**Notice of Special**
**The Board of Trustees**
**Granbury ISD**
**Friday, March 9, 2012**
**3:30 PM**

---

A Special of the Board of Trustees of Granbury ISD will be held Friday, March 9, 2012, beginning at 3:30 PM in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048.

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

1. Call to order -3:30 PM - GISD Board Room
2. Consider Approval of the Contract Agreement with Weatherford College for Workforce Education 2
3. Executive Session
    a. The Board will adjourn from open session to closed session according to the Texas Open Meetings Act, Government code 551.074 to interview candidates for the position of Superintendent
4. Reconvene from Closed Session
5. 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 6th day of March 2012 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)**

**OFFICE OF SUPERINTENDENT**

| | |
|---|---|
| **For:** | **Board of Trustees** |
| **Date:** | **March 9, 2012** |
| **Action:** | **Discussion/Action** |

| | | | |
|---|---|---|---|
| **To:** | **Board of Trustees** | **From:** | **Ron Mayfield** |
| | | **Date:** | **March 9, 2012** |
| | | **Re:** | **Consider Approval of the Contract Agreement with Weatherford College for Workforce Education** |

**SUMMARY:**
We continue to work to provide more courses for students to get certifications before they leave Granbury High School.

On Monday night, I provided you a copy of the Contract Agreement. This is a result of our meeting two weeks ago. Weatherford College representatives have responded quickly to our requests.

As I reported to you on Monday night, this Contract Agreement increases the number of courses our students have an opportunity to get a certification in by five courses. They will begin March 19, 2012. We have everything in place.

This action is a continuation of our efforts to increase our certifications for students that we have discussed since my interviews with you in March of 2009.

**RECOMMENDATION:**
I recommend approval of the Contract Agreement with Weatherford College for Workforce Education.

**Respectfully submitted,**



**Ron Mayfield**
**Superintendent**

Staff Persons Responsible:

**Continuing Education**

WEATHERFORD COLLEGE
WORKFORCE & CONTINUING EDUCATION

225 College Park Drive-Weatherford, TX 76086

# CONTRACT AGREEMENT

| | |
|---|---|
| ***Client:*** | ***Granbury Independent School District*** |
| ***Contact Person:*** | ***Judy Gentry, CTE Director*** |
| | ***Granbury High School*** |
| ***Address:*** | ***2000 W. Pearl Street*** |
| | ***Granbury, TX 76048*** |
| ***Telephone:*** | ***817-408-4282*** |

Pursuant to the Texas Higher Education Coordinating Board (THECB) Rules: Chapter 9, the following agreement sets forth the terms by which Weatherford College (WC), in collaboration with the Granbury Independent School District High School, will sponsor welding training entitled:

***Workforce Education:***

| | |
|---|---|
| ***Introduction to Layout and Fabrication*** | ***WLDG 1017- T17 (48 hours);*** |
| ***Welding, Safety, Tools, and Equipment*** | ***WLDG 1023- T17 (48 hours);*** |
| ***Floral Design*** | ***FMKT 1001-T17 (48 hours);*** |
| ***Automotive Electrical Systems*** | ***AUMT 1007 –T17 (64 hours);*** |
| ***Scan Tool Familiarization*** | ***AUMT1009-T17 (32 hours)*** |

3

The courses are set forth in the Workforce Education Course Manual (WECM) and represent non-credit workforce education and dual credit courses, offered under the sole and direct control of Weatherford College, as set forth in THECB Rules: Chapter 9, Sub Chapter G, 9.124.3. WC will conduct said course as set forth in the Workforce Education Course Manual (WECM).

The class will be instructed by a designated and qualified instructor. The class will meet during the current academic school year Monday through Friday, ***from March 19, 2012 to May 25, 2012.*** Official Independent School District (ISD) holidays will be observed. Research and/or outside classroom assignments may be assigned during holiday observances, as needed. Daily attendance will be confirmed by ISD instructor processes during the course work and available to Weatherford College upon request. The scheduled class date, time, location, testing schedule, and the number of students enrolled may be reviewed and changed only upon mutual agreement of both parties.

**Registration Procedures**
Weatherford College will enroll participating students as non-credit students. Each student will complete the required documents for the registration process as agreed upon by both parties.

