Notice of Regular
The Board of Trustees
Granbury ISD
Monday, August 24, 2015
6:00 PM

A Regular of the Board of Trustees of Granbury ISD will be held Monday, August 24, 2015, beginning at 6:00 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 - 5:00 PM - GISD Board Room
2. Convene in closed session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.
    a. Chapter 551.074 - Personnel, Discussion of Employee Evaluation, Reassignment Duties, Discipline, or Dismissal.
        1. Discuss and adopt Superintendent's final goals for the 2015-2016 academic school year
    b. Chapter 551.072 - Purchase, exchange, lease or value of real property
3. Reconvene in open session - 6:00 PM
4. Public Meeting to Discuss Budget and Proposed Tax Rate
5. Moment of Silence/Invocation
6. Pledges - U.S. Flag & Texas Flag
7. Achievement Spotlight
8. Public comments/audience participation
9. Discussion/Action
    a. Consider Consent Agenda Items
        1. Minutes of the July 20, 2015, Budget Workshop/Regular Meeting, August 11, 2015 Special Meeting 3
        2. Consider Budget Amendments 10
        3. Consider Renewal of GCA Services Group Contract 15
        4. Consider Utility Costs for 2015-16 23
        5. Consider Approval of Transportation Supplies, Equipment and Services CSP 2015-12 24
    b. Consider SSI Waiver (Accelerated Instruction) 36
    c. Consider Technology Purchases 37
    d. Consider Xerox Lease Continuations 41
    e. Discuss 2015 - 2016 GISD Employee Handbook 43
    f. Consider Inter-Local Agreement - Granbury ISD and County of Hood Truancy Program (A.S.A.P.) 123
    g. Consider Inter-Local Purchasing Agreement between Granbury ISD and the City of Granbury 127
    h. Consider Adoption of the 2015-16 General Operations, Food Service and Debt Service Budgets 131
    i. Consider Adoption of 2015 Tax Rate 139
    j. Consider Resolution Committing Fund Balance 147
    k. Consider Policy DEC(Local) revision Compensation and Benefits Leaves and Absences 152
10. Reports
    a. Superintendent's Report
        1. Facilities Report
        2. First Day of School
        3. G2020 Update 159
    b. Summer School Acceleration Report 2015 166
    c. Financial Statement for Period Ending June 30, 2015 174
    d. Cash Flow and Investment Report for Period Ending June 30, 2015 177
    e. Bond Expenditures Monthly Update for Period Ending July 31, 2015 179
    f. 2014-15 Accountability Report 181

11. Consider action on items discussed in closed session
    a. Consider Staff Appointments
    b. Discuss and adopt Superintendent's final goals for the 2015-2016 academic school year
12. 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 Friday, August 21, 2015 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.

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Superintendent or Designee (For the Board of Trustees)

Granbury ISD
Board of Trustees
Minutes of Board Workshop Meeting
July 20, 2015

A Board Workshop of the Board of Trustees of Granbury ISD was held Monday, July 20, 2015, beginning at 3:00 p.m. in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048.

Presiding Officer..... Mark A. Jackson, President

Board Members Present

Nancy Alana
Barbara Herrington
Micky Shearon
Chris Tackett
B.J. Wallace

Board Members Absent

Joe Jones

School Officials Present

Dr. James M. Largent, Superintendent
Carol Howard, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance & Operations
Shane Conklin, Director of Human Resources
Amy Wood, Technology Director
Jeff Meador, Public Information Officer
Sandy Bruner, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

Mark A. Jackson, President, called the meeting to order at 3:01 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.

Budget Workshop

Assistant Superintendent, Dobie Williams, presented the 2015-16 Budget Workshop.

Convene in Closed Session

The Board of Trustees convened in closed session at 4:18 p.m. under The Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.

Reconvened

The Board of Trustees convened in open session at 4:38 p.m.

Consider action on items discussed in closed session

Consider Staff Appointments

Dr. Largent recommended accepting the staff retirements and resignations as presented. A Motion was made by Barbara Herrington and seconded by Micky Shearon to approve staff changes as presented. **Motion Carried:** 6 Yes – 0 No

Purchase, exchange, lease or value of real property

None

Adjournment

There being no further business, the meeting was adjourned at 6:55 p.m.

_____ _____

Mark A. Jackson, President Barbara Herrington, Board Secretary

Granbury ISD
Board of Trustees
Minutes of Regular Meeting
July 20, 2015

A Regular of the Board of Trustees of Granbury ISD was held Monday, July 20, 2015, beginning at 5:00 p.m. in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048.

Presiding Officer..... Mark A. Jackson, President

Board Members Present

Nancy Alana
Barbara Herrington
Micky Shearon
Chris Tackett
B.J. Wallace

Board Members Absent

Joe Jones

School Officials Present

Dr. James M. Largent, Superintendent
Carol Howard, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance & Operations
Shane Conklin, Director of Human Resources
Amy Wood, Technology Director
Jeff Meador, Public Information Officer
Sandy Bruner, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

Mark A. Jackson, President, 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 5:03 p.m. under the Texas Open Meeting Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel.

Reconvened

The Board of Trustees reconvened in open session at 6:00 p.m.

Moment of Silence/Invocation

Barbara Herrington led the invocation.

Pledge - U.S. Flag and Texas Flag

Chris Tackett led the Pledges.

Achievement Spotlight
None

Public comments/audience participation
None

Discussion/Action

Consider Consent Agenda Items

A Motion was made by Barbara Herrington and seconded by Nancy Alana to approve Consent Items: 1. Minutes of the June 8, 2015 Regular Meeting and June 22, 2015; 2. Consider Budget Amendments; 3. Consider Renewal of Vehicle Fuel CSP 2013-20; 4. Consider Approval of Instructional Supplies & Equipment for Career Tech CSP 2015-10; 5. Consider Approval of MRO (Maintenance, Repair and Operations) Supplies & Materials CSP 2015-11; 6. Consider Renewal of Property, Crime, General Liability, Educator's Legal Liability, and Automobile Insurance with Texas Schools Property & Casualty Cooperative; 7. Consider Continued Participation in the TASB Unemployment Program as presented. **Motion Carried:** 5 Yes - 0 No Micky Shearon had stepped out of the meeting.

Consider the Proposed Tax Rate to be Published in the "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate"

A Motion was made by Chris Tackett and seconded by Nancy Alana to approve the Proposed Tax Rate to be Published in the "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate" as presented. **Motion Carried**: 6 Yes - 0 No

Consider the Agreement for Purchase of Attendance Credits with the Texas Education Agency for the 2015-16 School Year

A Motion was made by Nancy Alana and seconded by Micky Shearon to approve the Agreement for Purchase of Attendance Credits with the Texas Education Agency for the 2015-16 School Year as presented. **Motion Carried**: 6 Yes - 0 No

Consider Entering Into An Agreement With Total Compensation Group Investment Advisory Services, LP for participation in the Managed Asset Portfolio Program (MAPP)

No Action Taken

Consider Amending Investment Policy CDA (LOCAL)

No Action Taken

Consider Providing Local Sick Leave Benefits to Full-time Bus Drivers and Bus Attendants

A Motion was made by BJ Wallace and seconded by Micky Shearon to approve Providing Local Sick Leave Benefits to Full-time Bus Drivers and Bus Attendants as presented.
Motion Carried: 6 Yes - 0 No

Consider 2015-16 Compensation Plans and Stipend Schedules

A Motion was made by Barbara Herrington and seconded by BJ Wallace to approve 2015-16 Compensation Plans and Stipend Schedules as presented. **Motion Carried**: 6 Yes - 0 No

Discuss 2015 - 2016 Board Meeting Schedule Date Change

January 25th Board Meeting date was changed to Tuesday, January 19, 2016.

Consider Teacher Appraisal Calendar for 2015 - 2016 and List of Appraisers

A Motion was made by Barbara Herrington and seconded by Micky Shearon to approve Teacher Appraisal Calendar for 2015- 2016 and List of Appraisers with additions of Margaret Rodriquez and John Dafoe. **Motion Carried**: 6 Yes – 0 No

Consider Instructional Materials Disposal

A Motion was made by Nancy Alana and seconded by Micky Shearon to approve Instructional Materials Disposal as presented. **Motion Carried**: 6 Yes – 0 No

Consider Policy FNF(Local) Change - Student Rights and Responsibilities Interrogations and Searches

A Motion was made by Micky Shearon and seconded by Nancy Alana to approve Policy FNF(Local) Change - Student Rights and Responsibilities Interrogations and Searches as presented.
Motion Carried: 6 Yes - 0 No

Reports

Superintendent's Report

Facilities Report

Scott Barnes, Project Manager for the Buford-Thompson Company, reported on progress for the high school transformation project.

Child Nutrition - Healthy Kids Presentation

Director of Support Services, Linda Williams presented the annual report to the board.

Financial Statement for Period Ending May 31, 2015

Assistant Superintendent, Dobie Williams presented the Financial Statement for Period Ending May 31, 2015 to the board.

Cash Flow and Investment Report for Period Ending May 31, 2015

Assistant Superintendent, Dobie Williams presented the Cash Flow and Investment Report for Period Ending May 31, 2015 to the board.

Bond Expenditures Monthly Update for Period Ending June 30, 2015

Assistant Superintendent, Dobie Williams presented the Bond Expenditures Monthly Update for Period Ending June 30, 2015 to the board.

