60 hours of continuing education every three years (from the date of certification) in order to maintain their certification. We hope you will recognize Ms. Boynton's achievement and inform the Granbury ISD board and staff of this noteworthy accomplishment.

Sincerely,

Gwen Santiago, CTSBA, CAE
Executive Director

GS:sd

**GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
May 1, 2007**

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Tuesday, May 1 2007 at 5:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer.....Jerry Campbell

Board Members Present

Bowen Brawner
Doug Funk
Barbara Herrington
Kevin Myers
Micky Shearon

Board Members Absent

Charlie Cloud

School Officials Present

William Harris, Superintendent
Jan Van Dorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Troy Green, Executive Director of Human Resources
Ton Potappel, Director of Technology
Jeff Meador, Public Information Officer
Judy Duncan, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

President, Jerry Campbell, called the meeting to order at 5:00 p.m. and noted that a quorum of board members was present, the meeting was duly called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Convened in Closed Session

The Board of Trustees convened in closed session at 5:13 p.m. under the Texas Open Meetings Act, Chapter 551.074 – personnel and 551.072 – purchase, exchange, lease or value of real property.

A motion was made by Kevin Myers and seconded by Micky Shearon to table the Superintendent's evaluation until the scores of the TAKS test have been received by the district and presented to the board. Micky Shearon stated that he would also like to have the item tabled due to the scores and to the fact that Charlie Cloud was not present at the meeting. Policy BJCD states that the evaluation must be done every 15 months and the last evaluation was completed in January 2006. **MOTION FAILED** Yes 3 – Noe 3 - Bowen Brawner, Barbara Herrington and Doug Funk voted against.

Reconvened

The board reconvened in open session at 7:02 p.m.

Invocation/Opening Comments

Jeremy White, Lead Pastor, Stone Water Church, led in the invocation.

Pledge U.S. Flag and Texas Flag

Baccus Elementary Students, Morgan Bradley and Max Holly led in the pledge to the U.S. Flag and the Texas Flag.

Student Recognition

Granbury High School students Chelsea Flynn & Emily Dixon were recognized for participation at the State Cross Examination Debate meet.

Acton Middle School student Joshua Cutler was recognized for participation at the Texas Geographic Bee.

Consent Agenda

Consent agenda “o” was pulled from the consent agenda for a separate vote.

A motion was made by Micky Shearon and seconded by Doug Funk to approve the consent agenda items “a” – “n” as presented. **MOTION CARRIED** Yes 6 – Noe 0
Consent agenda items: “a” – minutes of the April 3, 2007 regular board meeting; “b” – budget amendments; “c” – library books; “d” – athletic trainer supplies & equipment bid no. 2006-03 (renewal); “e” – guidance & evaluation supplies & materials and testing materials bid no. 2006-26; “f” – computer and copy paper bid no. 2007-06; “g” – music, band & choir supplies bid no. 2005-22 (renewal); “h” – magazine and periodical subscription services 2006-16 (renewal); “i” – office supplies & equipment 2005-19 (renewal); “j” – physical education supplies & equipment bid no. 2005-18 (renewal); “k” – instructional supplies & equipment bid no. 2005-20 (renewal); “l” – audio visual and library supplies & equipment bid no. 2006-05 (renewal); “m” – nursing and health supplies & equipment bid no. 2006-04 (renewal); “n” – foreign exchange student waiver.
MOTION CARRIED Yes 6 – Noe 0

A motion was made by Doug Funk and seconded by Barbara Herrington to approve the technology purchases without the Mimio and Senteo products. **MOTION CARRIED** Yes 6 – Noe 0

District Data Management Software Replacement

A motion was made by Doug Funk and seconded by Barbara Herrington to approve the District Data Management Software replacement as presented. **MOTION CARRIED** Yes 6 – Noe 0

Reports

Leesa Vardeman from VLK Architect updated the board on the plans for the facilities improvements. Vardeman stated that they are scheduled to go out for bid on May 11, 2007.

Representatives from PBK updated the board on the progress of the district facilities review.

Superintendent William Harris presented a report on the preliminary 3rd grade and 5th grade TAKS performance and presented an academic update with regard to the TAKS, the TEKS, the changes being considered by Congress for the No Child Left Behind Act and the Bill in Texas Legislature that would eliminate TAKS but would require 9 – 12 grade end of course exams.

Executive Director of Finance, Sharay Boynton reported that the gas lease has been approved, the paperwork is ready to be signed by the Board President and returned to the gas company.

Superintendent Harris expressed his sympathy in the loss of Johnny Perkins to his family, the school district and the community. Harris stated that he is reviewing the naming of an appropriate facility in honor of Johnny and he will bring a recommendation to the board at the May 21, 2007 board meeting.

Financial Statements

Executive Director of Finance, Sharay Boynton presented the board with a copy of the March 31, 2007 financial statements and the February 28, 2007 investment report for their review.

Board Members Special Reports

Barbara Herrington thanked the district for the employee recognition banquet and thanked Troy Green and his staff for their work on the banquet and recognition.

Kevin Myers stated that he is completing his first year on the board and thanked Mr. Harris and the staff for the assistance they have given him. Myers also thanked Evelyn McWilliams and all the teachers and staff at Emma Roberson for making his child's kindergarten year a great year.

Public Comments

None

Action on Items Discussed in Closed Session

Staff appointments – A motion was made by Barbara Herrington and seconded by Doug Funk to approve the staff appointments as presented. **MOTION CARRIED** Yes 6 – Noe 0

Superintendent's Evaluation – The board completed the Superintendent's evaluation. This is a confidential evaluation and no action is taken. No action was taken on the Superintendent's contract and salary.

Property – none

Adjournment

There being no further business, the meeting was adjourned at 9:11 p.m.

Jerry Campbell, Board President

Charlie Cloud, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 21, 2007
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director

DATE: May 11, 2007

RE: Budget Amendments

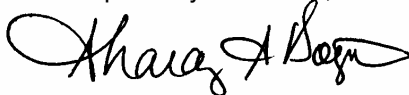
SUMMARY:

Attached are budget amendments that are for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible:
Date Submitted:

Emmett Whitefield
May 11, 2007

Budget Amendments for Board Approval – May 21, 2007
Page 2

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Bobby Mabery, Originator

This Amendment recognizes donated funds in the amount of \$630 allocated to function 11. These funds are donated by Rachael Cook and will be use for student field trips.

Fund 199, Ms. Rebecca Johnson, Originator

This Amendment recognizes funds in the amount of \$14 allocated to function 12. These funds are generated from lost book fines and will be used to purchase additional library books and media.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 21, 2007
For: Approval

TO: Mr. William Harris, Superintendent **FROM:** Sharay Boynton, Exec Director of Finance
DATE: May 14, 2007
RE: Student Insurance Proposal 2006-09 - Renewal

SUMMARY:

The District purchases secondary insurance coverage for students injured while participating in extracurricular UIL activities. The current policy will expire on July 31, 2007. Request for proposals were let in April 2006 and the award was made in June 2006. The proposal included an option to renew for two additional one-year terms if agreed to by both parties. The 2007-08 school year will be the first renewal year of coverage.

A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

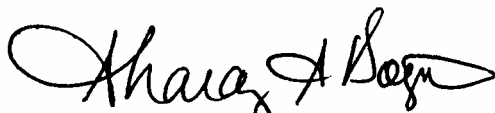
Mr. Mark Gilbert, Athletic Trainer, Mrs. Connie Rhodes, Athletic Trainer and Mr. Dwight Butler, Athletic Director, were contacted regarding the renewal. They have agreed that the renewal would be in the best interest of the District. Baker Agency has submitted their renewal and the following changes are proposed. The max on the catastrophic coverage is up from \$2 mil to \$5 mil and the premium went down. All other coverages will remain the same with the same premium.

The following is the recommendation of the Athletic Trainers and Mr. Butler.

RECOMMENDATION:

It is recommended that the Board renew the Plan II-B with the changes noted above on the catastrophic portion as offered by Baker Agency for the period of August 1, 2007 to July 31, 2008.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Mr. Dwight Butler

Date Submitted: May 14, 2007

BID FOR BOARD APPROVAL

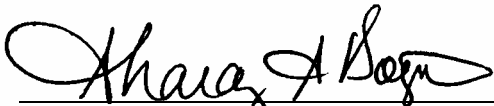
Board Meeting Date: June 12, 2006

Bid Number: 2006-09

1. **Item, material or service (specific or classification):** Student Insurance
2. **Brief description:** The district provides a supplementary medical policy for participants in UIL activities. Voluntary coverage will be offered at a per student rate.
3. **Period of time bid covers:** 8/1/06 through 7/31/07
4. **Person and title responsible for the expenditure:**

Dwight Butler – Athletic Director
Mark Gilbert – Athletic Trainer
5. **Number of bids sent to vendors:** 14
6. **Number of bids received from vendors:** 4
7. **Listing of recommended vendors and total prices:** Recommendation for award is to the Baker Agency at a total premium of \$37,200 broken down as follows:

\$32,000 for sport/non-sport UIL coverage
2,800 for high school catastrophic coverage
1,200 per junior high for catastrophic coverage
8. **Explanation of other than low recommendations:** Mr. Mark Gilbert, GHS Athletic Trainer, felt the surgery benefit, the assistant surgeon benefit and the catastrophic coverage were better with the Baker Agency. He has worked with the Baker Agency for the past three years and the service has been outstanding.
9. **Last bid date (bid of comparable nature within last 5 years):** 5/16/03
10. **Percentage increase or decrease from last bid:** Cost remained the same.
11. **Budget information:** Insurance premiums are paid from gate receipts from sporting events.
Gate receipts are projected to be \$78,000.



Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 21, 2007
For: Approval

TO: Mr. William Harris, Superintendent
FROM: Sharay Boynton,
DATE: May 14, 2007
RE: Science Supplies Bid No. 2007-08

SUMMARY:

A bid was let to establish vendors for the purchase of science supplies and instructional aids for the 2007 – 2008 science program for all campuses. Vendors were asked to quote a percentage discount off catalog or shelf prices. The bids were let in March 2007. The period of award was for the period June 1, 2007 to May 31, 2008 with the option to renew for two additional one-year terms.

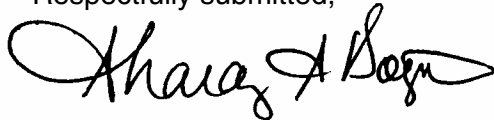
A copy of the summation and tabulation is attached for your review.

Ms. Sharon Whitefield, Director of Curriculum, reviewed responses and the following is her recommendation.

RECOMMENDATION:

It is recommended that the Board award the vendors highlighted on the attached tabulation for the purchase of Science Supplies for the period of June 1, 2007 to May 31, 2008.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Whitefield
Debbie Johnson

Date Submitted: May 14, 2007

BID FOR BOARD APPROVAL

Board Meeting Date: May 21, 2007

Bid Number: 2007-08

1. **Item, material or service (specific or classification):** Science Supplies
2. **Brief description:** A bid was let to establish vendors for the purchase of science supplies and instructional aids for the 2007 – 2008 science program for all campuses. Vendors were asked to quote a percentage discount off catalog or shelf prices.
3. **Period of time bid covers:** June 1, 2007 through May 31, 2008
4. **Person and title responsible for the expenditure:** Campus teacher with campus principal approval.
5. **Number of bids sent to vendors:** 19
6. **Number of bids received from vendors:** 14 (includes 1 incomplete bid)
7. **Listing of recommended vendors and total prices:** The recommendation for award is to Carolina Biological, Flinn Scientific, Frey Scientific, Nasco, Science Kit & Boreal, Wards Natural Science. These vendors represent an award for both the instructional supplies section and the instructional/teaching aids section of the bid.