**Payment Procedures**
The WC course cost for the above-mentioned course(s) is zero tuition and zero fees per student.

**Instructional Services**
The above course will be instructed by a qualified instructor and meet at the designated classroom/laboratory training site to be held in conjunction with the Independent School District and Weatherford College approved classroom and laboratory, as required and established by Weatherford College. After a review of the quality level of instructional materials and designated instructors, WC will retain sole and direct control (for purposes of contractual agreements) to offer non-credit workforce education courses. Weatherford College shall retain the right and responsibility to approve, or deny, the use of instructional materials, course delivery logistics course, record keeping, evaluation methods, and third party arrangements that may be used to assure the integrity and success of the endeavor. The instructional materials and designated instructor(s) will maintain a level of quality and

accountability that assures compliance with applicable institutional accreditation and agency requirements regarding the instructional quality and student outcomes. This responsibility will be exercised after college review of each proposed instructor Summary of Evaluation of Faculty Credentials. Instructors must complete a Weatherford College application and required documents with the WC Human Resources Department for Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools (SACS). The Summary of Evaluation of Faculty Credentials information will be kept on file in the WC Human Resources office.

**Student Conduct and Valuables/Test Eligibility**
During the classroom and laboratory instruction, adherence to the teaching/learning environment set by the instructor is expected. As WC students, a basic standard of good behavior will be required from each student. Students may be removed from a class for disruptive/unacceptable behavior and given a zero (0) for the daily grade. At the conclusion of the course and before the instructor will **evaluate the eligibility** of the student as a successful candidate based on documented, successful learning outcomes achieved by the student. Assessment tools used by the instructor shall include, but are not limited to, classroom participation, completion of assignments, successful assessments, demonstration of learning skills, and satisfactory attendance. Students will assume responsibility for storage and security of their valuables. WC will not be responsible for lost or stolen items.

**Student Attendance**
The WC course consists of a total of established WECM approved hours of instruction allowing for an absence maximum of excused absences, as dictated by the Independent School district student absence policy, but not less than WC 80% of established course hours without instructor approval and completion of required course assignments with instructor feedback.

***It is the responsibility of the student to contact the instructor for any missed classroom/laboratory instructional time, such as, but not limited to: acquiring notes, viewing mandatory assigned video/training materials, skills lab assignments, and/or assignments pertaining to the successful completion of the course.***

**Registration Procedures**
Weatherford College will enroll participating students as continuing education (CEU) non-credit students. At registration, each student will complete and return a WC registration form and release form (if under 18 years of age) and other required documents/forms.

**Upon the student's successful course completion**, the student will earn continuing education units (CEUs) as reflected on an official Weatherford College transcript. A WC course completion certificate and a course/instructor evaluation form will be distributed at the end of each semester. The Independent School District academic credit will be awarded as determined by ISD administrators.

Please return one signed copy of this contract. Signatures below indicate authorized representatives of each contracting party attesting to the validity of this contractual agreement.

_____ Date: _____
**Andra Cantrell, Vice President**
**Weatherford College**

_____ Date: _____
**Independent School District**
**ISD Administrator/Representative**

# In Kind Contribution Agreement

**Weatherford College and *participating partner:***

**TEXAS HIGHER EDUCATION COORDINATING BOARD**
**Community and Technical Colleges Division**

**Institutions must charge for courses that award credit or CEUs in order for the contact hours produced by such courses to generate state formula funding.**

a. **Based upon the decision of the local governing boards, institutions may choose to charge zero tuition for those continuing education courses where all or a significant portion of the institution's costs for facilities, instructor salary, equipment, and/or other expenses are covered by business, industry, or other local public or private clients. These in-kind contributions must satisfy a definition of sufficiency as determined by the local governing board.**

Please find the listing of in-kind contributions attached, which satisfy the definition of sufficiency as determined by the local governing board. Please indicate the appropriate contribution(s) of each participating party with an "X".

| **X indicates contribution items**<br><br>**WEATHERFORD COLLEGE WORKFORCE EDUCATION** In-Kind Provisions | **X indicates contribution items**<br><br>**ISD/INDUSTRY/ORGANIZATION/AGENCY**<br>In-Kind Provisions |
|---|---|
| 1. Advertisement media pieces | 1. Advertisement media pieces |
| 2. Advertising Costs | 2. Advertising Costs |
| 3. CD/DVD/Tape player | 3. CD/DVD/Tape player |
| 4. X Certificates stating earned CEUs | 4. Certificates stating earned CEUs |
| 5. Classroom facility set up | 5. X Classroom /facility/site set up |
| 6. Classroom/facility utilities | 6. X Classroom/facility/site utilities |
| 7. Coordinate course(s) and classroom usage | 7. X Coordinate course(s) and classroom usage |
| 8. Copier usage plus paper | 8. X Copier usage plus paper |
| 9. Course consumables (NA, Equine Care,etc) | 9. X Course consumables |
| 10. Course Instructor Assistants | 10. Course Instructor Assistants |
| 11. X Curriculum preparation | 11. X Curriculum preparation |
| 12. Guest Speakers | 12. Guest Speakers, if applicable |
| 13. X Instructor (s): Acquire | 13. Instructor (s): Acquire |
| 14. X Instructor (s): Evaluate | 14. Instructor (s): Evaluate |
| 15. Instructor: Salary | 15. X Lesson plans |
| 16. X Lesson plans | 16. X Instructor: Salary |
| 17. Office Supplies | 17. X Approved WC curriculum |
| 18. Overhead projector | 17. X Office Supplies-pencils,pens,paper,etc. |
| 19. Postage for correspondence | 18. Overhead/LCD projector |
| 20. X Provide transcripting/grade report | 19. Postage for correspondence |
| 21. X Registration of students | 20. Provide transcripting/grade report |
| 22. Textbooks | 21. Registration of students |
| 23. Training Aids | 22. X Textbooks |
| 24. X Training Supplies | 23. X Training Aids/Equipment |
| 25. Transparencies | 24. X Training materials |
| 26. Travel/Mileage | 25. X Transparencies, if needed |
| | 26. X Travel/Mileage for instructor, if needed |