Series 2015 Bond Refunding Update (Refunding of Series 2005 Bonds)

Assistant Superintendent, Dobie Williams presented the Series 2015 Bond Refunding Update (Refunding of Series 2005 Bonds) to the board.

Consider action on items discussed in closed session

Consider Staff Appointments

None

Consider Goals for Superintendent's Evaluation

Board members approved goals for the superintendent's evaluation over the next year.

Consider Superintendent's Salary

Board members approved a 5% increase in Largent's base salary from $185,000 to $194,250.

Adjournment

There being no further business, the meeting was adjourned at 6:55 p.m.

_____ _____

Mark A. Jackson, President Barbara Herrington, Board Secretary

Granbury ISD
Board of Trustees
Minutes of Special Meeting
August 11, 2015

A Special of the Board of Trustees of Granbury ISD was held Tuesday, August 11, 2015, beginning at 4:00 PM in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048.

Presiding Officer..... Mark A. Jackson, President

Board Members Present

Nancy Alana
Barbara Herrington
Micky Shearon
Chris Tackett
B.J. Wallace

Board Members Absent

Joe Jones

School Officials Present

Dr. James M. Largent, Superintendent
Ron Holmgreen, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance & Operations
Shane Conklin, Director of Human Resources
Jeff Meador, Public Information Officer
Sandy Bruner, Recording Secretary

Others Present

None

Meeting Called to Order

Mark A. Jackson, President, called the meeting to order at 4:00 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 4:01 p.m. under the Texas Open Meeting Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel.

Reconvened

The Board of Trustees reconvened in open session at 4:44 pm.

Discussion/Action

Consider Accepting Resignation of Board Trustee Joe Jones, Place 6.

A Motion was made by Nancy Alana and seconded by Barbara Herrington to accept Resignation of Board Trustee Joe Jones, Place 6. A Motion Carried: 6 Yes - 0 No

Consider Call of November 3, 2015 Special Election to fill the vacancy for Place 6 unexpired term

A Motion was made by B.J. Wallace and seconded by Nancy Alana to Call of November 3, 2015 Special Election to fill the vacancy for Place 6 unexpired term.
Motion Carried: 6 Yes – 0 No

Consider GISD 2015-2016 Code of Conduct

A Motion was made by Barbara Herrington and seconded by Nancy Alana to approve GISD 2015-2016 Code of Conduct. Motion Carried: 6 Yes – 0 No

Consider action on items discussed in closed session

None

Consider Staff Appointments

None

Adjournment

There being no further business, the meeting was adjourned at 4:53 pm.

_____ _____

Mark A. Jackson, President Barbara Herrington, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: August 17, 2015
RE: Budget Amendments

SUMMARY:

Attached are the monthly general fund budget amendments for Board approval. The first page is the budget amendment for the current period and indicates any increases to revenue as well as increases/decreases to each function and the overall net effect of the amendment totals to the budget. For convenience, the budget amendments that will generate new revenue (i.e. campus book fairs, etc.) or are the result of donations made to GISD, have been highlighted in green so that the board may recognize these donations and efforts if they so choose. The second page is a summary and indicates how the current amendment will impact the overall general fund budget as well as how previous amendments have impacted the budget.

And lastly, since this is the final budget amendment for the 2014-15 year, a third page has been included to represent the final amended general fund, debt service fund and child nutrition fund budgets for the 2014-15 year.

RECOMMENDATION:

I recommend the Board approve the amendments and final budgets as presented.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: August 17, 2015

2014-2015
Budget Amendment #12

	August Proposed Budget Amendment #12	Increase	Decrease	Net Effect
Object	**Revenue**			
5700	Revenue Generated	13,514	0	
5800		0	0	
5900		0	0	
	Total	**13,514**	**0**	**13,514**
Function	**Expenses**			
11	AMS - Amend funds for staff development travel	0	75	
	Acton Elementary - Amend funds for student transportation	595	0	
	CTE - Amend funds for ESC XI curriculum support	788	0	
	Business Office - Amend funds for year end	100,000	0	
	Business Office - In-Kind Donation Operation School Supplies	12,963	0	
	Overall effect on Function 11	**114,346**	**75**	**114,271**
12	GHS - Amend funds for library fines	551	0	
	AMS - Amend funds for staff development travel	0	103	
	Business Office - Amend funds for year end	50,000	0	
	Overall effect on Function 12	**50,551**	**103**	**50,448**
13	GHS - Amend funds for staff development travel	2,696	0	
	AMS - Amend funds for staff development travel	266	0	
	Acton Elementary - Amend funds for student transportation	0	443	
	CTE - Amend funds for ESC XI curriculum support	0	788	
	Business Office - Amend funds for year end	33,000		
	Overall effect on Function 13	**35,962**	**1,231**	**34,731**
21	Business Office - Amend funds for year end	67,457	0	
	Overall effect on Function 21	**67,457**	**0**	**67,457**
23	Acton Elementary - Amend funds for student transportation	0	152	
	Business Office - Amend funds for year end	111,526	0	
	Overall effect on Function 23	**111,526**	**152**	**111,374**
31	AMS - Amend funds for staff development travel	0	69	
	Business Office - Amend funds for year end	59,733	0	
	Overall effect on Function 31	**59,733**	**69**	**59,664**
32	**Overall effect on Function 32**	**0**	**0**	**0**
33	AMS - Amend funds for staff development travel	0	19	
	Business Office - Amend funds for year end	25,000	0	
	Overall effect on Function 33	**25,000**	**19**	**24,981**
34	Business Office - Amend funds for year end	0	75,000	
	Overall effect on Function 34	**0**	**75,000**	**(75,000)**
36	GHS - Amend funds for staff development travel	0	850	
	Overall effect on Function 36	**0**	**850**	**(850)**
41	Business Office - Amend funds for year end	0	85,000	
	Overall effect on Function 41	**0**	**85,000**	**(85,000)**
51	Business Office - Amend funds for year end	0	300,527	
		0	0	
	Overall effect on Function 51	**0**	**300,527**	**(300,527)**
52	GHS - Amend funds for staff development travel	0	1,846	
	Athletics - Amend funds for increased game security	3,000	0	
	Overall effect on Function 52	**3,000**	**1,846**	**1,154**
53	Business Office - Amend funds for year end	50,000	0	
	Overall effect on Function 53	**50,000**	**0**	**50,000**
61	Athletics - Amend funds for increased game security	0	3,000	
	Overall effect on Function 61	**0**	**3,000**	**(3,000)**
71	**Overall effect on Function 71**	**0**	**0**	**0**
81		0	0	
	Overall effect on Function 81	**0**	**0**	**0**
91	Business Office - Amend funds for year end	63,811	0	
	Overall effect on Function 91	**63,811**	**0**	**63,811**
93	**Overall effect on Function 93**	**0**	**0**	**0**
99	Business Office - Amend funds for year end	0	100,000	
	Overall effect on Function 99	**0**	**100,000**	**(100,000)**
	Total	**581,386**	**567,872**	**13,514**

Granbury Independent School District

Fiscal Year 2014-2015

		Adopted Budget	Prior Budget Amendments	Budget Amendment 8/24/2015	Revised Budget
	REVENUE				
5700	Local Revenue	48,596,046	163,216	13514	48,772,776
5800	State Revenue	10,185,613	(180,000)	0	10,005,613
59/7900	Federal Programs/Other Sources	471,500	962	0	472,462
	Total	**$59,253,159**	**(15,822.00)**	**13,514.00**	**$59,250,851**
	EXPENDITURES				
11	Instruction & Instr. Related Services	30,554,837	57,554	114,271	30,726,662
12	Instructional Resources & Media Serve	731,267	7,035	50,448	788,750
13	Curriculum & Instr. Staff Development	742,814	(9,378)	34,731	768,167
21	Instructional Leadership	484,766	(5,966)	67,457	546,257
23	School Leadership	3,378,300	6,710	111,374	3,496,384
31	Guidance, Counseling & Evaluation Serve	2,256,909	50,385	59,664	2,366,958
32	Social Work Services	58,400	6,249		64,649
33	Health Services	386,727	(5,813)	24,981	405,895
34	Student (Pupil) Transportation	2,986,261	(128,600)	(75,000)	2,782,661
35	Food Service	0	0		0
36	Co curricular/Extracurricular Activities	1,683,966	116,958	(850)	1,800,074
41	General Administration	2,197,224	28,020	(85,000)	2,140,244
51	Plant Maintenance and Operations	6,101,919	95,171	(300,527)	5,896,563
52	Security & Monitoring Services	246,880	5,918	1,154	253,952
53	Data Processing Services	937,595	25,000	50,000	1,012,595
61	Community Services	49,573	20,880	(3,000)	67,453
71	Debt Service (M&O)	0	0		0
81	Facilities Acquisition	0	597,338		597,338
91	Contracted Instruction Services - Chapter 41	6,125,889	0	63,811	6,189,700
93	Shared Services Arrangement	0	0		0
99	Other Governmental Charges	950,000	(47,128)	(100,000)	802,872
00	Other Uses	0	0		0
	Total Budgeted Expenditures	**$59,873,327**	**820,333**	**13,514**	**$60,707,174**
	Excess Revenue over (Under) Expenditures	**(620,168)**	**(836,155)**	**0**	**(1,456,323)**