Estimated expenditure for science supplies for the 2007-2008 school year is \$35,000 to \$50,000.
8. **Explanation of other than low recommendations:** N/A
9. **Last bid date (bid of comparable nature within last 5 years):** 5/4/04
10. **Percentage increase or decrease from last bid:** This bid is a catalog percentage discount bid and not a line item bid where item cost could be compared.
11. **Budget information:** The funds for these expenditures will come from the budgeted dollars for instructional supplies and equipment for each campus.



Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 21, 2007
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton

DATE: May 14, 2007

RE: Two Livestock Trailers & One Cargo
Trailer CSP 2007-11

SUMMARY:

A bid was let for the purchase of (2) livestock trailers for the Ag Department and (1) enclosed cargo trailer for the Band department. One trailer from the Ag department was considered for trade-in value as well. Responses were received May 7, 2007.

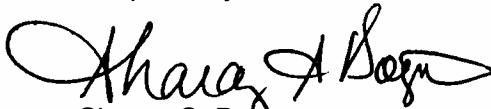
A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Mr. Terry Slemmons, Transportation Director, reviewed the responses and the following is his recommendation.

RECOMMENDATION:

It is recommended that the award be made to Longhorn Trailer Sales as indicated on the tabulation by shading under the vendor name.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ronda Herrin
Terry Slemmons

Date Submitted: May 14, 2007

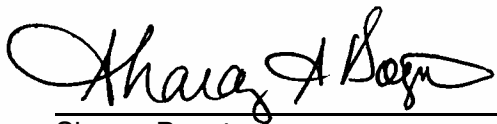
BID FOR BOARD APPROVAL

Board Meeting Date: May 21, 2007

Bid Number: CSP 2007-11

1. **Item, material or service (specific or classification):** Two livestock trailers and One cargo trailer.
2. **Brief description:** A bid was let for the purchase of (2) livestock trailers for the Ag Department and (1) enclosed cargo trailer for the Band department. One Ag trailer was presented for trade-in value.
3. **Period of time bid covers:** Single purchase
4. **Person and title responsible for the expenditure:**

Terry Slemmons – Transportation Director
Nate Newton – GHS Ag Teacher
Kyle Maxwell – GHS Band Director
5. **Number of bids sent to vendors:** 7
6. **Number of bids received from vendors:** 4
7. **Listing of recommended vendors and total prices:** Recommendation for award is to Longhorn Trailer Sales for a total expenditure of \$32,150. Trade-in of Ag Trailer is recommended for the allowance of \$4,000 included in above amount.
8. **Explanation of other than low recommendations:**
9. **Last bid date (bid of comparable nature within last 5 years):** N/A
10. **Percentage increase or decrease from last bid:** N/A
11. **Budget information:** Purchase of the trailers will come from funds budgeted in accounts 199.11.6639.00.001.7.22.0.00 (Ag Trailers) and 199.36.6639.00.001.7.99.F.30 (Band Trailer)
12. **Other Comments:**



Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 21, 2007
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton,

DATE: May 14, 2007

RE: Bus AC Units & Installation
CSP 2007-09

SUMMARY:

A request for competitive sealed proposal was let for bus a/c units, installation, parts and repair services for the Transportation Department. Vendors were asked to quote a price for the ac unit and the labor to install the unit. The RFP was let in March 2007. The period of award is for the period June 1, 2007 to May 31, 2008 with the option to renew for two additional one-year terms.

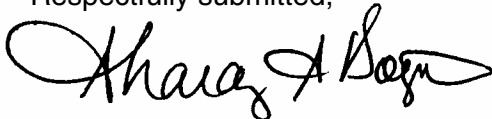
A copy of the summation and tabulation is attached for your review.

Mr. Terry Slemmons, Director of Transportation, reviewed responses and the following is his recommendation.

RECOMMENDATION:

It is recommended that the Board award the purchase of Bus AC Units and installation for the period of June 1, 2007 to May 31, 2008 to AMA as per their proposal.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Terry Slemmons
Ronda Herrin

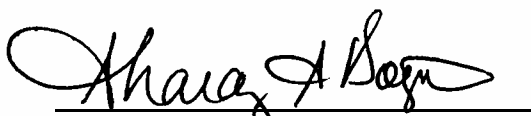
Date Submitted: May 14, 2007

BID FOR BOARD APPROVAL

Board Meeting Date: May 21, 2007

Bid Number: 2007-09

1. **Item, material or service (specific or classification):** Bus A/C Units and Installation, Parts and Repair Services
2. **Brief description:** A bid was let for bus a/c units and installation, parts and repair services for the Transportation Department.
3. **Period of time bid covers:** June 1, 2007 through May 31, 2008
4. **Person and title responsible for the expenditure:**
Terry Slemmons – Transportation Director
5. **Number of bids sent to vendors:** 4
6. **Number of bids received from vendors:** 2 (includes 1 no bid notification)
7. **Listing of recommended vendors and total prices:** Recommendation for award is to AMA. Estimated amount of expenditure is based on proceeds received from sale of surplus buses. Currently, there is \$21,700 available for these services.
8. **Explanation of other than low recommendations:**
9. **Last bid date (bid of comparable nature within last 5 years):** N/A
10. **Percentage increase or decrease from last bid:** N/A
11. **Budget information:**
The following budget code will be used 199.34.6299.00.800.7.99.F.00
12. **Other comments:** N/A



Sharay Boynton
Executive Director of Finance

Campus/Department Technology Purchases

Item	Campus/ Department	Requestor	Description	Qty.	Cost	Budget Code
1	GHS	Marsha Grissom	SB680 SMART Board	1	\$1,399.00	199.11.6645.00.001.7.11.0.18
2	GHS	Marsha Grissom	FS670 Floor Stand for SB680 SMART Board	1	\$349.00	199.11.6645.00.001.7.11.0.18
3	GHS	Marsha Grissom	SB680 SMART Board	4	\$5,596.00	199.11.6645.00.001.7.11.0.39
4	GHS	Marsha Grissom	FS670 Floor Stand for SB680 SMART Board	4	\$1,396.00	199.11.6645.00.001.7.11.0.39
5	GHS	Marsha Grissom	Kingston 1GB High Speed USB 2.0 Memory Key	4	\$160.00	199.34.6397.00.001.7.99.0.00
6	GHS/CATE	Marsha Grissom	SB680 SMART Board	9	\$12,591.00	244.11.6645.00.001.7.22.0.00
7	GHS/CATE	Marsha Grissom	FS670 Floor Stand for SB680 SMART Board	9	\$3,141.00	244.11.6645.00.001.7.22.0.00
-						
8	STA	Edwin Young	Iomega CD-RW/DVD-ROM External Drive	3	\$285.00	199.11.6645.00.002.7.26.0.00
9	STA/CATE	Edwin Young	Iomega CD-RW/DVD-ROM External Drive	2	\$190.00	244.11.6645.00.002.7.22.0.00
-						
10	EES	Kellie Lambert	Senteo Interactive Student Response System	2	\$3,200.00	211.11.6645.00.104.7.24.0.00
-						
11	ADM	Jan Van Dorn	Dell Latitude D620 Laptop Computer /w Docking Station	1	\$2,150.00	199.41.6645.00.730.7.99.0.00
12	Athletics	Dwight Butler	League Minder Athletic Scheduler Program	1	\$425.00	181.36.6397.00.001.7.91.0.01
					Total:	\$30,882.00

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 21, 2007
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton

DATE: May 14, 2007

RE: External Auditor

SUMMARY:

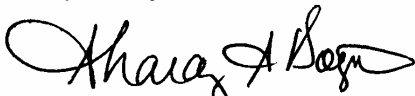
According to Board Policy CFC(LEGAL), "The Board shall have the District's fiscal accounts audited annually at District expense by a Texas certified or public accountant holding a permit from the State Board of Public Accountancy." We retained Snow, Garrett & Company in the Spring of 2006 as external auditor after a RFP process for a period of annual renewal for up to five years. Work has been good and reporting has been timely. I feel that it would be in the best interest to continue this relationship.

It is my recommendation that we engage Snow, Garrett & Company as the external auditors for the fiscal year ended August 31, 2007. A copy of the engagement letter is attached for your review.

RECOMMENDATION:

That the Board authorize Mr. Harris to execute the engagement letter as prepared by Snow, Garrett & Company for the fiscal year ended August 31, 2007.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay S. Boynton

Date Submitted: May 14, 2007

Snow, Garrett & Company
CERTIFIED PUBLIC ACCOUNTANTS

March 2, 2007

Granbury Independent School District
600 West Pearl Street
Granbury, Texas 76048

Dear Sharay Boynton:

We are pleased to confirm our understanding of the services we are to provide Granbury Independent School District for the year ended August 31, 2007. We will audit the financial statements of the governmental activities, the business-type activities, if any, each major fund, and the aggregate remaining fund information, which collectively comprise the District's basic financial statements, of Granbury Independent School District as of and for the year ended August 31, 2007. The following supplementary information accompanying the basic financial statements is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis
2. Budgetary comparison schedules.

Also, the following additional information accompanying the basic financial statements will be subjected to the auditing procedures applied in our audit of the financial statements upon which we will provide an opinion in relation to the basic financial statements:

1. Schedule of Expenditures

The following additional information accompanying the basic financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion.

1. Fund Balance and Cash Flow Calculation Worksheet- General Fund.

Audit Objectives

The objective of our audit is the expression on opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. The objective also includes reporting on-

- Internal control related to the financial statements and compliance with provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

The reports on internal control and compliance will each include a statement that the report is intended for the information and use of the audit committee, management, specific legislative or regulatory bodies, federal awarding agencies, and if applicable, pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Our audit will be conducted in accordance with U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of OMB Circular A-133; and the Texas Education Agency, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. If our opinions on the financial statements or the Single Audit compliance opinions are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal control and for compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of the controls. The objectives of internal control are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorizations and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles, and that federal award programs are managed in compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making all financial records and related information available to us, including any significant vendor relationships in which the vendor has the responsibility for program compliance. We understand that you will provide us with such information required for our audit and that you are responsible for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the

financial statements of the respective financial position of the governmental activities, business-type activities, if any, each major fund, and the aggregate remaining fund information of the District and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. general accepted accounting principles.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud or illegal acts affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws and regulations and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document. Additionally, as required by OMB Circular A-133, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan.

As part of the audit, we will prepare a draft of your financial statements, schedule of expenditures of federal awards, and related notes. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services. We will prepare the general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the District's general ledger into a working trial balance.

Audit Procedures-General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse. As required by the Single Audit Act Amendments of 1996 and OMB Circular A-133, our audit will include tests of transactions related to major federal award programs for compliance with applicable laws and regulations and the provisions of contracts and agreements.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

Audit Procedures-Internal Controls

In planning and performing our audit, we will consider the internal control sufficient to plan the audit in order to determine the nature, timing, and extent of our auditing procedures for the purpose of expressing our opinions on Granbury Independent School District's financial statements and on its compliance with requirements applicable to major programs.

We will obtain an understanding of the design of the relevant controls and whether they have been placed in operation, and we will assess control risk. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Tests of controls relative to the financial statements are required only if control risk is assessed below the maximum level. Our tests, if performed, will be less in scope than would be necessary to render an opinion on the internal control and, accordingly, no opinion will be expressed on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Circular A-133, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133.

An audit is not designed to provide assurance on internal control or to identify control deficiencies. However, we will inform the governing body or audit committee of any matters involving internal control

and its operation that we consider to be control deficiencies under standards established by the American Institute of Certified Public Accountants. Control deficiencies involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control that, in our judgment, could adversely affect the District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. We will also inform you of any noncontrol deficiencies or other matters involving internal control, if any, as required by *Government Auditing Standards* and OMB Circular A-133.