**Regarding any Third Party Contact Services:** If applicable, this is a service contract agreement between Weatherford College and the following independent contractor. This contract is a one-time service agreement for the dates indicated in the body of the agreement. The independent contractor is not entitled to any benefits or coverage under the Texas Worker's Compensation Law.

WEATHERFORD COLLEGE
1869
EXPLORE | ENGAGE | EXPERIENCE

WORKFORCE & CONTINUING EDUCATION

Dear Parents/Students,

Thank you for allowing your son or daughter to participate in the Weatherford College/Granbury High School Certificate Program. We are excited about the opportunities this program can offer your son or daughter.

Upon successful completion of certain classes at Granbury High School, the student will earn a Certificate of Completion from Weatherford College's Workforce and Continuing Education Department. This certificate can be attached to any job application or College/University application, which could increase your son or daughter's chance of being hired or being accepted into a post-secondary educational institution. Participation in the certificate program will also generate a Weatherford College Transcript for the student showing all of the Continuing Education courses completed while in high[6] school.

In order to enroll in the Weatherford College/Granbury High School Certificate Program, please complete the attached forms, and sign as indicated below.

Please remember we must have your son or daughter's Social Security Number in order to process their registration form so they can receive their Weatherford College Certificate of Completion at the end of the year.

**PARENT SIGNATURES**

☐ Parents, PLEASE SIGN on Page 2

**STUDENT SIGNATURES**

☐ Students, PLEASE SIGN on Page 1 & 2

Again thank you for your interest in the program!

Sincerely,

Mary Ziegler
***Grants and Programs Coordinator***
***Workforce & Continuing Education***
***Weatherford College***
***(817) 598-8819***
***mziegler@wc.edu***

WEATHERFORD COLLEGE
1869
WORKFORCE & CONTINUING EDUCATION

WORKFORCE & CONTINUING EDUCATION

# REGISTRATION FORM

Attn: Continuing Education | 225 College Park Drive, Weatherford, TX 76086 | 817-598-8870 | Fax: 817-598-6381 | www.wc.edu/ce

**GRANBURY HIGH SCHOOL** **GRADE:** _____ **CLASS PERIOD:** _____

SSN ~~or STUDENT ID#~~ | LAST NAME | FIRST NAME | MIDDLE NAME

STREET ADDRESS | PO BOX/APT. # | CITY | STATE | ZIP CODE

HOME PHONE | CELL PHONE | AGE / GRADUATION YEAR

DATE OF BIRTH | TEXAS COUNTY OF RESIDENCE | COUNTRY OF CITIZENSHIP | GENDER: ☐ MALE ☐ FEMALE

7

EMERGENCY CONTACT NAME | EMERGENCY PHONE NUMBER

**ETHNIC BACKGROUND:** Are you Hispanic or Latino? (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race) ❑ Yes ❑ No

Please select the racial category or categories with which you most closely identify. Check as many as apply.
❑ White ❑ Asian ❑ International ❑ Native Hawaiian or Other Pacific Islander
❑ Black or African-American ❑ American Indian or Alaskan Native ❑ Unknown or Not Reported

**RESIDENCY:** *Please check one box*

❑ Parker County ❑ Resident of another county ❑ Allen resident or out-of-state resident ❑ International Student Hispanic

**Residency:** State of legal residence_____

**Verification:** How long have you resided in Texas? _____ Years _____ Months Previous state or country of residence:_____

If you moved to Texas within the past 5 years, why? ❑ Education ❑ Other ❑ Employment

**To be completed by Non-U.S. Citizens only:**

Country of birth:_____ Do you hold Permanent Resident status for the U.S.? ❑ Yes ❑ No