Prepared by:
D Williams
E Whitefield

GRANBURY INDEPENDENT SCHOOL DISTRICT
Final Amended Budget - Summary
Fiscal Year - 2014-15

	Governmental Fund Types		
	General Fund	Debt Service Fund	Child Nurtrition Fund
Revenue			
5700 LOCAL REVENUE	48,772,776	10,297,847	1,437,301
5800 STATE REVENUE	10,005,613		17,000
5900 FEDERAL PROGRAM REVENUE	472,462		1,914,580
	$ 59,250,851	$ 10,297,847	$ 3,368,881
Expenditures			
11 INSTRUCTION	30,726,662		
12 INSTRUCTIONAL RESOURCES & MEDIA	788,750		
13 CURRICULUM & STAFF DEVELOPMENT	768,167		
21 INSTRUCTIONAL LEADERSHIP	546,257		
23 SCHOOL LEADERSHIP	3,496,384		
31 GUIDANCE/COUNSELING	2,366,958		
32 SOCIAL WORK SVCS	64,649		
33 HEALTH SERVICES	405,895		
34 TRANSPORTATION	2,782,661		
35 FOOD SERVICE	-		3,287,130
36 CO-CURRICULAR/EXTRACURRICULAR	1,800,074		
41 GENERAL ADMINISTRATION	2,140,244		
51 PLANT MAINTENANCE	5,896,563		60,000
52 SECURITY & MONITORING SERVICES	253,952		
53 DATA PROCESSING	1,012,595		
61 COMMUNITY EDUCATION	67,453		
71 DEBT SERVICE	-	10,042,551	
81 FACILITIES CONSTRUCTION & ACQUISITION	597,338		
91 CONTRACTED SVCS BETWEEN PUBLIC SCHOOLS - CH 41	6,189,700		
99 OTHER INTERGOVERNMENTAL CHARGES	802,872		
	$ 60,707,174	$ 10,042,551	$ 3,347,130
Excess Revenue over (Under) Expenditures	$ (1,456,323)	$ 255,296	$ 21,751

In-Kind Donations

Operation School Supplies – $12,962.25

Operation School Supplies donated several bulk items to elementary and middle schools for the benefit of all students and not just the program-eligible students.

These items include Kleenex, hand wipes, baggies, and paper towels.

This in addition to the normal school supply packets that schoolchildren receive each year.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2105
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 18, 2015
RE: GCA K-12 Education Services, Inc. Contract

SUMMARY:

Board Policy CH (LOCAL) requires board approval on purchases in excess of $50,000. The policy states, "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place."

In June of 2014, Granbury ISD entered into an agreement with GCA K-12 Education Services, Inc. to provide custodial services for the district. The services were initially provided under an interlocal contract through the ESC Region 7 Purchasing Cooperative. The current contract for GCA with Region 7 will expire on August 31, 2015. The new contracts for contracted services will be awarded by Region 7 on August 20, 2015. In the event GCA is awarded a new contract by Region 7, it is recommended we enter into the First Addendum to Service Agreement attached. All other terms and conditions of the original agreement will remain the same.

In the event GCA K-12 Education Services, Inc. is not awarded a new contract by the Region 7 Purchasing Cooperative, it is recommended that custodial services remain with GCA. The district has access to a GCA contract through the TASB Buy Board which would be used starting September 1, 2015.

The district budget covers payment of custodial services. We are bringing this expenditure to the Board so any individual expenditure in excess of $50,000 may be processed as needed for custodial services during the 2015-2016 fiscal year without additional Board approval as required by local policy.

RECOMMENDATION:

It is the recommendation of Ms. Linda Williams, Support Services Director, custodial services for the period of 9/1/15 through 8/31/16 be purchased from GCA K-12 Education Services, Inc. through their contract with the ESC Region 7 Purchasing Cooperative.

If GCA K-12 Education Services, Inc. is not awarded a contract through ESC Region 7 Purchasing Cooperative, it is recommended the services of GCA K-12 Education Services, Inc. be used through a contract under the TASB Buy Board.

Expenditures for the period of 9/1/15 through 8/31/16 under the ESC Region 7 Purchasing Cooperative contract will be $153,189.30 monthly and $1,838,271.60 annually based on current square footage.

If the Region 7 contract is not available, the expenditures for the period of 9/1/15 through 8/31/16 under the TASB Buy Board contract will be $156,253.09 monthly and $1,875,037.08 annually based on current square footage.

The square footage for custodial services will increase 15,356 square feet with the completion of renovation projects during the 2015-2016 fiscal year. The rate for the additional square footage will be calculated at the same rate as the current square footage when the renovations are completed.

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Ms. Linda Williams
Mr. Dobie Williams
Ms. Debbie Johnson

Date Submitted: August 18, 2015

REGION 7

First Addendum to Service Agreement

This First Addendum to that certain SERVICE AGREEMENT ("Contract") dated the 1st day of June 2014, by and between Granbury Independent School District ("GISD") and GCA K12 Education Services, Inc. ("GCA").

Effective the 1st day of September, 2015, ("Effective Date") the following will be made part of the Contract:

I. ADJUSTMENTS TO CONTRACT:

a. The annual rate will increase by the lesser of: (a) three (3) percent, or (b) a percentage equal to the percentage increase in the Consumer Price Index, defined as the US Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumer (CPI-U) US City Average Dallas-Ft. Worth. Index Item "All Items", Dallas-Ft. Worth, 12-month, Percent Change. This report is identified by the Bureau of Labor Statistics as Report Code #9410. The CPI will not increase for 2015-16.

b. The total square footage for Granbury ISD based on 95% of the total square footage will be adjusted from 1,380,010 square feet to 1,368,568 square feet.

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c. Based on this CPI increase, the monthly rate will remain at $0.11314 per square foot and based on the total square footage shown on Exhibit II of 1,353,980 square feet this will result in a monthly decrease of $2,944.95 in billing from $156,134.25 to $153,189.30

d. The rate increase per hour for activities not included in the contract will remain $21.00 per hour for weekend school functions, $24.00 per hour for emergency, construction changes, $21.00 per hours for leases and $23.00 per hours for holidays.

e. The annual costs of the Affordable Care Act will be passed through to GISD after the cost of participation is finalized. These costs will be established after the open enrollment period for all GCA employees. As referenced in Section 4(c)(ii), the Affordable Care Act costs shall be discussed with the district before being implemented and will be effective only if agreed upon in writing in an addendum signed by both parties, and upon the execution of any such addendum, will be effective from the date such cost changes go into effect.

f. The Region 7 Cooperative fee will be paid by GCA.

Otherwise, all terms and conditions of the Contract remain the same and in full force and effect.

AGREED as of the Effective Date above:

Granbury Independent School District	GCA K-12 Education Services, Inc.
Signature: _____	Signature: _____
Print: Dr. James M Largent	Print: Jonathan Romines
Title: Superintendent	Title: Vice President - Operations
Date: _____	Date: _____

U.S. Bureau of Labor Statistics

Southwest Consumer Price Index Indicators

CPI for All Urban Consumers (CPI-U): U.S. City Average, Dallas-Fort Worth, and Houston-Galveston-Brazoria, January 2015
(1982-84=100 unless otherwise noted)

Item and group	U.S. City Average				Dallas-Fort Worth				Houston-Galveston-Brazoria			
	Index	Percent change			Index	Percent change			Index	Percent change		
	Jan. 2015	12-month	1-month	2-month	Jan. 2015	12-month	1-month	2-month	Jan. 2015	12-month	1-month	2-month
All items	233.707	-0.1	-0.5	-1.0	214.899	-0.6		-1.1				
Food and beverages	246.100	3.1	0.2	0.5	249.845	2.0		0.2				
Food	246.538	3.2	0.2	0.5	244.601	2.3		0.2				
Food at home	243.123	3.3	0.3	0.6	223.150	3.0	0.5	0.4	223.619	3.6	0.2	1.1
Food away from home	253.037	3.1	0.2	0.4	277.723	1.3		-0.1				
Alcoholic beverages	238.718	1.0	-0.1	-0.3	318.315	-1.9		-0.2				
Housing	235.485	2.3	0.4	0.5	196.475	3.2		0.7				
Shelter	274.589	2.9	0.4	0.5	209.221	3.3	0.7	0.9	235.027	5.2	1.1	1.4
Rent of primary residence (1)	281.572	3.4	0.2	0.5	218.230	5.2	0.5	0.7	226.876	6.1	1.0	1.6
Owners' equivalent rent of primary residences (1) (2)	281.980	2.6	0.2	0.4	224.533	2.9	0.2	0.7	218.529	5.0	1.1	1.6
Owners' equivalent rent of primary residence (1) (2)	281.951	2.6	0.2	0.4	224.533	2.9	0.2	0.7	218.529	5.0	1.1	1.6
Fuels and utilities	232.309	1.0	0.5	1.1	231.120	6.1		0.6				
Household energy	198.143	-0.1	0.5	1.2	222.188	7.3	-0.3	0.6	148.635	-10.1	-10.9	-6.1
Energy services (1) (3)	201.594	1.9	1.0	2.1	218.608	7.8	-0.2	0.8	145.931	-10.1	-10.9	-6.1
Electricity (1)	208.172	2.5	1.9	2.6	209.344	7.1	-0.1	1.4	144.033	-11.5	-13.0	-7.3
Utility (piped) gas service (1)	179.184	-0.4	-2.0	0.4	214.821	11.9	-0.2	-2.7	142.930	-3.0	0.0	0.0
Household furnishings & operations	122.351	-1.1	0.1	-0.3	126.810	-1.2		-0.9				
Apparel	122.527	-1.4	-1.1	-5.0	107.610	-5.8		-4.2				
Transportation	190.871	-10.6	-4.5	-7.7	193.314	-11.8		-8.3				
Private transportation	185.461	-11.2	-4.7	-8.0	194.507	-12.1		-8.6				
Motor fuel	186.763	-35.2	-17.1	-26.2	175.697	-39.7	-15.5	-28.8	175.501	-37.2	-18.8	-28.7
Gasoline (all types)	185.142	-35.4	-17.1	-26.3	173.128	-40.1	-15.6	-29.1	172.734	-38.2	-19.2	-29.5
Medical care	440.969	2.6	0.3	0.6	411.132	4.2		2.6				
Recreation (4)	115.288	0.0	0.4	0.2	112.462	0.4		1.0				
Education and communication (4)	137.604	0.4	0.1	-0.1	137.420	-2.4		-0.2				
Other goods and services	412.545	1.8	0.5	0.7	380.701	1.0		0.9				
SPECIAL INDEXES (CPI-U)												
Energy	192.619	-19.6	-8.2	-13.2	201.177	-19.3	-7.4	-14.4	160.474	-26.7	-15.2	-19.5
All items less shelter	220.322	-1.5	-0.9	-1.8	218.238	-2.2		-1.9				
All items less food and energy	239.248	1.6	0.2	0.0	215.806	1.2		0.3				
All items (1967 = 100)	700.083				674.127							
CPI FOR URBAN WAGE EARNERS AND CLERICAL WORKERS (CPI-W)												
All items	228.294	-0.8	-0.7	-1.4	219.215	-1.2		-1.5				
All items (1967 = 100)	680.018				675.986							