Audit Procedures-Compliance

Our audit will be conducted in accordance with the standards referred to in the section titled Audit Objectives. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Granbury Independent School District's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of the applicable procedures described in the *OMB Circular A-133 Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Granbury Independent School District's major programs. The purpose of those procedures will be to express an opinion on Granbury Independent School District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Circular A-133.

Audit Administration, Fees, and Other

We understand that your employees will locate any invoices or other documentary evidence selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the District; however, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and a corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after the receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits. At the conclusion of the engagement, we will provide information to management as to where the reporting packages should be submitted and the number to submit.

The audit documentation for this engagement is property of Snow, Garrett & Company and constitutes

confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to an agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Snow, Garrett & Company personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the cognizant agencies, oversight agencies for audit, or pass-through entities. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

The fees for these services will be based on the actual time spent at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you before we incur the additional costs.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2005 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Granbury Independent School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,


Snow, Garrett & Company, C.P.A.'s

Response:

This letter correctly sets forth the understanding of Granbury Independent School District.

By: _____

Title: _____

Date: _____

March 21, 2006

FINAL ACCEPTANCE LETTER

Gary D. Snow, CPA
Snow, Garrett & Company
1207 Santa Fe Dr
Weatherford, TX 76086-5819

Dear Mr. Snow:

It is my pleasure to notify you that on March 20, 2006 the Texas Society of CPAs 2005-06 Peer Review Committee accepted the report on the most recent peer review of your firm, the related letter of comments, and your firm's response thereto. The due date for your next review is February 28, 2009. This is the date by which all review documents should be completed and submitted to the administering entity. Since your firm's due date falls between January and April, you may arrange to have your review a few months earlier to avoid having a review during tax season.

As you know, the reviewer's opinion was unmodified. The Committee asked me to convey its congratulations to the firm.

Sincerely,



Jerry L. Cross, CPA
Director, Peer Review

cc: Charles Jefferson Gregg, CPA

Firm Number: 10109772

Review Number: 232787

CASTAGNA & GREGG, PC

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 592
119 W. McLain
Seymour, Texas 76380
(940) 888-5539
FAX (940) 888-5450

James M. Castagna
Jeff Gregg

316 N. First
Haskell, Texas 79521
(940) 864-3931
FAX (940) 864-2064

January 26, 2006

To the Partners
Snow, Garrett & Company

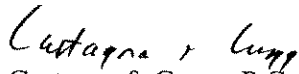
We have reviewed the system of quality control for the accounting and auditing practice of Snow, Garrett & Company (the firm) in effect for the year ended August 31, 2005. A system of quality control encompasses the firm's organizational structure, the policies adopted and procedures established to provide it with reasonable assurance of conforming with professional standards. The elements of quality control are described in the Statements on Quality Control Standards issued by the American Institute of CPAs (AICPA). The firm is responsible for designing a system of quality control and complying with it to provide the firm reasonable assurance of conforming with professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance with its system of quality control based on our review.

Our review was conducted in accordance with standards established by the Peer Review Board of the AICPA. During our review, we read required representations from the firm, interviewed firm personnel and obtained an understanding of the nature of the firm's accounting and auditing practice, and the design of the firm's system of quality control sufficient to assess the risks implicit in its practice. Based on our assessments, we selected engagements and administrative files to test for conformity with professional standards and compliance with the firm's system of quality control. The engagements selected represented a reasonable cross-section of the firm's accounting and auditing practice with emphasis on higher-risk engagements. The engagements selected included among others, engagements performed under *Government Auditing Standards*. Prior to concluding the review, we reassessed the adequacy of the scope of the peer review procedures and met with firm management to discuss the results of our review. We believe that the procedures we performed provide a reasonable basis of our opinion.

In performing our review, we obtained an understanding of the system of quality control for the firm's accounting and auditing practice. In addition, we tested compliance with the firm's quality control policies and procedures to the extent we considered appropriate. These tests covered the application of the firm's policies and procedures on selected engagements. Our review was based on selected tests therefore it would not necessarily detect all weaknesses in the system of quality control or all instances of noncompliance with it. There are inherent limitations in the effectiveness of any system of quality control and therefore noncompliance with the system of quality control may occur and not be detected. Projection of any evaluation of a system of quality control to future periods is subject to the risk that the system of quality control may become inadequate because of changes in conditions, or because the degree of compliance with the policies or procedures may deteriorate.

In our opinion, the system of quality control for the accounting and auditing practice of Snow, Garrett & Company in effect for the year ended August 31, 2005, has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

As is customary in a system review, we have issued a letter under this date that sets forth comments that were not considered to be of sufficient significance to affect the opinion expressed in this report.


Castagna & Gregg, P.C.
Certified Public Accountants

CASTAGNA & GREGG, PC

CERTIFIED PUBLIC ACCOUNTANTS

P.O. Box 592
119 W. McLain
Seymour, Texas 76380
(940) 888-5539
FAX (940) 888-5450

James M. Castagna
Jeff Gregg

316 N. First
Haskell, Texas 79521
(940) 864-3931
FAX (940) 864-2064

January 26, 2006

To the Partners
Snow, Garrett & Company

We have reviewed the accounting and auditing practice of Snow, Garrett & Company (the firm) for the year ended August 31, 2005, and have issued our report thereon dated January 26, 2006. That report should be read in conjunction with the comments in this letter, which were considered in determining our opinion. The matters described below were not considered to be of sufficient significance to affect the opinion expressed in that report.

Comment- On the review engagements examined, we encountered an instance in which we noted no evidence of consideration of emerging issues and matters relating to a recent professional pronouncement. Through discussion with firm personnel, we were able to satisfy ourselves that these issues were discussed with client personnel but not documented.

Recommendation-The firm should develop a system to review and consider emerging issues related to current professional pronouncements and consider requiring that personnel participating in review engagements obtain an appropriate amount of continuing professional education relating specifically to review engagements.

Castagna & Gregg

Castagna & Gregg, P.C.
Certified Public Accountants

OFFICE OF SUPERINTENDENT

For:	Board of Trustees
Date:	May 21, 2007
Action:	Approval

SUMMARY:

In recognition and honoring Mr. Johnny Perkins, I recommend approval of naming the Pirate Stadium field, the Johnny Perkins field. I have attached Mr. Perkins accomplishments.

Respectfully submitted,



William Harris
Superintendent

John Eugene Perkins
Born April 21, 1953 in Franklin Texas

Moved to Granbury in 1955.

Granbury High School:

- He holds the Granbury High School 2A Long Jump State title from 1972
21 feet, 7 ½ inches
- He was an All State running back his junior year and a member of the Super All-State Team.
- He lettered 3 years and was All District in Football and Basketball.
- He is also a member of the Granbury High School Hall of Fame.
- He was the voice of the Granbury Pirates on the local cable channel for 10 years.

College: Abilene Christian University

- He was an All-American Wide Receiver.
- He was conference MVP his senior year at ACU.
- Most recently he was named to the All Century Team at ACU, 1st team wide receiver.
- Highest drafted athlete ever from ACU.

NFL:

- He was the 36th pick and was drafted by the New York Giants in 1977.
- He played in the NFL from 1977 – 1984
- During his career in the NFL he had 163 catches for 2,611 yards, 18 touchdown catches for 182 yards. He also had 8 playoff catches for 182 yards and 2 touchdowns.

**GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
HUMAN RESOURCES**

To: Board of Trustees
Date: May 21, 2007
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Troy K. Green

DATE: May 11, 2007

RE: Buy Back Provisions in Policy DEC (LOCAL)

SUMMARY:

Attached is a copy of the revised Policy DEC (LOCAL).

When this policy was revised last summer, you authorized changes in the order in which employees use State and Local Sick Leave. During the first year of implementation of this provision, it has become apparent that it would be more beneficial to our employees if some further changes were made. This will affect only employees who have State Sick Leave authorized by the state before the 1995-1996 school year.

We are recommending that you add the following statement under the section entitled: Employees Eligible for Retirement:

When an employee has met TRS standards for full retirement, has notified the District of his or her intention to retire, and is participating in the District's local sick leave buy-back program, the employee shall determine the order in which he or she shall use local and state sick leave.

Because of all of the variables involved and options available for TRS retirees, this change in the policy will allow all of our retiring employees meeting the criteria described above to take advantage of all State and Local provisions and benefits provided for those who have been very judicious in the use of both their State and Local Sick Leave throughout their careers.

These changes will accomplish the following:

- 1 Help all employees in a positive way,
- 2 Make the policy and its intent more effective.

RECOMMENDATION:

It is recommended that the Board approve Policy DEC (LOCAL) as presented and to make it retroactive to January 1, 2007.

Respectfully submitted,

William Harris

Staff Person Responsible: Troy K. Green, Executive Director of Human Resources
Sharay Boynton, Executive Director of Finance

Date Submitted: May 11, 2007 31

DEFINITIONS

FAMILY

The term “immediate family” shall include:

1. Spouse.
2. 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*.
3. Parent, stepparent, parent-in-law, or other 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” includes only spouse, parent, and child.

FAMILY EMERGENCY

The term “family emergency” shall be limited to disasters and life-threatening situations involving the employee or a member of the employee’s immediate family.

WORKDAY

A “workday” for purposes of accumulation, use, or recording shall mean the number of hours per day equivalent to the employee’s work assignment, whether full-time or part-time.

STATE PERSONAL LEAVE — RATE OF ACCRUAL

Each employee shall earn state personal leave, in equivalent workdays, at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually per the following chart:

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

TYPES OF STATE PERSONAL LEAVE

The Board requires employees to differentiate between uses of personal leave:

- | | |
|-------------------|--|
| DISCRETIONARY | 1. To be taken at the individual employee's discretion, subject to limitations set out below. |
| NON-DISCRETIONARY | 2. To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995. |

[See DEC(LEGAL)]

USE OF DISCRETIONARY LEAVE

REQUEST FOR LEAVE

A written request for discretionary personal leave shall be submitted to the immediate supervisor or designee in advance in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence

DURATION OF LEAVE

on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]

Discretionary personal leave may not be taken for more than five consecutive days, except in extenuating circumstances as determined by the Superintendent or designee.

SCHEDULE LIMITATIONS

Discretionary leave shall not be allowed on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for applicable state-mandated assessment tests, professional or staff development days or workdays, and the first or last day of a grading period, except in extenuating circumstances as determined by the Superintendent.

ADDITIONAL LOCAL LEAVE

Except for bus drivers and bus attendants, all new employees shall earn three workdays of local leave per school year. Additionally, two days of local leave shall be contributed to the Catastrophic Sick Leave Bank (Bank) in the name of each new employee.

Any member of the Bank who uses days from the Bank shall earn three workdays of local leave the following school year. Additionally, the District shall contribute two workdays of local leave to the Bank in the name of each of these employees during the following year.

Local leave shall be earned at the same rate as state personal leave, shall be accumulated without limit, and shall be taken with no loss of pay.

Local leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1995–96 school year, except as otherwise provided by this policy.

Local sick leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

USE AND RECORDING

Available leave shall be used in the following order, as applicable:

1. State sick leave accumulated prior to the 1995–96 school year.
2. Local sick leave.
3. Current year state personal leave.
4. State personal leave.
5. Catastrophic sick leave.

Leave shall be recorded in increments of half days. Employees shall be charged leave as used even if a substitute is not employed.

EMPLOYEES ELIGIBLE FOR RETIREMENT

When an employee has met TRS standards for full retirement, has notified the District of his or her intention to retire, and is participating in the District's local sick leave buy-back program, the employee shall determine the order in which he or she shall use local and state sick leave.

OTHER ABSENCES

Any leave taken for which leave balances are insufficient shall result in a deduction from the employee's paycheck commensurate with the amount of leave taken.