Do you hold Temporary Resident status for the U.S.? ❑ Yes ❑ No

If Yes, Visa Type:_____ Issue Date:_____ Expiration Date:_____

## LIST ALL COURSES FOR REGISTRATION.

| FOR OFFICE USE ONLY. DO NOT COMPLETE THESE BOXES. | *FALL SEM. ENROLLMENT* | *SPRING SEM. ENROLLMENT* | FEES |
|---|---|---|---|
| **WLDG 1023- 48 hours- Welding, Safety, Tools, & Equipment (HS-Agricultural Mechanics & Metal Technologies)** | | **SPRING 2012** | 0 |
| **WLDG 1017- 48 hours- Introduction to Layout and Fabrication (HS-Agricultural Facilities Design & Fabrication)** | | **SPRING 2012** | 0 |
| | | | |

***All applicants must read the Oath of Residency, Liability Release, and Refund Policy; and sign and date this application.***

- **OATH OF RESIDENCY**: I understand that information submitted herein will be relied upon by Weatherford College officials to determine my status for Texas residency eligibility. I authorize Weatherford College to verify the information I have provided. I agree to notify the Office of Student Services of Weatherford College of any changes in the information I have provided.
- **LIABILITY RELEASE:** I release Weatherford College from all responsibility in case of an accident. Minors (under 18 years of age) must have a legal parent or guardian sign a consent/release form to be included with this registration form.
- **REFUND POLICY:** I understand that no refunds will be made on or after the day the class begins. Yo comprendo que no habrá reembolso el primer dia de clase o despues del primer dia de clase.

**SIGNATURE** _____ **DATE** _____

**THE ABOVE SIGNATURE CONFIRMS THAT ALL INFORMATION IS TRUE AND CORRECT.**

Information supplied on this application is required by federal or state agencies and is not used as the basis for admission decisions.
Weatherford College is an equal opportunity institution. The Privacy Act of 1974 will be observed.

11/10

# CONSENT/RELEASE FORM – UNDER 18 YEARS OF AGE

**The legal parent or legal guardian of each enrolled student attending Weatherford College Continuing Education classes *MUST* fill out this form. No student, under 18 years, will be permitted to attend class without presenting this completed and signed form at registration.** *Please record the appropriate responses in the appropriate blanks and sign your name on the space provided.*

**Student's Name** _____ **Social Security #**_____ **(required)**

**Family Physician:** _____ **Phone:**_____

**I, the undersigned legal parent or legal guardian, hereby consents to my child/youth,** _____, **to participate in instructional classes and events and all activities pertaining to the class curriculum.**

**Listed are my child/youth's medical conditions, which may be relevant to a physician in the event of an emergency:**

_____

**Authorization is hereby given for emergency medical treatment to be administered and/or physicians to examine, treat, and/or refer to an appropriate physician or health facility, the above named student, when or if the need for such treatment is immediate and when efforts to contact the below mentioned parties are unsuccessful. If I cannot be reached at the telephone number as indicated, I hereby authorize the staff/instructor/indemnified parties of Weatherford College to make emergency medical decisions for my child/youth. If there are any activities I do not want my child to be involved in, I have listed them below.**

**I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON SAID ACTIVITY, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO.** I do hereby indemnify and hold harmless Weatherford College, and their board, officers, directors, agents, instructors, employees, volunteers and representatives (the "Indemnified Parties") from and against any and all liability, damages, actions, causes of action, claims, losses and/or expenses, including, but not limited to, attorneys fees, court costs and expenses arising in connection with or based on injury to or death of any persons or property, including the loss of use thereof, caused in whole or in part by any member of Weatherford College, regardless whether or not caused in whole or in part by the negligence of the Indemnified Parties, or any one or more of them. However, this indemnification shall not apply to willful misconduct committed by the Indemnified Parties.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Texas and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement, which I have read and have understood.

**I, the undersigned legal parent or legal guardian, hereby give consent for my youth to participate in instructional classes and events and all activities pertaining to the class curriculum.** I do hereby indemnify and hold harmless the Independent School District and Weatherford College, the board, officers, directors, agents, instructors, employees, volunteers, and representatives from and against any and all liability, damages, actions, causes of action, claims, losses and/or expenses.

**Activities I do not wish my child/youth to participate include:** _____

**PRINT Name of Parent or Legal Guardian:**_____

***Signature of Legal Parent or Legal Guardian:*** _____ ***Date:***_____

***Telephone number in case of emergency: Home#(_____)_____ Work#(_____)_____***

***Alternate Emergency #: Name:***_____ ***Phone#(_____)_____***

***Student's statement: I will obey the rules and regulations of Weatherford College and will cooperate with the WC staff and/or instructors.***

**Student's Signature** _____ **Date:** _____