(1) This index series was calculated using a Laspeyres estimator. All other item stratum index series were calculated using a geometric means estimator.
(2) Index on a December 1982=100 base.
(3) This index series was formerly titled Gas (piped) and electricity.
(4) Index on a December 1997=100 base.

Note: The Consumer Price Index (CPI) measures changes in prices of all goods and services purchased for consumption by urban households. The indexes for food at home, energy, and shelter are compiled monthly for Dallas-Fort Worth and Houston. Full surveys, which produce the All Items Indexes and major components, are compiled every two months. These full surveys are published for the odd-numbered months for Dallas-Fort Worth and for the even-numbered months for Houston.

Southwest CPI Indicators: Previous Issues

Southwest Homepage

Schedule of Upcoming Releases for the Consumer Price Index

U.S. Bureau of Labor Statistics | Southwest Information Office, Suite 221, 525 South Griffin Street, Dallas, TX 75202 | Telephone: 972-850-4800

Exhibit II
Granbury Independent School District
Custodial Contract
2015 - 2016

Campus/Building	Current Billing Square Footage	District Form Square Footage	95% of District Sq. Ft.
Acton Elementary	78,443	82,572	78,443
Nettie Baccus Elementary	69,065	71,900	68,305
Mambrino School	114,000	120,000	114,000
Oak Woods Elementary	58,414	62,700	59,565
Emma Roberson Elementary	63,650	63,000	59,850
Acton Middle School	148,499	156,315	148,499
Granbury Middle School	148,499	156,315	148,499
Brawner Intermediate	78,850	83,000	78,850
Crossland 9th Grade Center	74,142	72,144	68,537
Granbury High School	420,538	463,794	440,604
Stars Academy	6,650	-	0
Weatherford College	21,238	22,356	21,238
Granbury Administration	6,128	6,450	6,128
Granbury Admin Annex	44,616	24,729	23,493
Granbury Multi Use	19,000	12,000	11,400
Bridge Street conference Center	7,695	8,100	7,695
Maintenance/Transportaiton	15,078	14,072	13,368
Area Behind Decker Gym	5,505	5,795	5,505
SUBTOTAL	1,380,010	1,425,242	1,353,980

BuyBoard

First Addendum to Service Agreement

This First Addendum to that certain SERVICE AGREEMENT ("Contract") dated the 1st day of June 2014, by and between Granbury Independent School District ("GISD") and GCA K12 Education Services, Inc. ("GCA").

Effective the 1st day of September, 2015, ("Effective Date") the following will be made part of the Contract:

I. ADJUSTMENTS TO CONTRACT:

a. The annual rate will increase by the lesser of: (a) three (3) percent, or (b) a percentage equal to the percentage increase in the Consumer Price Index, defined as the US Department of Labor, Bureau of Labor Statistics Consumer Price Index for all Urban Consumer (CPI-U) US City Average Dallas-Ft. Worth. Index Item "All Items", Dallas-Ft. Worth, 12-month, Percent Change. This report is identified by the Bureau of Labor Statistics as Report Code #9410. The CPI will not increase for 2015-16.

b. The total square footage for Granbury ISD based on 95% of the total square footage will be adjusted from 1,380,010 square feet to 1,368,568 square feet.

20

c. Based on this CPI increase, the monthly rate will remain at $0.11314 per square foot and based on the total square footage shown on Exhibit II of 1,353,980 square feet this will result in a monthly decrease of $2,944.95 in billing from $156,134.25 to $153,189.30

d. The rate increase per hour for activities not included in the contract will remain $21.00 per hour for weekend school functions, $24.00 per hour for emergency, construction changes, $21.00 per hours for leases and $23.00 per hours for holidays.

e. The annual costs of the Affordable Care Act will be passed through to GISD after the cost of participation is finalized. These costs will be established after the open enrollment period for all GCA employees. As referenced in Section 4(c)(ii), the Affordable Care Act costs shall be discussed with the district before being implemented and will be effective only if agreed upon in writing in an addendum signed by both parties, and upon the execution of any such addendum, will be effective from the date such cost changes go into effect.

f. The Service Agreement will be transferred from Region 7 Purchasing Cooperative Agreement to the Buyboard Purchasing Cooperative Agreement. This transfer will result in a 2% fee added to the monthly billing of $153,189.30 and increase the monthly billing to $156,253.09.

Otherwise, all terms and conditions of the Contract remain the same and in full force and effect.

AGREED as of the Effective Date above:

Granbury Independent School District	GCA K-12 Education Services, Inc.
Signature: _____	Signature: _____
Print: Dr. James M Largent	Print: Jonathan Romines
Title: Superintendent	Title: Vice President - Operations
Date: _____	Date: _____

Exhibit I

U.S. Bureau of Labor Statistics

Southwest Consumer Price Index Indicators

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SUBTOTAL	1,380,010	1,425,242	1,353,980

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2105
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 13, 2015
RE: Utility Costs

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states, "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place."

The district budget covers payment of utilities across the District. Since the cost of these services will exceed $50,000, we are bringing these expenditures to the Board so purchase orders in excess of $50,000 may be issued as needed for utilities during the 2015-2016 fiscal year without additional Board approval.

Anticipated cost for the following utilities is budgeted and is presented for your information and authorization to issue any purchase order that exceeds $50,000 as needed for the 2015--2016 fiscal year.

Electricity -	$1,308,000	(Granbury Municipal Utilities, United Cooperative Services, Tri-County Cooperative)
Water -	182,400	(Granbury Municipal Utilities, Acton Municipal Utility District)
Gas -	184,750	(Atmos Energy)

The following recommendation is that of Mr. Randy Leach and me.

RECOMMENDATION:

It is recommended that the utility purchases described above be approved as presented.

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Mr. Randy Leach
Ms. Karen Johnson

Date Submitted: August 13, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 14, 2015
RE: Transportation Supplies, Equipment & Services CSP 2015-12

SUMMARY:

A proposal was let to provide a pool of vendors for the purchase of supplies, equipment and services for the transportation department on an as needed basis. In the past, individual proposals were processed to cover multiple areas of need for the department. Those needs have been combined into one proposal under Transportation Supplies, Equipment and Services CSP 2015-12. Mr. Terry Slemmons, Transportation Director, provided the specifications for the proposal. All vendors that requested the district notify them of bid or proposal opportunities for transportation supplies and services were sent a notification letter. The letter informed the vendors the proposal was available for download on the district website. The proposal was also advertised in the Hood County News.

A copy of the tabulation is attached for your review. The tabulation and vendor proposals were reviewed by Mr. Slemmons.

The following is his recommendation for award.

RECOMMENDATION:

It is recommended that the district award the following vendors for the purchase of supplies, equipment and services, on an as needed basis, for the period of September 1, 2015 through August 31, 2016 with the option to renewal for two additional years in one year increments.

A-1 Auto Glass, Inc., ATS Transmission, Alternator Service, Inc., Buck's Collision Center, Buck's Wheel and Equipment Company, Bus Air Manufacturing, Classic Chevrolet Buick GMC, Hans Gebhardt dba Hardt Sales, Heavy Duty Bus Parts, Inc., The Home Depot of Granbury – Store #6571, M & R McGowen, LLC dba NAPA Auto Parts, National Guaranteed Vinyl, Inc., Northstar Equipment, O'Reilly's Auto Parts, Rush Truck Centers of Texas, LP dba Rush Bus Center, Dallas, Southwest International Trucks Inc., Taylor Oil Company

Respectfully submitted,



Dobie Williams
Asst. Superintendent for Finance and Operations

Staff Person Responsible: Mr. Terry Slemmons
Ms. Missy Brock
Ms. Debbie Johnson

Date Submitted: August 14, 2015

BID/PROPOSAL FOR BOARD APPROVAL

Board Meeting Date: August 24, 2015 **Bid Number:** CSP 2015-12

1. **Item, material or service (specific or classification):** Transportation Supplies, Equipment and Supplies

2. **Brief description:** A proposal was let to provide vendors for the purchase of transportation supplies, equipment and services for the various areas of need to be purchased on an as needed basis.