AVAILABILITY

Paid leave for the current year shall be available for use at the beginning of the school year. Paid leave shall not be approved for more workdays than have been accumulated in prior years plus those to be earned during the current year.

When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

MEDICAL CERTIFICATION

An employee absent more than five consecutive workdays because of personal illness shall submit, upon return to work, a medical certification of illness and of his or her fitness to return to work. An employee absent more than three consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness. Medical certifications shall continue to be required at 30-day intervals.

HEALTH CARE PROVIDER

Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. [See DEC(LEGAL)]

TEMPORARY DISABILITY

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.

COURT APPEARANCES

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

FAMILY AND MEDICAL LEAVE

For purposes of an employee's entitlement to family and medical leave, the 12-month period shall be July 1 through June 30.

CONCURRENT USE OF LEAVE

The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave if applicable.

COMBINED LEAVE FOR SPOUSES

If both spouses are employed by the District, combined family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.

INTERMITTENT LEAVE

Intermittent leave shall not be permitted for the birth of the employee's child or the adoption or placement of a child with the employee.

CERTIFICATION OF ILLNESS

Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, the employee shall provide medical certification of the illness or disability.

MEDICAL RELEASE

The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.

TEACHER REINSTATEMENT

A teacher desiring to return to work at or near the conclusion of a semester may be reinstated in accordance with the END-OF-TERM LEAVE section in DEC(LEGAL).

RESIGNATION

If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.

WORKERS' COMPENSATION

An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.

An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:

- (1) Receive workers' compensation wage benefits; or
- (2) Use available paid leave. Workers' compensation wage benefits shall begin when:
 - (a) Paid leave is exhausted;
 - (b) The employee elects to discontinue use of paid leave; or
 - (c) Leave payments are less than the employee's pre-injury average weekly wage.

CATASTROPHIC SICK LEAVE BANK

PURPOSE

The purpose of the Catastrophic Sick Leave Bank (Bank) is to provide additional paid sick leave days to members of the Bank who have experienced catastrophic illness or injury, including a pregnancy-related complication; who have exhausted all accumulated vacation days and state and local leave days; and who have taken five days of leave without pay.

DEFINITIONS

For purposes of this policy, catastrophic illness shall be defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces an employee to exhaust all leave time earned by that employee and to lose compensation from the District.

For Bank purposes, the school year shall begin on the first official day of work for ten-month employees.

ELIGIBILITY

Employees who are eligible to receive local sick leave shall also be granted membership in the Bank.

GOVERNING COMMITTEE (DAC)

The governing committee that approves or disapproves requests for Bank days shall be the District Advisory Council (DAC) and shall be composed of members of the Bank. The Superintendent shall vote only if necessary to break a tie.

CONTRIBUTION OF DAYS

At the beginning of each school year, the District shall contribute days to the Bank for each eligible employee. [See LOCAL LEAVE]

The days donated remain the property of the District.

Each person who leaves employment with the District shall be given the opportunity to contribute to the Bank one half of his or her unused accrued local sick leave days. Such days shall be set aside and contributed to the Bank only if it should become insolvent. The Bank may be considered insolvent if the number of days are fewer than twice the number of members. [See SOLVENCY]

GRANTING OF DAYS

Requests for Bank days shall be made within 30 days of the absence to be considered.

Days from the Bank shall be granted based on the following:

1. Bank days shall be granted only for absences from working days and shall not be granted for holidays, vacation days, or noncontract days.
2. Pre-existing conditions shall include, but shall not be limited to, any condition for which the member received treatment during the 12-month period preceding the member's enrollment in the Bank.
3. Unless there is a related complication, pregnancy shall not be covered. Complications arising from childbirth shall be considered on an individual basis, provided the recovery period requires longer than six weeks.
4. Bank days shall not be authorized for illness or disability resulting from substance abuse rehabilitation (including injuries resulting from substance abuse), self-inflicted injury, or act of war.
5. The DAC shall be authorized to approve up to 40 days per Bank year for a member's personal illness or injury or for the care of a spouse or a dependent child. Additional days shall require the recommendation of the DAC and Superintendent, and the approval of the Board.
6. The DAC may consider a request by a member for up to ten days to assist other critically or terminally ill immediate family members per Bank year. [See DEFINITIONS/FAMILY]
7. The Bank shall not grant more days than the District has contributed.
8. The DAC may request a medical review by a physician of the committee's choice at the member's expense.
9. At the end of the Bank year, all unused sick leave days in the Bank shall be carried over to the next Bank year.
10. A member shall lose the right to use the benefits of the Bank by:
 - a. Termination or suspension of employment in the District.
 - b. Attempted abuse of the Bank and/or its policies.

PROCEDURES

The application procedure shall be as follows:

1. The employee shall complete the appropriate request form in accordance with the application process, both of which are available from the human resources office.
2. The DAC shall review individually all requests for Bank days.
3. The DAC may request that a member appear before the committee to substantiate the validity of the request.
4. The DAC shall determine the number of days approved and shall reserve the right to approve, deny, or modify the days requested.

5. No member of the DAC 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.
6. The Superintendent shall ensure that the human resources office is notified of the outcome of all requests for Bank days. The human resources office shall notify the member of the outcome.

[See DEC(REGULATION) for application guidelines]

SOLVENCY

If the District should ever declare the Bank to be insolvent, the Superintendent shall recommend to the Board a procedure for funding the Bank in subsequent years.

BUYBACK AT RETIREMENT

The Board shall determine annually as an attendance incentive whether funds are available for a retirement reimbursement program. Upon approval of the program, employees who have at least 15 years continuous service in the District immediately preceding retirement and who meet the requirements for retirement with the Texas Teacher Retirement System shall be reimbursed upon retirement for half of any unused local sick leave. Payment shall be at the rate of one half of the employee's regular daily rate of pay up to a maximum of \$15,000 per employee.

To be eligible for reimbursement, the employee must notify the District of his or her retirement no later than February 1, of the school year in which the retirement will occur.

**GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
OFFICE OF THE SUPERINTENDENT**

To: Board of Trustees
Date: May 21, 2007
For: Approval

TO: Board of Trustees

FROM: William Harris

DATE: May 17, 2007, 2007

RE: R⁴ Group Consulting Services

SUMMARY:

As you are aware, Granbury ISD has been making significant changes this year related to curriculum and instruction. During this past year we have implemented district wide TEKS studies, curriculum development including scope and sequence development as well as common assessments.

Campus leadership and staff have been very responsive to these changes. As a result, we have seen improvement in the test scores of our students.

There have been some challenges at the High School. Throughout this year we have been working with Sean Cain and his staff from TEA as a result of our past test scores. Marsha Grissom, the curriculum department, and the administration have also utilized various programs from the Dana Center to assist with the needed changes at the High School. We are close, but need a little more assistance to make a complete paradigm switch at this level.

Sharon Whitefield, Jan VanDorn and I have been in contact with Mr. Bob Brezina, Mr. RJ Boatman, and Mr. Don Brown of the R⁴ Group regarding programs that they have available to assist with this process. They have proposed the following programs for implementation within the District during this next year. These services will serve primarily the High School staff.

- **R⁴ General Leadership Coaching**
 - Facilitates improvement in the areas of campus leadership; curriculum and instruction; climate and culture; and campus systems.
 - Provides general support and solution development designed to increase the effectiveness and capacity of the campus principal and administrative team.
- **R⁴ Portrait of a Graduate School Board Training**
 - Through an interactive discovery process, the board reforms the operation of the district through the lens of creating ever-increasing numbers of exemplary graduates. The process includes a board-developed vision and measurable administrative goals and objectives for all stakeholders.
- **R⁴ Portrait of an Exemplary Student Campus Training**
 - Facilitates improvement in the areas of campus leadership; curriculum and instruction; and climate and culture.
 - Provides coaching and support in developing a measurable and actionable campus mission, with correlated goals and objectives.

➤ **R⁴ Active Teacher Academy**

- Facilitates improvement in the areas of curriculum and instruction; and climate and culture.
- Provides coaching and support in:
 - staff mastery of core instructional competencies;
 - coordination and cooperation between campuses;
 - implementing a common scope and sequence; and
 - implementing short-term common assessments.

➤ **R⁴ Campus Systems Review and Reconfiguration**

- Facilitates improvement in the areas of campus leadership; curriculum and instruction; climate and culture; and campus systems.
- Provides weekly redesign plan monitoring and oversight.
- Facilitates the development of campus assessment reports, and annual progress reports.

The cost of these programs is \$115,000. GHS was awarded \$300,000 last year as a part of the High School Redesign Grant program. Funds remain in this grant that can be used to fund the majority of this program, maybe even all. In any case, the part not funded by the grant can be funded with general operating contingency funds.

Board Policy CH(LOCAL) requires board approval on purchases in excess of \$25,000. 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 \$25,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place." Therefore, the Board will have to approve this purchase even though funds are available in the above mentioned grant.

The following recommendation is that of Administration

RECOMMENDATION:

It is recommended that the District contract with The R⁴ Group for the above services. Further, Mr. Harris is given the authority to execute the contract necessary for these services.

Respectfully submitted,



William Harris, Superintendent

Staff Person Responsible: William Harris
Jan VanDorn
Sharon Whitefield

Date Submitted: May 17, 2007

OFFICE OF SUPERINTENDENT

For:	Board of Trustees
Date:	May 21, 2007
Action:	Approval

SUMMARY:

Attached is a proposed 2007-2008 board meeting calendar for your consideration. This calendar includes the board meeting dates for June 2007 – May 2008 and a board workshop on June 5, 2007 and a budget workshop on July 24, 2007.

Respectfully submitted,



William Harris
Superintendent

Board of Trustees Schedule of Regular Meetings 2007 - 2008

June 2007

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

July 2007

S	M	T	W	T	F	S
1						7
8		10	11		13	14
15		17	18	19	20	21
22	23		25	26	27	28
29	30	31				

August 2007

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

September 2007

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

October 2007

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

November 2007

S	M	T	W	T	F	S
					2	3
4	5	6		8	9	10
11		13	14	15	16	17
18						24
25	26	27	28	29	30	

December 2007

S	M	T	W	T	F	S
						1
2	3	4	5		7	8
9	10	11		13	14	15
16		18	19	20	21	22
23						29
30						

January 2008

S	M	T	W	T	F	S
					5	
6	7	8	9		11	12
13		15		17	18	19
20		22	23	24	25	26
27	28	29	30			

February 2008

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

March 2008

S	M	T	W	T	F	S
						1
2	3	4		6	7	8
9		11	12	13	14	15
16						22
23		25	26	27	28	29
30	31					

April 2008

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

May 2008

S	M	T	W	T	F	S
				1		3
4	5	6	7		9	
11	12			15	16	17
18		20	21	22	23	24
25		27	28		30	31

June 2008

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



Board Meeting Date



Agenda Items Due to Superintendent's Office



Board Books to Board of Trustees



Holiday



Student Holiday



Bad Weather Day/Holiday



Budget Workshop July 24, 2007



Board Workshop



School Board Election



Canvass Election

OFFICE OF SUPERINTENDENT

For:	Board of Trustees
Date:	May 21, 2007
Action:	Approval

SUMMARY:

At the request of the Board President, Jerry Campbell, attached is a copy of the board operating procedures for consideration of re-adoption.

Respectfully submitted,



William Harris
Superintendent

GRANBURY ISD

SCHOOL BOARD PROCEDURES HANDBOOK



September 2005

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GISD Board Policy

Mission Statement

The mission of Granbury ISD is a commitment to pursue excellence in education through utilizing all community resources and providing our students with the opportunities to be productive community members..