3. **Period of time bid covers:** September 1, 2015 to August 31, 2016 with the option to renew for two additional years in one-year increments,

4. **Person and title responsible for the expenditure:** Terry Slemmons – Transportation Director

5. **Number of bids notification letters sent to vendors:** 107

6. **Number of bids received from vendors:** 17

7. **Listing of recommended vendors and total prices:** Estimated annual expenditures under this proposal are between $80,000 and $100,000. Recommendation for award is to the following vendors:

   A-1 Auto Glass, Inc., ATS Transmission, Alternator Service, Inc., Buck's Collision Center, Buck's Wheel and Equipment Company, Bus Air Manufacturing, Classic Chevrolet Buick GMC, Hans Gebhardt dba Hardt Sales, Heavy Duty Bus Parts, Inc., The Home Depot of Granbury – Store #6571, M & R McGowen, LLC dba NAPA Auto Parts, National Guaranteed Vinyl, Inc., Northstar Equipment, O'Reilly's Auto Parts, Rush Truck Centers of Texas, LP dba Rush Bus Center, Dallas, Southwest International Trucks Inc., Taylor Oil Company

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** This proposal is replacing multiple individual proposals that were let at different times.

10. **Percentage increase or decrease from last bid**: A cost comparison cannot be made as the scope of the proposal has changed.

11. **Budget information:** Expenditures for transportation supplies, equipment and services will be from the following account code(s):

    199.E.34.6319.00.800.0.99.000
    199.E.34.6299.00.800.0.99.000

L. O. "Dobie" Williams
Assistant Superintendent for Finance and Operations

Transportation Supplies, Equipment and Services

July 27, 2015 @ 2 pm

CSP 2015-12

	A1 Auto Glass, Inc.	Alternator Service, Inc.	ATS Transmission	Buck's Collision Center	Buck's Wheel and Equipment Co.	Bus Air Manufacturing	Classic Chevrolet Buick GMC	Hans Gebhardt dba Hardt Sales	Heavy Duty Bus Parts, Inc.
Precentage discount for catalogs, printed price list and on-line pricing:	0%	10%	0%	N/A	15%	0%	25%	30%	40%
Catalog title/or price list name or number:	N/A	N/A	1000/2000 Series, MD 3000 Series, HD 4000 Series, AT 500 Series, MT 600 Series	N/A	Buck's Wheel and Equipment Co.	N/A	N/A	Auveco Products	Pricelist 2015
Company website:	www.a1autoglass.com	www.alternatorservice.com	www.atstransmission.com	N/A	www.buckswheel.com	www.busair.com	www.classicgranbury.com	N/A	www.directbus.com
Purchase order:	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes
Pricing posted on website?	No	No	No	No	No	No	No	No	Yes
Shelf pricing?	Yes	Yes	Shelf Pricing	N/A	N/A	0	N/A	Yes	N/A
Location closest to Granbury ISD:	we deliver and install	Dallas, TX	Arlington, TX	N/A	N/A	Rhome, TX	N/A	P.O. Box 2395 Glen Rose, TX 76043	N/A
Fuel surcharges be added?	No	No	No	No	No	No	No	No	N/A
If yes, identify how they will apply:									
Minimum order amount:	None	N/A	N/A	0	0	No Minimum	None	None	N/A
Normal business hours:	8 am to 5:30 pm Mon-Fri.	8 am to 5 pm	8 am -5 pm M-F	8 am- 5 pm M-F	8 am- 5 pm M-F	8 am-4:30 pm M-F	7:30 am-6 pm	8 am-5 pm	7:30-4:30 M-F
After hour and weekend supply?	Yes	Yes	Yes	No	No	As Needed	Yes	No	No
Delivery time 95% of the orders:	Next day	Next Day	N/A	Other	Next Day	Next Day	Next Day	Other	Two Day
Method of delivery:	Company truck	Company truck	Company Truck	Other	Company truck, UPS	UPS	Company Truck	Other	Fed Ex
Principal place of business in the State of Texas?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Does your company employ at least 500 people in the State of Texas?	No	No	No	No	No	No	No	No	No

	A1 Auto Glass, Inc.	Alternator Service, Inc.	ATS Transmission	Buck's Collision Center	Buck's Wheel and Equipment Co.	Bus Air Manufacturing	Classic Chevrolet Buick GMC	Hans Gebhardt dba Hardt Sales	Heavy Duty Bus Parts, Inc.
EPCNT Interlocal:	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
AFTER MARKET PARTS YELLOW FLEET:									
AM/FM/CD RADIO REI 760903				N/A	$296.00	N/A	N/A	N/A	No Bid
STOP SIGN MODULE # SMC5151(25)				N/A	$67.69	N/A	N/A	N/A	$87.62
C200-916 BODY FLUID CLEAN-UP KITS				N/A	$38.53	N/A	N/A	N/A	$46.11
#B59239-077-10 SEAT COVERS				N/A	$35.95	N/A	N/A	N/A	$19.45
A/C COMPRESSOR 103-56121		$189.00		N/A	$179.79	$180.00	N/A	N/A	No Bid
A/C COMPRESSOR 103-56282		$229.00		N/A	$226.60	$180.00	N/A	N/A	No Bid
A/C FILTER RE-21				N/A	$4.20	$19.00	N/A	N/A	No Bid
A/C FILTER RE-11				N/A	$2.52	$15.00	N/A	N/A	No Bid
1/4" LAMINATE GLASS 14*36	17.50 per sq ft			N/A	N/A	N/A	N/A	N/A	No Bid
SERPENTINE BELT # K081124				N/A	$55.25	N/A	N/A	N/A	No Bid
SERPENTINE BELT # 25-060696				N/A	$36.47	N/A	N/A	N/A	No Bid
OIL FILTER # 7744XD				N/A	N/A	N/A	N/A	N/A	No Bid
WIPER BLADES # 31-220				N/A	N/A	N/A	N/A	N/A	No Bid
BATTERY # 31-5T				N/A	N/A	N/A	N/A	N/A	No Bid
55 GALS. DEF-55				N/A	N/A	N/A	N/A	N/A	No Bid
ALTERNATOR 270I		$725.00		N/A	N/A	N/A	N/A	N/A	No Bid
INJECTORS # 1848489C92		$279.00		N/A	N/A	N/A	N/A	N/A	No Bid
TRANSMISSION # 2500PTS			$2500.00 Exchange	N/A	N/A	N/A	N/A	N/A	No Bid
TRANSMISSIOM # AT45			$1200.00 Exchange	N/A	N/A	N/A	N/A	N/A	No Bid
AFTER MARKET PARTS WHITE FLEET:									
SHOCKS # 34684				N/A	N/A	N/A	N/A	N/A	No Bid
BRAKE PADS # SM756				N/A	N/A	N/A	N/A	N/A	No Bid

	A1 Auto Glass, Inc.	Alternator Service, Inc.	ATS Transmission	Buck's Collision Center	Buck's Wheel and Equipment Co.	Bus Air Manufacturing	Classic Chevrolet Buick GMC	Hans Gebhardt dba Hardt Sales	Heavy Duty Bus Parts, Inc.
1157 BULBS				N/A	N/A	N/A	N/A	N/A	No Bid
LATEX GLOVES # 660420				N/A	N/A	N/A	N/A	N/A	No Bid
CARB CLEANER 8700				N/A	N/A	N/A	N/A	N/A	No Bid
BRAKE CLEANER 08880				N/A	N/A	N/A	N/A	N/A	No Bid
BATTERY # U1LUH				N/A	N/A	N/A	N/A	N/A	No Bid
OIL FILTER # 57035				N/A	N/A	N/A	N/A	N/A	No Bid
BATTERY # U1LH				N/A	N/A	N/A	N/A	N/A	No Bid
BULBS # H-355WBP				N/A	N/A	N/A	N/A	N/A	No Bid
55 GALS. DEF-55				N/A	N/A	N/A	N/A	N/A	No Bid
BELT # 25060935				N/A	N/A	N/A	N/A	N/A	No Bid
BELT # 25040355SF				N/A	N/A	N/A	N/A	N/A	No Bid
TRANSMISSION # 89037490				N/A	N/A	N/A	N/A	N/A	No Bid
OEM PARTS YELLOW FLEET:									
WATER PUMP # 1842665C93				N/A	N/A	N/A	N/A	N/A	No Bid
WATER PUMP # 1830606C95				N/A	N/A	N/A	N/A	N/A	No Bid
REAR BRAKES SHOES # XK2124707QPMB				N/A	N/A	N/A	N/A	N/A	No Bid
FUEL PUMP # 1876108C92				N/A	N/A	N/A	N/A	N/A	No Bid
CAM SENSOR # 1876735C91				N/A	N/A	N/A	N/A	N/A	No Bid
THERMOSTAT # 1842130C3				N/A	N/A	N/A	N/A	N/A	No Bid
FAN CLUTCH # 3584438C3				N/A	N/A	N/A	N/A	N/A	No Bid
TURBO # 5010769R91		$1375/$250 Core		N/A	N/A	N/A	N/A	N/A	No Bid
SHOCKS # 3578105C2				N/A	N/A	N/A	N/A	N/A	No Bid
SHOCKS # 3578858C2				N/A	N/A	N/A	N/A	N/A	No Bid
INJECTORS # 1848489C92				N/A	N/A	N/A	N/A	N/A	No Bid
TURBO # 5010575R91		$1375/$250 Core		N/A	N/A	N/A	N/A	N/A	No Bid
OEM PARTS WHITE FLEET:									