2005 – 2006 SUPERINTENDENT PERFORMANCE GOALS

- Goal 1 Develop and implement an effective plan to improve student performance, including subgroups, in the major academic areas addressed through standardized testing.*
- Goal 2 Develop and implement programs/procedures to increase morale.*
- Goal 3 Develop and implement an effective plan to increase, to the state average, the percentage of funds allocated to Function 11, instruction.*
- Goal 4 Recruit, develop and retain a well-qualified staff*
- Goal 5 Develop and implement an effective plan to manage curriculum department and its services to meet campus needs.*
- Goal 6 Develop and implement an effective facilities plan to develop building needs of the district's expected and experienced growth.*

Team Operating Procedures Overview

Definition

A set of agreed upon steps or statements, which define how the team will accomplish an important activity.

Benefits of Having Written Team Procedures

- Clarify expectations
- Minimize confusion and upsets
- Maximize efficiency and effectiveness
- Tell who, what when, where, and how of various situations and practices
- Improve working relationships
- Ease new members' transition
- Revise easily
- Keep agreements clear to all

Essential Characteristics of Effective Procedures

1. Statements of specific behaviors with the same meaning for all
2. Enough detail to provide the same understanding by all (who, what, when, where, why, to whom, how much, etc.)
3. Aligned with adopted policy
4. Written
5. Discussed and agreed upon by all
6. Reviewed annually
7. Revised as needed

Tips for Developing Team Operating Procedures

- Agree as a team to develop team operating procedures
- Prioritize
- Agree on the best team work process
- Agree on work time lines
- Strive for shared understanding and agreement on each procedure
- Share procedures with community
- Review procedures annually or any time the team changes

ETHICS for School Board Members

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in attitude

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

Trustworthiness in stewardship

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

Honor in conduct

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

Integrity of character

12. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
13. I will consistently uphold all applicable laws, rules, policies, and governance procedures.
14. I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

Commitment to service

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

Student-centered focus

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

Framework for Governance Leadership (and School Board Development)

Adopted by the Texas State Board of Education, January 12, 1996

PREAMBLE: The Board of Trustees is the educational policy-making body for Texas public school districts. To effectively meet the challenges of public education, school boards and superintendents must function together as a leadership team. Each leadership team must annually assess its development needs as a corporate body and individually to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

VISION

- The board ensures creation of a shared vision that promotes enhanced student achievement.
- The board keeps the district focus on the educational welfare of all children.
- The board adopts a shared vision based on community beliefs to guide local education.
- The board ensures that the vision supports the state's mission, objectives and goals for education established by law.
- The board ensures that the district vision expresses the present and future needs of the children and community.
- The board demonstrates its commitment to the vision by using the vision to guide all board deliberations, decisions, and actions.

STRUCTURE

- The board provides guidance and direction for accomplishing the vision.
- The board recognizes the respective roles of the Legislature, State Board of Education, the Texas Education Agency, and Local Boards of Trustees in the governance of the public schools.
- The board fulfills the statutory duties of the local board of trustees and upholds all laws, rules, ethical procedures, and court orders pertaining to schools and school employees.
- The board focuses its actions on policy making, planning, and evaluation.
- The board adopts a planning and decision making process consistent with state statute that uses participation, information, research, and evaluation to help achieve the district's vision.
- The board ensures that the district planning and decision making process enables all segments of the community, parents, and professional staff to contribute meaningfully to achieving the district's vision.
- The board develops and adopts policies that provide guidance for accomplishing the district's vision, mission and goals.
- The board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the districts vision, mission and goals.
- The board adopts goals, approves student performance objectives, and establishes policies that provide a well-balanced curriculum resulting in improved student learning.
- The board approves goals, policies, and programs that ensure a safe and disciplined environment conducive to learning.
- The board oversees the management of the district by employing a superintendent and evaluating the superintendent's performance in providing education leadership, managing daily operations and performing all duties assigned by law.
- The board adopts policies and standards for hiring, assigning, appraising and compensating school district personnel in compliance with state laws and rules.

ACCOUNTABILITY

- The board measures and communicates how well the vision is being accomplished.
- The board ensures progress toward achievement of district goals through a systematic, timely, and comprehensive review of reports prepared by or at the direction of the superintendent.
- The board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the superintendent and directs the superintendent to make modifications that promote maximum achievement for all students.
- The board ensures that appropriate assessments are used to measure achievement of all students.
- The board reports district progress to parents and community in compliance with state laws and regulations.
- The board reviews district policies for effective support of the district's vision, mission and goals.
- The board reviews the efficiency and effectiveness of district operations and use of resources supporting the district's vision, mission and goals.
- The board evaluates the superintendent's performance annually in compliance with state laws and regulations.
- The board annually evaluates its performance in fulfilling the board's duties and responsibilities, and the board's ability to work with the superintendent as a team.

ADVOCACY

- The board promotes the vision.
- The board demonstrates its commitment to the shared vision, mission, and goals by clearly communicating them to the superintendent, the staff, and the community.
- The board ensures an effective two-way communication system between the district and its students and employees, the media and the community.
- The board builds partnerships with community, business, and governmental leaders to influence and expand educational opportunities and meet the needs of students.
- The board supports children by establishing partnerships between the district, parents, business leaders and other community members as an integral part of the district's educational program.
- The board leads in recognizing the achievements of students, staff, and others in education.
- The board promotes school board service as a meaningful way to make long-term contributions to the local community and society.

UNITY

- The board works with the superintendent to lead the district toward the vision.
- The board develops skills in teamwork, problem solving and decision making.
- The board establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the board.
- The board understands and adheres to laws and local policies regarding the board's responsibility to set policy and the superintendent's responsibility to manage the school district and to direct employees in district and campus matters.
- The board recognizes the leadership role of the board president and adheres to law and local policies regarding the duties and responsibilities of the board president and other officers.
- The board adopts and adheres to established policies and procedures for receiving and addressing ideas and concerns from students, employees, and the community.

- The board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or district and campus administrative matters.
- The board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

BAA (LEGAL)

Requesting Information About Meeting Agenda Items

- 1) Members are encouraged to ask for information from the superintendent before the board meeting so that the administration is prepared with data-driven information that will address those questions.
- 2) Any questions about agenda items or requests for additional information about them will be directed to the superintendent or his/her designee (or administrator responsible for the agenda item) noted in agenda packet.
- 3) If the information requested is readily available, the superintendent (or designee) will provide it to the requesting members and report it to the board at the meeting. If the requested information cannot be gathered prior to the meeting, the superintendent (or designee) will make every attempt to provide the answers or requested information at the meeting.
- 4) If a written report is provided in response to the request, all members will receive a copy.
- 5) Board members may discuss the provided information in the meeting if necessary.
- 6) Board members may ask additional questions about agenda items in the meeting.

Communicating With Team Members Between Meetings

The superintendent will communicate with each board member by email that may include information such as:

- a) District events
- b) Progress reports on directives
- c) Follow-up reports in answer to board member questions
- d) Updates on administrative matters or district operations

The superintendent will meet with the board president as needed, or communicate by telephone, fax, and/or email to inform him or her of district issues that may need to come before the board for information or action.

The board president may direct the superintendent to distribute copies of documents to each member of the board for information. Email is the preferred method of distribution unless unusual circumstances dictate an alternate method.

The superintendent will communicate requested information to all board members within five business days and if it is determined that the information is not readily available, the superintendent shall respond to the board member within that five business day period informing the board member that the information is not readily available and will be provided in as timely a manner as possible without interfering with the regular conduct of district business.

Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.

Board members who wish to share information relevant to district business will relay the information to the superintendent's office for distribution to all members.

Related Policies: BE (LEGAL) and BJA (LOCAL)

Requesting Information Not Related to Agenda Items

- 1) Members should request information not related to a meeting agenda item directly from the superintendent with a copy of the request to the board president.
- 2) The superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.
- 3) If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided within five business days.
- 4) In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requestor and the board president of this fact.
- 5) The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.
- 6) If the board does agree that the information is important for future decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.
- 7) All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.

Related Policies: BBE (LOCAL)

Visiting Campuses as a Board Member

- 1) Board members are encouraged to attend as many school events or accept any invitations as their time permits.
- 2) Board members may visit any campus after checking with the principal about the best time to visit, as long as they do not disrupt the learning process.
- 3) Board members are required to check in with the principal's office and to follow campus guidelines for visitors.
- 4) Board members may not give any direction to any staff or students, except when safety or liability is immediately at risk.
- 5) When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than as board members.
- 6) Board members will not request or accept extraordinary consideration or "favors" from any district employee.

Related Policies: GKA (LEGAL), BBF (LOCAL) and BBFA (LEGAL)

Responding to Community or Employee Complaints

- 1) Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.
- 2) Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve the issue.
- 3) Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
- 4) Ask if the complainant has followed the "Chain of Command" outlined in district policy.
- 5) If the complainant does not know the district's "Chain of Command," provide the following information:
 - a) The complainant should first discuss the problem with the person in authority closest to the problem.
 - b) If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person noted in "a."
 - c) The administrative supervisor will help the complainant initiate any correspondence or forms required in policy and attempt to resolve the complaint.
 - d) If still not satisfied, the complainant may appeal to the superintendent or designee for resolution.
 - e) If the superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the board following local policy.
- 6) Board members will inform the superintendent of complaints we feel might eventually reach his/her office from staff and community but will not direct the superintendent to take specific actions.
- 7) The superintendent shall inform the board of the resolution of complaints referred by board members if the complaint requires superintendent intervention.

Related Policies: DGBA (LEGAL and LOCAL) pertains to employees; FNG (LEGAL and LOCAL) pertains to parents and students; GF (LOCAL) is for public complaints

Communicating With the Media

Regarding Executive Session Items

- 1) The board president or designee will serve as the board spokesperson to the media on issues regarding board actions.
- 2) The superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on issues of district attention.
- 3) Any board member receiving a call from the media requesting information, comments, or an interview will direct the media representative to the superintendent for district business and to the board president for board-specific issues.

Regarding Non-Executive Session Items

- 1) If speaking to a media representative, board members should clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees. Along with the board member's personal comments, the board member will remind media representatives of the official position or action already taken on the issue by the board of trustees and refer media to the spokesperson for further information.
- 2) It is inappropriate for a board member to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.
- 3) Members will not speak negatively about another member, superintendent, or staff in the community.

Related Policies: BBF (LOCAL), BDAB (LOCAL), BJA (LOCAL), and GBB (LOCAL)

Communicating With the Community

- 1) Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:
 - a) Relay information about district goals.
 - b) Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
 - c) Support board decisions.
 - d) Interact in a positive manner.
 - e) Listen politely and respectfully to comments.
 - f) Make no commitment on behalf of the board or district.
 - g) Not criticize district personnel.
 - h) Refer questions about specific district activities to the appropriate staff person when they do not know the answers.
- 2) The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters.
- 3) Signed letters addressed to the board or a board member will be forwarded to the president or the superintendent for inclusion in the board information packet.

Preparing the Board Meeting Agenda

- 1) Any board member may request an item be placed on the agenda for board consideration by contacting the board president or superintendent six calendar days prior to the meeting.
- 2) Items submitted for inclusion after the deadline or those requiring significant preparation time might, at the discretion of the board president, be deferred to a later meeting. This decision is based on the time needed to prepare supporting information.
- 3) A draft agenda will be developed by the superintendent and presented to the board president for approval five business days prior to the meeting for which the agenda is being prepared.
- 4) The draft agenda will include previously scheduled items from the board agenda calendar and any items required by law.
- 5) Use of a consent agenda to present items for a single vote without discussion will conform to the following guidelines:
 - a) Placement of items on the consent agenda will be at the discretion of the board president and superintendent.
 - b) Any individual board member may ask questions or discuss an item on the consent agenda by asking the president to remove it from the consent agenda for individual consideration.
 - c) Following action on the consent agenda, the president will allow discussion on any item requested for removal from the agenda by a board member.
 - d) Here are some examples of items that may be included on the consent agenda.
 - i) Routine items
 - ii) Minutes of regular and special board meetings
 - iii) Acceptance of financial reports
 - iv) Approval of personnel contracts that comply with district policies

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

Participating in the Board Meeting as a Trustee

- 1) Administration will ensure that supporting information required for informed decision-making is supplied to each member in the Board Meeting Agenda Packet.
- 2) Agenda packets will be distributed to board members at least four calendar days before scheduled board meetings.
- 3) All participants will be prepared to address items on the agenda.
 - a) Board members will read agenda packet materials before each board meeting.
 - b) Board members will ask agenda-item-related questions of the superintendent.
 - c) Board members are not precluded from asking relevant questions about agenda items during board meetings. However, the right to question should not serve as an excuse for lack of preparation.
- 4) The board president will have full authority to follow and enforce Robert's Rules of Order (Newly Revised), designated in policy as the board's parliamentary authority.

Related Policies: BE (LEGAL and LOCAL)

Closed Session Records

The Board has the option to either keep a certified agenda or make a tape recording of the proceedings of each closed meeting, except for private consultation with the District's attorney.

Participating as a Trustee in “Public Comment”

- 1) Persons wishing to address the board during open public comment will comply with the provisions of policy BED (LOCAL) that outlines the specific times and procedures applicable to public comments during board meetings.
- 2) A copy of policy BED (LOCAL) will be available for public review at the posted meeting site.
- 3) During the “public comment” section of the meeting, board members will listen to comments but, as the designated spokesperson, only the presiding officer may respond if a response to the speaker is required. Those responses are limited to:
 - a) Correcting misstatements of fact presented by the speaker.
 - b) Referring the speaker to applicable board policy.
 - c) Placing the item on a future board agenda for discussion if not listed on the current board agenda.
- 4) With the approval of the board, the presiding officer may direct the superintendent to investigate matters brought forward during public comment and report findings to the board at a later meeting.
- 5) If a member of the public has been afforded an opportunity to speak and his or her comments reflect a complaint about an individual district staff or board member, the presiding officer will refer the speaker to the appropriate formal grievance policy.
- 6) The board must bear in mind that persons who speak during public comments have First Amendment rights. The board should seek legal advice before disallowing a person’s contribution to public comment based solely on the content of the speaker’s comments.
- 7) The presiding officer will limit the total time for “Public Comments” to 30 minutes during regular board meetings. Should additional time be needed for all speakers to address the board, the board may designate a future meeting as a public hearing to address specific issues.

Related Policies: BED (LEGAL and LOCAL), FNG (LOCAL)

Orientation of New Board Members

- 1) Local district orientation will be scheduled to take place within two weeks of the date a new board member takes the oath of office, but no later than four weeks.
- 2) The superintendent and at least one incumbent board member will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.
- 3) Orientation will include but not limited to:
 - a) General district information such as
 - Geographic area included and number of square miles
 - Campus attendance boundaries
 - Number of students, teachers, and other employees
 - Number of campuses and their enrollments
 - Student demographics
 - Administrative structure and directory of key personnel
 - Ongoing issues of interest to patrons
 - b) Overview of district programs and operations such as:
 - District vision, mission, goals, and plans including,
 - (a) District planning and evaluation process and calendar
 - (b) Most recent AEIS report, campus report cards, and district annual report
 - District budget overview including,
 - (a) Current adopted budget summary
 - (b) Recent trends in revenue, appropriations, tax rates, property values
 - (c) Annual financial audit
 - (d) Development process and calendar
 - Overview of district curriculum objectives, standards, and instructional programs
 - Policy development and review process and location of manuals
 - Personnel hiring practices and salary schedule
 - Superintendent performance goals, current superintendent evaluation instrument, process and calendar
 - c) Team operations, including:
 - Overview of roles and responsibilities of the board and superintendent
 - Required continuing education and calendar of training opportunities

- Current team improvement goals and continuing education targets
- Annual board agenda calendar
- Calendar of district and board events
- Current team operating procedures

Related Policies: BBD (LEGAL)

Expressing Concern about Another Member's Performance

- 1) Individual board members are encouraged to express their concerns about another member's performance directly to that member.
- 2) If addressing the issue directly with the member does not resolve the concern, then discussion with the board president is appropriate.
 - a) The board president shall discuss the concern with the individual in question on behalf of the reporting board member or shall moderate a discussion between the members. If a quorum of the board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
 - b) The president shall remind the board member whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
 - c) If the board member in question does not believe his or her behavior is in conflict with the board's code of ethics, an agenda item specifying "evaluation of individual board members' performance" may be listed on the agenda for an upcoming board meeting.
 - d) The matter will be discussed by the full board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
- 3) If the concern involves the board president, a member may discuss his or her concerns with the board vice-president.
- 4) Members will not take concerns about fellow board members to the superintendent.
- 5) Members will not speak negatively about another member, superintendent, or staff in the community.

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

Continuing Education Requirements for School Board Members

Type of Continuing Education	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	Required within 60 days of election or appointment (no specified time)	Not required	Local district
Orientation to the Texas Education Code	1	3 hours	Not required	Education Service Center
Update to the Texas Education Code	1	Orientation within first year	After legislative session: of sufficient length to address major changes	Education Service Center
Team-building Session/Assessment of Continuing Education Needs of the Board-Superintendent Team	2	At least 3 hours	At least 3 hours	TEA-registered provider
	3	At least 10 hours	At least 5 hours	TEA-registered provider
Total Minimum Number of Hours		16 hours plus local district orientation & TEC Update	8 hours plus TEC Update	

Board Training Hours are reported at the February Board Meeting.

The Granbury ISD Board has approved the following Board Trainings:

- TASB On-line Training
- Team Building (Conducted in District)
- Region XI Workshops
- North Texas Area Association of School Boards (NTAASB) Training
- Education Code Update

In addition, the Board will strive to attend one of the following workshops as a team:

- TASB/TASA Convention
- Summer Leadership Institute

Board Members desiring to attend other workshops or conventions should have the request placed on a Board Agenda for approval by the Board.

The Superintendent shall obtain approval from the Board for any out-of-state travel.

Granbury Independent School District Board Activity Calendar

	September	October	November	December	January	February	March	April	May	June	July	August
Planning & Evaluation		Review AEIS	Review Campus Report Cards		Goal Workshop Board Audit Evaluate Goals	Approve District Goals		App. District Imp. Plan Approve Tech. Plan	Approve Campus Imp. Plans	Mid-Year Evaluation of Goals	Approve Teacher Appraisal Calendar	
Personnel			Est. Timeline Supt. Appraisal		Evaluate Supt. Act on Supt. Contract	Renew Admin. Contracts	Renew Non-Probationary Teacher Contracts	Renew Probationary Contracts				
Budget		Health & Insurance Benefits		Accept Audit Report	Supt. Salary Schedule						Review Cert. Appraisal Roll Present Preliminary Budget	Conduct Budget Hearing Adopt Budget Set Tax Rate Approve Salary Schedules
Team Development	TASA/TASB Conference				Review Board Procedures Manual	Call Board Election Report Board Training Hours			Certify Election Reorganize Board	Team Building Training Summer Leadership Institute		
Policy									Approve District Handbooks	Approve District Handbooks		
Other			Tax Roll		Consider School Calendar	Board Candidate Workshop Consider School Calendar	Adopt Text Books		Graduation Orientation New Board Members			Elect TASB Delegate Property / Casualty Ins
						67						

EDUCATION TERMS AND ABBREVIATIONS

Academic Excellence Indicators System (AEIS): A system of indicators established by the Legislature and adopted by the State Board of Education to help determine the quality of learning on a campus and in a school district. The indicators include passing rates on the state assessment tests, attendance, graduation rates, dropout rates, and scores on college entrance exams. The state will assess district and school performance compared with state-level standards. AEIS is the foundation for a school district's accountability rating.

Accountability Ratings: The Accountability Ratings System rates campuses and districts as *exemplary*, *recognized*, *acceptable*, and *low performing* based on the percentage of students who pass the state assessment instruments and the dropout rate.

Actual Tax Rate or Nominal Tax Rate: The tax rate adopted by school districts and used to calculate tax bills. (See "Effective Tax Rate.")

Alternative Education Program (AEP): The law governing AEPs requires school districts to set up an educational setting for students who engage in certain illegal conduct or for students who violate certain provisions of the school district's code of conduct. Students assigned to an AEP must be separated from students not included in that program. These programs have come to be called "disciplinary AEPs." Many school districts have established alternative education programs for dropout prevention and to address the unique needs of the small percentage of students who do not "fit" the traditional secondary schools. All AEPs must provide for students' educational and behavioral needs. Districts must allocate to an AEP the same expenditure per student that would be allocated to the student's school if the student was attending the student's regularly assigned program, including a special education program.

Alternative Teacher Education Programs: Some institutions of higher education, education service centers, and large school districts have been approved by the State Board for Educator Certification to operate alternative programs of preparation for teachers and administrators. These programs involve university coursework or other professional development experiences, and well as intense mentoring and supervision during the candidate's first year in the role of educator. In addition, some regional education service centers offer alternative programs of preparation similar to the school-based programs.

Available School Fund (ASF): Created by the Texas Constitution of 1876, the ASF is made up of earnings from the Permanent School Fund and constitutionally dedicated motor-fuel taxes and other miscellaneous revenue sources. The bulk of ASF revenue is distributed on a per-capita basis to all school districts. A portion provides funding for textbooks and technology.

Average Daily Attendance (ADA): A method of counting students for the purpose of providing state aid to school districts. Currently, Texas counts students in attendance each day and averages the attendance count over the year.

Basic Allotment: The basic allotment is the initial or starting number that, after adjustment, is used to calculate foundation program costs and state aid to school districts. Currently, the basic allotment is \$2,537 per student.

EDUCATION TERMS AND ABBREVIATIONS

Campus or Campus Program Charter: A local school board may grant a charter to parents and teachers of a campus within the district if the board receives a petition signed by the parents of a majority of the students at the campus and a majority of teachers at the campus. The Texas Education Code also permits two or more campuses to form a cooperative charter program. Other charters are home-rule school-district charters and open-enrollment charters.

Caps: A general term that describes statutory limits on tax rates, revenues, or increases in school district expenditures.

Chapter 41 District: Refers to Chapter 41 of the Texas Education Code, which pertains to school districts with property wealth per weighted student in excess of \$305,000 in 2003. Chapter 41 districts are subject to wealth reduction provisions.

Chapter 41 Options: Provides school districts with property wealth in excess of \$305,000 per weighted ADA with five options to reduce their property wealth to the \$305,000 threshold: (1) district consolidation by board action, (2) detachment and annexation of property by board action, (3) purchase of attendance credits from the state (voter approval required), (4) contract with other districts for educating their students (voter approval required), and (5) tax base consolidation (voter approval required).

CISD: Consolidated Independent School District.

Compensatory Education: The state compensatory education allotment provides additional financial support to school districts to teach educationally disadvantaged pupils and under-achieving students. A program of compensatory education should provide additional services and instructional support, beyond the regular program, to help students compensate for academic deficiencies and may include programs for at-risk students. The allotment is based upon the number of students participating in the federal free or reduced-price lunch program.

Completion Rate: A longitudinal measure that shows the status of students expected to graduate, starting with their first attendance in ninth grade.

Conforming Textbook List: One of two lists to which the State Board of Education assigns textbooks it adopts. This list includes textbooks that address all of the adopted Texas essential Knowledge and Skills (TEKS) for the subject and grade level and that meet applicable physical specifications. (See “Nonconforming Textbook List.”)