	A1 Auto Glass, Inc.	Alternator Service, Inc.	ATS Transmission	Buck's Collision Center	Buck's Wheel and Equipment Co.	Bus Air Manufacturing	Classic Chevrolet Buick GMC	Hans Gebhardt dba Hardt Sales	Heavy Duty Bus Parts, Inc.
DOOR HANDLE # 19299865				N/A	N/A	N/A	N/A	N/A	No Bid
ARMREST # 15062473				N/A	N/A	N/A	N/A	N/A	No Bid
LOCK # 16631626				N/A	N/A	N/A	N/A	N/A	No Bid
DOOR HANDLE # 15173051				N/A	N/A	N/A	N/A	N/A	No Bid
TRANSMISSION # 89037490				N/A	N/A	N/A	N/A	N/A	No Bid
Hourly labor repair rate:	$40.00	$85.00	$100.00	$55.00	$95.00	$115.00	$100.00	N/A	N/A
AUTOMOTIVE LUBRICANTS:									
MULTI GRADE 200 GALLONS DELO 400 OR EQUIVALENT:				N/A	N/A	N/A	N/A	N/A	N/A
BRAND:				N/A	N/A	N/A	N/A	N/A	N/A
COST:				N/A	N/A	N/A	N/A	N/A	N/A
TRANSMISSION FLUID:									
VI-ATF 55 GALLONS				N/A	N/A	N/A	N/A	N/A	N/A
BRAND:				N/A	N/A	N/A	N/A	N/A	N/A
COST:				N/A	N/A	N/A	N/A	N/A	N/A
REAR END GREASE:									
80W-90 UNIVERSAL GEAR LUBRICANT 55 GALLONS:				N/A	N/A	N/A	N/A	N/A	N/A
BRAND:				N/A	N/A	N/A	N/A	N/A	N/A
COST:				N/A	N/A	N/A	N/A	N/A	N/A
OIL:									
ANTI-FREEZE/RED:									
EXTENDED LIFE PREDILUTED 50:50 55 GALLONS:				N/A	N/A	N/A	N/A	N/A	N/A
BRAND:				N/A	N/A	N/A	N/A	N/A	N/A
COST:				N/A	N/A	N/A	N/A	N/A	N/A

	A1 Auto Glass, Inc.	Alternator Service, Inc.	ATS Transmission	Buck's Collision Center	Buck's Wheel and Equipment Co.	Bus Air Manufacturing	Classic Chevrolet Buick GMC	Hans Gebhardt dba Hardt Sales	Heavy Duty Bus Parts, Inc.
ANTI-FREEZE/GREEN:									
SUPREME PREDILUTED 50:50 55 GALLONS:				N/A	N/A	N/A	N/A	N/A	N/A
BRAND:				N/A	N/A	N/A	N/A	N/A	N/A
COST:				N/A	N/A	N/A	N/A	N/A	N/A
GREASE:									
ULTRA-DUTY GREASE EPNLGI 2 120LBS:				N/A	N/A	N/A	N/A	N/A	N/A
BRAND:				N/A	N/A	N/A	N/A	N/A	N/A
COST:				N/A	N/A	N/A	N/A	N/A	N/A
Have you included API and Mack EO-K/2 certificates?	Does not apply	No		No	No	N/A	No	N/A	N/A
Percentage discount for Automotive Lubricants:	Does not apply	0%	0%	N/A	Do not offer these products	N/A	0%	N/A	N/A
Exceptions and deviations:	N/A	N/A	N/A	N/A	N/A	N/A	None	None	N/A

Transportation Supplies, Equip								
July 27, 2015 @ 2 pm								
CSP 2015-12								
	Home Depot, The	NAPA Auto Parts, M&R McGowen LLC	National Guaranteed Vinyl, Inc.	Northstar Equipment	O'Reilly's	Rush Truck Centers of Texas, LP dba Rush Bus Center Dallas	Southwest International Trucks, Inc.	Taylor Oil, Co.
Precentage discount for catalogs, printed price list and on-line pricing:	0%	0%-40%	0%	N/A	0%	57%	0%	0%
Catalog title/or price list name or number:	N/A	Login to website and use GISD user name and password.	Vinyl Repair Supplies 7/20/2015, Seat Covers and Rebond Foams 7/20/2015	N/A	N/A	Blue Bird bus parts 7/22/2015, Rush Bus Parts 7/22/2015	PL 310 Customer National Fleet 6/21/15	N/A
Company website:	www.homedepot.com	www.napaonline.com	www.ngvinyl.com	www.northstaralltexas.com	N/A	www.rushbuscenters.com	www.southwestinternational.com	N/A
Purchase order:	No	Yes	Yes	Yes	Yes	Yes	Yes	N/A
Pricing posted on website?	Yes	Yes	No	No	No	No	No	N/A
Shelf pricing?	N/A	custom pricing	N/A	N/A	Yes	57%	N/A	N/A
Location closest to Granbury ISD:	415 E. Hwy 377 Granbury, TX 76048	1501 N Plaza Dr. Granbury	N/A	N/A	1400 S. Morgan Granbury TX 76049	4910 Irving Blvd Dallas, TX 75247	N/A	N/A
Fuel surcharges be added?	No	No	No	N/A	No	No	No	No
If yes, identify how they will apply:								
Minimum order amount:	0	No Minimum	No Minimum	N/A	N/A	N/A	None	$100.00
Normal business hours:	6-10 M-S 8-8 Sunday	7:30-6 M-F 8-4 Sat.	8 am-5 pm	8 am- 5 pm	7:30 am to 10 pm	8-5 Mon-Fri	7 am-12 pm M-F 8 am-4 pm Sat.	7 am- 5 pm
After hour and weekend supply?	No	Yes Sat Only	No	No	Yes	No	Yes	Yes
Delivery time 95% of the orders:	Next day	Same Day	Two Day	Varies on product ordered	Next day	Two day	Two day	Next Day
Method of delivery:	Company Truck	Company Truck	Fed Ex	Company truck, UPS, Other	Company truck	UPS	Company Truck	Company Truck
Principal place of business in the State of Texas?	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
Does your company employ at least 500 people in the State of Texas?	Yes	No	No	No	Yes	Yes	No	No

	Home Depot, The	NAPA Auto Parts, M&R McGowen LLC	National Guaranteed Vinyl, Inc.	Northstar Equipment	O'Reilly's	Rush Truck Centers of Texas, LP dba Rush Bus Center Dallas	Southwest International Trucks, Inc.	Taylor Oil, Co.
EPCNT Interlocal:	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
AFTER MARKET PARTS YELLOW FLEET:								
AM/FM/CD RADIO REI 760903	N/A	$376.00	N/A	N/A	N/A	N/A	$163.17	N/A
STOP SIGN MODULE # SMC5151(25)	N/A	$81.81	N/A	N/A	N/A	N/A	$118.27	N/A
C200-916 BODY FLUID CLEAN-UP KITS	N/A	$59.28	N/A	N/A	N/A	N/A	N/A	N/A
#B59239-077-10 SEAT COVERS	N/A	$53.77	See Note 1	N/A	N/A	N/A	N/A	N/A
A/C COMPRESSOR 103-56121	N/A	$269.00	N/A	N/A	N/A	N/A	$383.18	N/A
A/C COMPRESSOR 103-56282	N/A	$297.00	N/A	N/A	N/A	N/A	N/A	N/A
A/C FILTER RE-21	N/A	$92.78	N/A	N/A	N/A	N/A	N/A	N/A
A/C FILTER RE-11	N/A	$132.86	N/A	N/A	N/A	N/A	N/A	N/A
1/4" LAMINATE GLASS 14*36	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
SERPENTINE BELT # K081124	N/A	$39.80	N/A	N/A	$39.37	N/A	$26.14	N/A
SERPENTINE BELT # 25-060696	N/A	$26.24	N/A	N/A	$19.37	N/A	$31.59	N/A
OIL FILTER # 7744XD	N/A	$24.07	N/A	N/A	$30.59	N/A	$23.44	N/A
WIPER BLADES # 31-220	N/A	$3.58	N/A	N/A	$3.82	N/A	$4.15	N/A
BATTERY # 31-5T	N/A	$86.38	N/A	N/A	$97.27	N/A	$82.16	N/A
55 GALS. DEF-55	N/A	$179.50	N/A	N/A	$200.00	N/A	$169.88	N/A
ALTERNATOR 270I	N/A	$998.00	N/A	N/A	N/A	N/A	N/A	N/A
INJECTORS # 1848489C92	N/A	$781.64	N/A	N/A	N/A	N/A	$459.99 exchange price (core 180.00)	N/A
TRANSMISSION # 2500PTS	N/A	N/A	N/A	N/A	N/A	N/A	$2,400.00	N/A
TRANSMISSIOM # AT45	N/A	N/A	N/A	N/A	N/A	N/A	$1,250.00	N/A
AFTER MARKET PARTS WHITE FLEET:								
SHOCKS # 34684	N/A	$44.34	N/A	N/A	$44.09	N/A	$44.36	N/A
BRAKE PADS # SM756	N/A	$31.21	N/A	N/A	$37.79	N/A	$75.22	N/A