Cost of Education Index (CEI) or Adjustment: An index the state uses to adjust the basic allotment to account for geographic or other cost differences beyond local school district control. The current index has not been updated since 1990.

County Appraisal District (CAD): Each county (some multicounties) has established an appraisal district office that is responsible for maintaining taxable real and personal property records and placing a value on all property for taxation purposes. A chief appraiser, an individual appointed by an appraisal district board of directors, heads the CAD office. The appraisal district board is, in turn, elected by certain taxing entities.

EDUCATION TERMS AND ABBREVIATIONS

CSD or CCSD: Common School District or Common Consolidated School District. Generally, very small districts with three-member (CSD) or seven-member boards of trustees that govern district affairs. Taxing authority is held by the county commissioners' court.

Debt Service: (See "Interest and Sinking Fund.")

Disciplinary Alternative Education Programs: (See "Alternative Education Program.")

District-Level Decision-Making Process: The school board annually approves district and campus performance objectives and assures that district and campus plans are mutually supportive and, at a minimum, meet the state's educational goals. Each district has a district improvement plan that is developed, evaluated, and revised each year by the superintendent, with the assistance of the district-level decision-making committee.

Dropout: A student is identified as a dropout if he or she is absent without an approved excuse or document transfer and does not return to school by the fall of the following year, or if he or she completes the school year but fails to reenroll the following school year. School districts report the status of all students enrolled in grades 7 through 12 in the district during the prior school year in one of two ways: as being in school or as having left school. The "leaver record" provides 43 possible reasons for leaving school.

Dropout Rate (Annual): The annual dropout rate is the count of official dropouts summed across all grades (7 through 12) divided by the number of students summed across all grades (7 through 12). The annual dropout rate is different than a longitudinal rate, which compares the number of students who began school together in the seventh grade and who eventually graduate.

Edgewood v. Meno: The Texas school finance equity lawsuit, formerly known as *Edgewood v. Kirby*, was filed in 1984 by a group of low-property-wealth school districts (led by Edgewood ISD in San Antonio). At the center of the dispute was what constitutes an efficient system of school finance. In 1995, the Texas Supreme Court defined an efficient system of school finance as one that provides all districts with substantially equal access to operations and facilities funding necessary for the general diffusion of knowledge. The court held that Senate Bill 7, the 1993 school finance law, met this standard.

Education Service Center (ESC): Twenty intermediate education units located in regions throughout Texas that assist and provide services for local school districts.

Educator Certification: Every person certified to teach in Texas must hold a bachelor's degree with coursework in three areas: (1) a broad general education, (2) an academic specialization(s), and (3) teaching knowledge and abilities. The exceptions to the degree requirement are certain career and technology certificates issued on the basis of work experience. Additionally, candidates for certification must demonstrate basic academic skills by passing tests in reading, mathematics, and writing before admission to a teacher-preparation program or must show evidence of these skills on other appropriate alternative assessments.

EDUCATION TERMS AND ABBREVIATIONS

Effective Tax Rate: The tax rate that, if applied to the current local tax roll, would raise the same amount of revenue as in the previous year. This rate is an important element of the annual truth-in-taxation process.

Electronic Textbooks: This term includes certain computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line services, an electronic medium, or other electronic means.

Equity: In school finance, the term generally refers to fair or equal distribution of resources for schooling, taking into account student differences and school district characteristics. The standard used by the Texas Supreme Court is a taxpayer equity standard, which means similar revenue for similar tax effort. In other words, the school finance system is to be property wealth neutral: a district's property tax base should have little or no impact on its ability to generate funding from the Foundation School Program.

Facilities Funding: The Legislature provides assistance to school districts for facilities construction in two ways. The Instructional Facilities Allotment (IFA) provides a state partnership with local districts in making debt service payments to retire bonds for construction of new facilities or renovations to existing facilities. Districts receiving aid are guaranteed \$35 per pupil per penny of tax effort. State aid is limited by appropriations and low-wealth districts have priority in receiving IFA funding. The Existing Debt Allotment provides state assistance to districts for existing debt that is not covered by IFA funding. The state guarantees \$35 per unweighted student per penny for up to 12 cents of tax effort. The commissioner of education has extended the tax cap to 29 cents for the 2002-03 school year.

Foundation School Program (FSP): A program for the financial support of a basic instructional program for all school children. Money to support the program comes from the Permanent School Fund, Available School Fund, Foundation School Fund, state general revenue, and local property taxes. The state establishes a foundation level and sets, for each district, a calculated contribution level called the local fund assignment (LFA). The greater a district's property wealth, the higher the LFA. State aid makes up the difference between the LFA and the foundation level. (See also "Local Fund Assignment.") Currently, the FSP described in the Texas Education Code consists of three parts or tiers. The first tier provides funding for a basic program. The second tier provides a guaranteed-yield system so that school districts have substantially equal access to revenue sufficient to support an accredited program. The third tier equalizes debt service requirements for existing facilities debt.

Foundation School Program Tax Rate: This is the rate used in calculating state aid to school districts. It is calculated by dividing actual collections by the prior year's taxable value determined by the state property tax division of the state comptroller's office.

EDUCATION TERMS AND ABBREVIATIONS

Guaranteed Yield: A school finance plan in which the state specifies a revenue yield that it will guarantee in terms of revenue per student per penny of local tax effort. The districts adopt tax rates and levy taxes. The state makes up the difference between what each district levies locally per student and the guaranteed yield per student. High-wealth districts may raise all of their guaranteed-yield revenue from local tax sources. In Texas, this is commonly known as Tier 2 in the Foundation School Program. In 2002-03, the guarantee is \$27.14 per weighted student.

Home-Rule School District Charters: The Texas Education Code permits a school district to adopt a home-rule school-district charter and break free from many state rules and regulations. Home-rule school districts must maintain satisfactory performance on the statewide accountability system. The concept is patterned after home-rule municipalities in Texas. Other charter programs include open-enrollment charters and campus, or campus program charters. To date, no Texas school district has gone through the home-rule charter process.

Independent School District (ISD): The Texas constitution permits the state Legislature to create school districts. Each district operates its schools and taxes property within the district to support, in part, the schools. The term independent refers to the fact that the school district is not a part of city or county government and has independent budgeting and taxing authority. In some states, cities or townships operate or fund schools in addition to providing other government services. ISDs are governed by locally elected boards of trustees.

Individual Education Plan (IEP): A document required by federal law that details the special education requirements for each disabled student and explains how the school intends to address the student's needs. An IEP is intended to help ensure that disabled students have equal access to public education in the least restrictive environment.

Individuals with Disabilities Education Act (IDEA): The 1997 IDEA strengthens academic expectations and accountability for the nation's 5.4 million children with disabilities.

Instructional Facilities Allotment (IFA): Since 1997, the IFA has provided funds to school districts to help pay for debt service. The mechanism for computing the state and local share of the IFA payment is a guaranteed-yield formula. Low-wealth school districts and school districts not already participating in the IFA program have priority in receiving IFA funding for construction or lease purchase of new instructional facilities.

Interest and Sinking Fund (I&S) Tax: Also called the debt service tax. A tax levied by school districts to pay for bonded indebtedness, usually for construction of facilities, and other capital needs.

Juvenile Justice Alternative Education Program (JJAEP): In counties with populations greater than 125,000, the juvenile board must develop a juvenile justice AEP approved by the Texas Juvenile Probation Commission. In these larger counties, students who engage in conduct requiring expulsion under Chapter 37 of the Texas Education Code must be placed in a JJAEP.

EDUCATION TERMS AND ABBREVIATIONS

Local Fund Assignment (LFA): The portion of the foundation program allotment required to be paid by school districts using the local property tax. The greater the property wealth of the district, the higher the LFA and the lower the amount of the state aid the district will receive. (See also “Foundation School Program.”)

Maintenance and Operations (M&O) Tax: A local school district property tax rate that raises revenue to be used for any legal purpose to operate and maintain the district’s schools.

Municipal School District (MSD): A school district whose boundaries correspond precisely to city limits and whose governance is shaped in part by city officials.

Nonconforming Textbook List: One of two lists to which the State Board of Education assigns textbooks it adopts. This list must include textbooks that address at least half of the adopted Texas Essential Knowledge and Skills (TEKS) for the subject and grade level and meet applicable physical specifications. (See “Conforming Textbook List.”)

Open-Enrollment Charters: Open-enrollment charter schools may be established by private nonprofit organizations, colleges and universities, and other governmental entities that apply to the State Board of Education. The law authorizes the State Board to approve up to 215 open-enrollment charter schools. Law also provides for creation of college or university charter schools at “public senior colleges and universities.” There is no limit on the number of these charter schools that may be granted. Other Texas charter programs include home-rule school-district charters and campus or campus program charters.

Permanent School Fund (PSF): A perpetual trust fund created by the Texas constitution in 1876. PSF earnings go into the Available School Fund, which the state apportions on a per-capita basis to districts for students enrolled in Texas public schools after funding state textbook purchases. PSF investments include U. S. Treasury bonds, Texas municipal bonds, school district building bonds, and securities. The State Board of Education administers the Fund under constitutional and statutory requirements.

Public Education Grant (PEG) Program: In 1995, legislation passed to permit students in low-performing schools to attend another public school in the student’s home district or in another district. The amount of the public education grant is the total state and local funding per student for the student’s home district. The receiving district may accept or reject the student and may not charge the student tuition.

Public Education Information Management System (PEIMS): A data management system that includes information on student demographics, performance, school district budgets, teacher salaries, etc. The information for PEIMS is transmitted from local school districts to the Texas Education Agency by the education service centers.

EDUCATION TERMS AND ABBREVIATIONS

Public Information Act (PIA): PIA defines public information as information collected, assembled, or maintained under law or in connection with a governmental body's transaction of official business. PIA provides that public information must be made available to the public upon request during the normal business hours of the district, unless an exception applies that allows or requires that the information not be made public.

Rollback: Rollback is a taxpayer relief mechanism that allows local voters to contravene the school board's maintenance and operations (M&O) tax rate if it exceeds a certain level. If the school board adopts an M&O tax rate that exceeds the rollback tax rate, the district must call an election so voters can determine whether to ratify the adopted tax rate. The rollback rate is equal to the tax rate that would provide the same local taxes and state aid per weighted average daily attendance as was available the previous year plus \$0.06.

School Board Authority: Statute gives local school boards the exclusive power and duty to govern and oversee the management of the public schools. Powers and duties not specifically delegated to the Texas Education Agency or the State Board of Education are reserved for local trustees.

State Board for Educator Certification (SBEC): SBEC is a quasi-independent body that gives educators more authority to govern the standards of their profession. SBEC regulates and oversees all aspects of the certification, continuing education, and standards of conduct of public school educators. As a state agency, SBEC is responsible for certification testing, accountability programs for educator preparation programs, and certification of teachers and administrators.

State Board of Education (SBOE): A 15-member body elected by general election (staggered, four-year terms) from various regions statewide to provide leadership and to adopt rules and policies for public education in the state. The board's primary responsibility is to manage the Permanent School Fund.

Teacher Retirement System (TRS): TRS delivers retirement and related benefits authorized by law for members and their beneficiaries.

Technology Allotment: This allotment is part of the state textbook fund and can be used to purchase electronic textbooks or technological equipment that contributes to student learning or teacher training. The allotment is \$30. per ADA.

Telecommunications Infrastructure Fund (TIF): Created by the Legislature in 1995, the TIF has funded schools, libraries, and hospitals with \$1.5 billion for distance learning and information sharing.

EDUCATION TERMS AND ABBREVIATIONS

Texas Assessment of Knowledge and Skills (TAKS): TAKS replaces the Texas Assessment of Academic Skills (TAAS), a criterion-referenced test used in Texas schools for 12 years. TAKS began in spring 2003, with tests in reading in grades 3 through 9; language arts in grades 10 and 11; writing in grades 4 and 7, science in grades 5, 10, and 11; social studies in grades, 8, 10, and 11; and mathematics in grades 3 through 11. The 11th grade exit-level test will assess English III, algebra I, geometry, biology, integrated chemistry and physics, early American and U. S. history, world geography, and world history. TAKS will be a more challenging examination for Texas students, according to the results of field tests.

Texas Education Agency (TEA): The administrative and regulatory unit for the Texas public education system managed by the commissioner of education. TEA is responsible for implementing public education policies as established by the Legislature, State Board of Education, and commissioner of education.

Texas Essential Knowledge and Skills (TEKS): Subject-specific state learning objectives adopted by the State Board of Education. The state's academic tests [See Texas Assessment of Knowledge and Skills (TAKS)] are aligned with the TEKS.

Texas Open Meetings Act (TOMA): TOMA makes school board meetings to discuss and decide public business accessible. The TOMA decision requires governmental entities to provide prior public notice of what is to be discussed and where and when specifically authorized by law. Civil and criminal penalties can result when a board violates provisions of this act.

University Interscholastic League (UIL): The governing organization for most public school extracurricular activities operated through The University of Texas at Austin. Rulemaking authority for the UIL lies with its members and the State Board of Education.

Vouchers: The use of taxpayer funds for private school education. Legislation was introduced during the 76th Legislative Session (1999) to implement a pilot program for certain students. Although the legislation failed, this issue may be an important one during the 78th Legislative Session in 2003.

Wealth: In school finance, the wealth of a district is measured in taxable value of property per weighted ADA.

Weighted Average Daily Attendance (WADA): In Texas, students with special educational needs are weighted for funding purposes to help recognize the additional costs of educating those students. Weighted programs include special education, career and technology, bilingual, gifted and talented, and compensatory education. A weighted student count is used to distribute guaranteed-yield funding and establish Chapter 41 thresholds.

Zero Tolerance: This concept that student misbehavior in class will not be allowed was passed by the 1995 Legislature. It empowered teachers to remove from class students who disrupt the learning process.

2007 Preliminary TAKS Results by Grade

		Reading/ ELA	Math	Writing	Social Studies	Science
		Percent Passing				
3rd Grade	African American	*	*			
	Hispanic	91	75			
	White	98	85			
	Economically Disadvantaged	94	75			
	All	97	83			
4th Grade	African American	*	*	*		
	Hispanic	74	78	83		
	White	88	87	89		
	Economically Disadvantaged	76	81	83		
	All	85	86	88		
5th Grade	African American	*	*			*
	Hispanic	87	80			76
	White	94	90			84
	Economically Disadvantaged	90	77			71
	All	93	89			83
6th Grade	African American	*	*			
	Hispanic	89	79			
	White	93	86			
	Economically Disadvantaged	85	75			
	All	92	85			
7th Grade	African American	*	*	*		
	Hispanic	72	75	88		
	White	90	85	93		
	Economically Disadvantaged	78	75	83		
	All	87	83	92		
8th Grade	African American	*	*		*	
	Hispanic	80	75		85	
	White	96	84		94	
	Economically Disadvantaged	89	75		87	
	All	94	83		93	

* Percentage not available due to small size of sub-group and to protect student confidentiality.

5/16/2007

2007 Preliminary TAKS Results by Grade

		Reading/ ELA	Math	Writing	Social Studies	Science
		Percent Passing				
9th Grade	African American	*	*			
	Hispanic	83	69			
	White	95	82			
	Economically Disadvantaged	88	69			
	All	94	80			
10th Grade	African American	*	*		*	*
	Hispanic	63	56		75	37
	White	84	65		90	65
	Economically Disadvantaged	67	47		79	47
	All	81	64		88	61
11th Grade	African American	*	*		*	*
	Hispanic	72	61		83	65
	White	92	81		96	80
	Economically Disadvantaged	80	58		87	63
	All	89	78		94	78
All Grades	African American	80	44	86	86	38
	Hispanic	79	72	85	81	58
	White	92	83	91	93	76
	Economically Disadvantaged	84	72	83	84	61
	All	90	81	90	92	73

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: May 21, 2007
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton

DATE: May 14, 2007

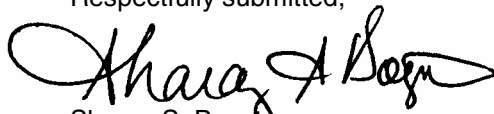
RE: 04/30/07 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended April 30, 2007 for the general operating fund.

The statements for the period ended April 30, 2007 include only those transactions that occurred between the period of September 1, 2006 and April 30, 2007. Revenue collected to date equal 91.45% of the budgeted amount compared to 92.02% last year. Expenditures to date represent 55.48% of the budget compared to 62.81% last year.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: May 14, 2007

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED APRIL 30, 2007

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
<u>REVENUES</u>				
5700 LOCAL SOURCES	40,857,432	39,251,572	1,605,860	96.07%
5800 STATE SOURCES	10,740,555	8,021,343	2,719,212	74.68%
5900 FEDERAL SOURCES	291,000	181,493	109,507	62.37%
TOTAL REVENUES	51,888,987	47,454,408	4,434,579	91.45%
<u>EXPENDITURES</u>				
6100 PAYROLL COSTS	40,622,501	25,948,536	14,673,965	63.88%
6200 PROFESSIONAL & CONTRACTED SERVICES	4,753,942	3,020,451	1,733,491	63.54%
6300 SUPPLIES/MATERIALS	2,627,627	1,692,263	935,364	64.40%
6400 OTHER OPERATING	1,109,181	772,641	336,540	69.66%
6500 DEBT SERVICE	0	0	0	#DIV/0!
6600 CAPITAL OUTLAY	10,238,096	1,495,208	8,742,887	14.60%
TOTAL EXPENDITURES	59,351,347	32,929,100	26,422,246	55.48%
<u>OTHER SOURCES AND USES</u>				
7900 OTHER RESOURCES	0	0	0	0.00%
8900 OTHER USES	0	0	0	0.00%
OTHER SOURCES(USES)	0	0	0	0.00%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(7,462,360)	14,525,308	(21,987,667)	

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED APRIL 30, 2007

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES					
5700 LOCAL					
PROPERTY TAXES	38,700,000	37,965,131	734,869	98.10%	98.26%
INVESTMENT INCOME	1,200,000	851,319	348,681	70.94%	103.14%
OTHER LOCAL INCOME	957,432	435,121	522,311	45.45%	99.87%
5800 STATE					
STATE FUNDING	10,740,555	8,021,343	2,719,212	74.68%	54.09%
5900 FEDERAL					
FEDERAL PROJECTS	291,000	181,493	109,507	62.37%	42.22%
TOTAL REVENUES	51,888,987	47,454,408	4,434,579	91.45%	92.02%
EXPENDITURES					
11 INSTRUCTION	29,006,346	18,424,992	10,581,354	63.52%	62.46%
12 INSTRUCTIONAL RESOURCES & MEDIA	1,097,682	846,584	251,098	77.12%	60.82%
13 CURRICULUM & STAFF DEVELOPMENT	848,858	474,733	374,125	55.93%	50.55%
21 INSTRUCTIONAL LEADERSHIP	403,834	261,413	142,421	64.73%	64.29%
23 SCHOOL LEADERSHIP	2,980,652	1,920,900	1,059,752	64.45%	63.33%
31 GUIDANCE/COUNSELING	1,725,301	1,134,003	591,298	65.73%	63.00%
33 HEALTH SERVICES	330,190	202,784	127,406	61.41%	60.41%
34 TRANSPORTATION	2,736,892	1,969,741	767,151	71.97%	72.91%
36 CO-CURRICULAR/EXTRACURRICULAR	1,651,063	1,097,302	553,760	66.46%	64.55%
41 GENERAL ADMINISTRATION	2,436,175	1,390,813	1,045,361	57.09%	63.12%
51 PLANT MAINTENANCE	6,564,415	4,295,583	2,268,832	65.44%	63.76%
52 SECURITY & MONITORING SERVICES	425,004	246,527	178,477	58.01%	64.68%
53 DATA PROCESSING	1,429,018	487,022	941,996	34.08%	97.94%
61 COMMUNITY EDUCATION	215,918	144,403	71,515	66.88%	67.29%
71 DEBT SERVICE	0	0	0	#DIV/0!	
81 FACILITIES CONSTRUCTION & ACQUISITION	7,500,000	32,300	7,467,700	0.43%	2.94%
93 PAYMENTS TO FISCAL AGENT					
TOTAL EXPENDITURES	59,351,347	32,929,100	26,422,246	55.48%	62.81%
OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	(7,462,360)	80 14,525,308	(21,987,667)		

**Granbury Independent School District
Canvass Trustee Election Returns
And
Declare Results of Election**

Two board members constitute a quorum for the purpose of canvassing the election. The canvass must be done in a properly posted open meeting, with notice of the canvass posted at least 72 hours continuously before the canvass is conducted.

The Administration recommends that the Board authorize the President to certify the summary of Precinct Returns and declare the election results as follows:

Position 5 – number of votes received:

Charlie Cloud _____

B. J. (Joe) Wallace _____

_____ as duly elected Trustee to serve the full term of
Board of Trustee of the Granbury Independent
School District for the term of May 2007-2010

Position 6 – number of votes received:

Jerry Campbell _____

_____ as duly elected Trustee to serve the full term of
Board of Trustee of the Granbury Independent
School District for the term of May 2007-2010

Position 7 – number of votes received:

Bowen Brawner _____

Josh Sullivan _____

Mark Graves _____

_____ as duly elected Trustee to serve the full term of
Board of Trustee of the Granbury Independent
School District for the term of May 2007-2010

ELECTION OF BOARD OFFICERS FOR 2007-2008

The law requires the board to reorganize by electing a president and secretary at the first meeting after an election and qualification of Trustees. Local policy may also provide for the election or appointment of other officers and committees the board deems necessary. This usually occurs at the first regular meeting after an election but may also occur at a special meeting provided the election results have been canvassed and newly elected Trustees have signed and filed the required State of Officer and have taken the oath of office. While boards are required to reorganize after an election, the board may also organize at other times. (Atty.Gen.Op. MW-531, 1982)

(President, Vice-President and Secretary)

President, Jerry Campbell, should announce that nominations for President are now in order. Any member of the Board may nominate another for this office.

If only one nomination is received, President, Jerry Campbell, should call for a vote of the Board for that individual "All in favor of _____, please signify by raising your right hand." "All opposed, indicate by like sign." Abstention should be noted.

Reminder: When only one nomination is received, the nominee must receive a majority vote from the Trustees who are present and voting. (Plurality of those present and voting).

If two or more names are received, President Jerry Campbell should call for a vote of the Board for each nominee individually by stating,

"Those in favor of _____, please signify by raising your right hand".

"Those in favor of _____, please signify by raising your right hand".

Reminder: If more than one nomination is received, the Trustee receiving the most votes will be declared the winner. Board Policy BDA (LOCAL) states, "Officers shall be elected by plurality of the members present and voting."

Example #1 – Two nominations made with Candidate A receiving 4 votes and Candidate B receiving 3 votes. Candidate A declared winner.

Example #2 – Two nominations made with Candidate A receiving 3 votes and Candidate B receiving 3 votes and one abstention. No winner, call for other nominations.

Example #3 – Three nominations made with Candidate A receiving 3 votes, Candidate B receiving 2 votes and Candidate C receiving 2 votes. Candidate A declared winner.

Following the election of a Board President, that person should assume the duties of the office and call for nominations for Vice-President and Secretary.