	Home Depot, The	NAPA Auto Parts, M&R McGowen LLC	National Guaranteed Vinyl, Inc.	Northstar Equipment	O'Reilly's	Rush Truck Centers of Texas, LP dba Rush Bus Center Dallas	Southwest International Trucks, Inc.	Taylor Oil, Co.
1157 BULBS	N/A	$0.29	N/A	N/A	$2.49	N/A	$0.41	N/A
LATEX GLOVES # 660420	N/A	$17.36	N/A	N/A	$18.39	N/A	$15.30	N/A
CARB CLEANER 8700	N/A	$2.34	N/A	N/A	$2.39	N/A	$3.43	N/A
BRAKE CLEANER 08880	N/A	$2.79	N/A	N/A	$2.39	N/A	$4.11	N/A
BATTERY # U1LUH	N/A	$37.14	N/A	N/A	$47.17	N/A	N/A	N/A
OIL FILTER # 57035	N/A	$4.67	N/A	N/A	$7.00	N/A	$6.05	N/A
BATTERY # U1LH	N/A	$36.28	N/A	N/A	$38.10	N/A	N/A	N/A
BULBS # H-355WBP	N/A	$3.99	N/A	N/A	$3.39	N/A	$6.48	N/A
55 GALS. DEF-55	N/A	$179.50	N/A	N/A	$200.00	N/A	$169.88	N/A
BELT # 25060935	N/A	$24.90	N/A	N/A	$19.73	N/A	$21.67	N/A
BELT # 25040355SF	N/A	$16.77	N/A	N/A	$13.90	N/A	$15.30	N/A
TRANSMISSION # 89037490	N/A	$1,586.00	N/A	N/A	N/A	N/A	N/A	N/A
OEM PARTS YELLOW FLEET:								
WATER PUMP # 1842665C93	N/A	$140.07	N/A	N/A	N/A	N/A	$178.22	N/A
WATER PUMP # 1830606C95	N/A	$153.02	N/A	N/A	N/A	N/A	$162.16	N/A
REAR BRAKES SHOES # XK2124707QPMB	N/A	$61.80 kit	N/A	N/A	N/A	N/A	$44.67 Exchange (core $24.00)	N/A
FUEL PUMP # 1876108C92	N/A	$218.70	N/A	N/A	N/A	N/A	165.22 Exchange (core $50.00)	N/A
CAM SENSOR # 1876735C91	N/A	$22.19	N/A	N/A	N/A	N/A	$26.85	N/A
THERMOSTAT # 1842130C3	N/A	$51.94	N/A	N/A	N/A	N/A	$58.05	N/A
FAN CLUTCH # 3584438C3	N/A	$518.32	N/A	N/A	N/A	N/A	$383.94	N/A
TURBO # 5010769R91	N/A	$3,470.00	N/A	N/A	N/A	N/A	2570.97 Exchange (core $350.00)	N/A
SHOCKS # 3578105C2	N/A	$39.19	N/A	N/A	N/A	N/A	$47.28	N/A
SHOCKS # 3578858C2	N/A	$36.67	N/A	N/A	N/A	N/A	$73.76	N/A
INJECTORS # 1848489C92	N/A	$781.64	N/A	N/A	N/A	N/A	459.99 Exchange core $180.00	N/A
TURBO # 5010575R91	N/A	$2,288.07	N/A	N/A	N/A	N/A	1694.87 Exchange core $350.00	N/A
OEM PARTS WHITE FLEET:								

	Home Depot, The	NAPA Auto Parts, M&R McGowen LLC	National Guaranteed Vinyl, Inc.	Northstar Equipment	O'Reilly's	Rush Truck Centers of Texas, LP dba Rush Bus Center Dallas	Southwest International Trucks, Inc.	Taylor Oil, Co.
DOOR HANDLE # 19299865	N/A	$22.79	N/A	N/A	N/A	N/A	N/A	N/A
ARMREST # 15062473	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
LOCK # 16631626	N/A	$112.61	N/A	N/A	N/A	N/A	N/A	N/A
DOOR HANDLE # 15173051	N/A	$25.19	N/A	N/A	N/A	N/A	N/A	N/A
TRANSMISSION # 89037490	N/A	$1,586.00	N/A	N/A	N/A	N/A	N/A	N/A
Hourly labor repair rate:	N/A	N/A	N/A	N/A	N/A	$92.50	$120.00	N/A
AUTOMOTIVE LUBRICANTS:								
MULTI GRADE 200 GALLONS DELO 400 OR EQUIVALENT:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
BRAND:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Chevron Ursa 15/40
COST:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$8.29
TRANSMISSION FLUID:								
VI-ATF 55 GALLONS	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
BRAND:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Chevron Dexron VI
COST:	N/A	N/A	N/A	N/A	N/A	N/A	N/A	$999.90
REAR END GREASE:								
80W-90 UNIVERSAL GEAR LUBRICANT 55 GALLONS:	N/A	N/A	N/A	N/A		N/A	N/A	
BRAND:	N/A	N/A	N/A	N/A	O'Reilly's	N/A	N/A	Chevron Multigear 80/90
COST:	N/A	N/A	N/A	N/A	$608.99	N/A	N/A	$714.00
OIL:								
ANTI-FREEZE/RED:								
EXTENDED LIFE PREDILUTED 50:50 55 GALLONS:	N/A		N/A	N/A		N/A	N/A	
BRAND:	N/A	NAPA Extended Life 50/50	N/A	N/A	O'Reilly's	N/A	N/A	Chevron Delo ELC 50/50
COST:	N/A	$397.30	N/A	N/A	$425.99	N/A	N/A	$440.00

	Home Depot, The	NAPA Auto Parts, M&R McGowen LLC	National Guaranteed Vinyl, Inc.	Northstar Equipment	O'Reilly's	Rush Truck Centers of Texas, LP dba Rush Bus Center Dallas	Southwest International Trucks, Inc.	Taylor Oil, Co.
ANTI-FREEZE/GREEN:								
SUPREME PREDILUTED 50:50 55 GALLONS:	N/A		N/A	N/A	N/A	N/A	N/A	
BRAND:	N/A	NAPA	N/A	N/A	N/A	N/A	N/A	Chevron
COST:	N/A	$397.30	N/A	N/A	N/A	N/A	N/A	$345.00
GREASE:								
ULTRA-DUTY GREASE EPNLGI 2 120LBS:	N/A		N/A	N/A		N/A	N/A	
BRAND:	N/A	Mystik JT6	N/A	N/A	JT-Mystik	N/A	N/A	Chevron
COST:	N/A	$349.99	N/A	N/A	$325.99	N/A	N/A	$302.40
Have you included API and Mack EO-K/2 certificates?	N/A	No	No	No	No	N/A	N/A	Yes
Percentage discount for Automotive Lubricants:	N/A	0%	0%	N/A	0%	0%	N/A	See exceptions
Exceptions and deviations:	N/A	N/A	N/A	None	N/A	REI catalog relects 18% off list price. ATR transmissions 10% off list price.	Southwest International CAN NOT guarantee prices for a year or the duration of the contract period. Southwest International Trucks, Inc. of Fort Worth will offer National Fleet pricing (the lowest published price). No additional discount will be offered for catalogs, printed price lists and on-line pricing.	Precentage discount for automotive lubricants: delivered cost plus 15% supplier does not have suggested retail pricing, only our cost price sheets.

Note 1: Attached price list for seat covers and rebond foams. See proposal submitted for pricing information.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

CURRICULUM AND INSTRUCTION

TO: Dr. James Largent, Superintendent	**FROM**: Sharon Williams **DATE**: August 3, 2015 **RE**: SSI Waiver (Accelerated Instruction)

SUMMARY:

To ensure that all students receive the instruction and support they need to be academically successful in mathematics and reading, House Bill 3 includes an accelerated instruction provision in the Student Success Initiative (SSI). This provision requires districts and charter schools to provide accelerated instruction to students in grades 5 and 8 who do not demonstrate proficiency on the State of Texas Assessment of Academic Readiness (STARR) reading and/or mathematics tests. This accelerated instruction must occur after each administration of the test, **including the third administration**.

To assist districts and charter schools in meeting the accelerated instruction provision after the third administration of the test, the agency is allowing districts and charter schools to apply for an expedited waiver to adjust the timeline for providing accelerated instruction to students who fail the third administration. Approval of the waiver would allow districts and charter schools to promote or place these students in the subsequent grade during the first six weeks of the school year prior to the completion of the accelerated instruction.

RECOMMENDATION:

It is recommended that the SSI (Accelerated Instruction) waiver be approved.

Respectfully submitted,

Sharon Williams
Director of Curriculum and Instruction

GRANBURY ISD
TECHNOLOGY DEPARTMENT

TO: Dr. James Largent, Superintendent	**FROM**: Amy Wood **DATE**: August 18, 2015 **RE**: Technology Purchases for 2015-2016

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place".

Technology purchases are all purchased using DIR and TCPN contracts or other interlocal agreements the District has entered into. DIR and TCPN award contracts via an approved purchasing method. GISD is able to purchase directly from their contracts without going through the formal bid process. GISD uses these resources to gather quotes for purchasing decisions at the time of the purchase. The following purchases are planned to occur prior to August 31, 2016 by the technology department. These purchases include funds allocated to the technology department, campuses, and various departments in the district. Since these purchases could exceed the $50,000 amount, they need to be approved by the Board.

- **Account Code 199 E 11/12/51/52/53 6244**

  - Cisco SMARTnet Premium Support Contract Renewals – **$59,000**
  - Maintenance Contract Renewal for Dell PowerEdge Servers – **$12,500**
  - Fluke DTX-1200 Gold SuperVision Support Contract Renewal – **$1,500**
  - Maintenance Contract Renewal for Web Security/Packet Shaper– **$15,000**
  - Dell App Assure - **$5,000**
  - Extreme Network Maintenance **- $45,000**
  - Generator Maintenance **- $1,000**
  - VM Vcenter Voice Management **– $12,000**

Budget - Up to **$160,000**

- Account Code 199 E 11/51/52/53 6249

  - Microsoft Support Pack - **$1,500**
  - SolarWinds and Orion Maintenance - **$4,500**

Budget – Up to **$6,000**

- Account Code 199 E 53 6291

  - VST Renewal - **$7,500**

Budget – Up to **$7,500**

- **Account Code 199 E 11/53 6393**

  - Toner Cartridges - $**46,900**

Budget - Up to **$50,000**

- **Account Code 199 E 11/13/41/53 6397**

  - Computer/Server/Projector Supplies – **$54,000**
  - LTO2 200/400GB Ultrium Tape Cartridges – **$1,500**
  - Server Room Rack Replacements – **$3,600**
  - FiberOptic Cable - **$2,500**
  - SIF Licenses – **$12,000**
  - Cisco GBICS/Cables/Connectors - $**6,500**
  - ARIN Fee - **$500**
  - VMWare Vcenter Management Software - **$3,000**
  - Microsoft Licenses (remote management) - **$5,000**
  - Microsoft Licenses for Office and Windows – **per FTE price**
  - Citrix Renewal - **$1,150**
  - Hyena Maintenance and Security Certificates **– $1,500**
  - Terminal Services Licenses - **$3,500**
  - Eduphoria Software Suite - **$12,000**
  - SIF Licensing & Maintenance - **$14,500**
  - SkyWard Annual Maintenance/Training - **$98,000**
  - Security Certificates **- $4,000**
  - Cabling Supplies **- $ 6,000**

Budget - Up to **$290,000**

- **Account Code 199 11/51/53 6636**

  - Server Replacements - **$200,000**
    - Server Replacement including VM, routine server replacements, VEEAM Backup and Replication, Symantec Backup Exec Upgrade, Fiber Channel Replacements/Expansion Kits, SAN Array for VNX,

Budget - Up to **$200,000**

- **Account Code 199/410 E 11/12/23/31/33/51/53 6645**

  - Replacement Campus/Department UPS Systems - **$14,000**
  - Replacement Campus/Department Network Switches – **$50,000**
  - Replacement Voice Gateways – **$15,000**
  - Department Desktop & Laptop Replacements – **$75,000**
  - Student, Teacher, and Staff Replacement Schedule - **$630,000**
    - Including Virtual Desktop Solution, Netbooks, Desktops, Laptops, NComputing, iPads, iPods, tablets, Printers, Projectors, Document Cameras, SmartBoards, etc.
  - Access Points - **$12,000**
  - Servers under $5000 (routine server replacement, additions necessary for new software) **- $25,000**
  - Phone Replacements **– $8,000**
  - Incidental Cabling Charges **- $10,000**

Budget - Up to **$900,000**

- **Other Campus Technology**

- TelePacific Internet Access – **$60,000**	(199 E 11 6297 99 xxx x xx xxx)
- AT&T T1 Distance Learning Circuit – **$4,000**	(199 E 11 6297 99 xxx x xx xxx)
- Charter Communications Fiber Optic Lease – $**120,500**	(199 E 11 6297 99 xxx x xx xxx)
- Internet Content Filtering/Antivirus and MDM- **$130,000**	(199 E 11 6397 00 xxx x xx xxx)

-Software Expenditures

- ACT Engage - **$7,600**	(xxx E 31 6397 xx xxx x xx xxx)
- Admin Studio - **$1,000**	(xxx E 11 6397 xx xxx x xx xxx)
- AESOP Absence Reporting and Substitute Calling - **$7,000**	(xxx E 41 6397 xx xxx x xx xxx)
- AgileSports Technology - **$2,500**	(xxx E 36 6397 xx xxx x xx xxx)
- AR Renaissance Place - **$25,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Assistive Technology as needed by students - **$10,000**	(xxx E 11/31 6397 xx xxx x xx xxx)
- BoardMaker Software - **$399 per license**	(xxx E 11/31 6397 xx xxx x xx xxx)
- BrainPop - **$25,000**	(xxx E 11 6239 xx xxx x xx xxx)
- Career Planning/Exploration Software **-$7,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Campus Improvement Plan Software **- $6,000**	(xxx E 23 6397 xx xxx x xx xxx)
- Charms Music Software - **$300/per campus**	(xxx E 11 6397 xx xxx x xx xxx)
- CTE Certification/Curriculum Software **- $60,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Curriculum Online Professional Development **- $50,000**	(xxx E 11 6397 xx xxx x xx xxx)
- DMAC - **$17,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Edulog Route Editor **- $10,000**	(xxx E 34 6397 xx xxx x xx xxx)
- ESC Comprehensive Contract - **$25,000**	(xxx E 13 6239 xx xxx x xx xxx)
- E-Scholarships Online - **$550**	(xxx E 31 6397 xx xxx x xx xxx)
- eStar Class Software - **$40,000**	(xxx E 11/31 6397 xx xxx x xx xxx)
- Field Trip Software **- $6,000**	(xxx E 34 6397 xx xxx x xx xxx)
- Flocabulary **- $100**	(xxx E 11 6397 xx xxx x xx xxx)
- Follett Destiny Software - **$40,000**	(199 E 12 6397 99 xxx x xx xxx)
- Follett Scanner Support Renewal **-$2,000**	(199 E 12 6244 99 xxx x xx xxx)
(textbook module addition)	(199 E 12 6244 99 xxx x xx xxx)
- Galaxy Software **- $150**	(xxx E 51 6297 xx xxx x xx xxx)
- Pathway to Engineering Fee **-$5,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Imagine Learning **– $50,000**	(xxx E 11 6397 xx xxx x xx xxx)
- iStation - **$26,000 - $60,000 (state no longer funds)**	(xxx E 11 6397 xx xxx x xx xxx)
- Lego Education Robotics Software **- $350 per license**	(xxx E 11 6397 xx xxx x xx xxx)
- Library Databases – **$20,000**	(xxx E 11 6397/6239 xx xxx x xx xxx)
- LoneStar Maintenance **- $4,000**	(xxx E 12 6244 xx xxx x xx xxx)
- MailArchiva **- $12,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Megatronics Fuel Pump **- $2,000**	(xxx E 34 6397 xx xxx x xx xxx)
- Menu Planning Software - **$7,500**	(xxx E 35 6397 xx xxx x xx xxx)
- Mizuni SIF Agent **- $7,000**	(xxx E 35 6397 xx xxx x xx xxx)
- Music Software (Charms/Finale/SmartMusic) - **$5,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Naglieri Nonverbal Ability test (GT) - **$14,500**	(xxx E 11 6397 xx xxx x xx xxx)
- Nutrikids and POS Software **- $8,500**	(xxx E 35 6397 xx xxx x xx xxx)
- OdysseyWare - **$60,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Online IPT – **$1,000**	(xxx E 31 6339 xx xxx x xx xxx)
- PD360 **-$30,000**	(xxx E 13 6397 xx xxx x xx xxx)
- Responsive Learning PDAS Course **- $4,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Research Databases **- $15,000**	(xxx E 12 6239/6397 xx xxx x xx xxx)
- School Messenger **- $20,000**	(xxx E 11 6297/6397 xx xxx x xx xxx)
- School Recruiter **- $6,000**	(xxx E 41 6397 xx xxx x xx xxx)
- SchoolDude (Facility and Utility**) - $7,000**	(xxx E 51 6397 xx xxx x xx xxx)
- SchoolWires - **$35,000**	(xxx E 11 6239 xx xxx x xx xxx)
- SPED Management Software - **$35,000**	(xxx E 11/31 6397 xx xxx x xx xxx)
- Starfall - **$2,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Study Island - **$52,000**	(xxx E 11 6397 xx xxx x xx xxx)
- Swank Motion Picture License**- $7,000**	(xxx E 11 6397 xx xxx x xx xxx)

- TalentEd & Recruit Professional (HR) - **$9,000** (xxx E 41 6397 xx xxx x xx xxx)
- Teacher Evaluation/Refesher (Online) - **$4,000** (xxx E 11 6397 xx xxx x xx xxx)
- Turnitin Paradigms **- $3,000** (xxx E 11 6397 xx xxx x xx xxx)
- Vector Works **– $2,000** (xxx E 11 6397 xx xxx x xx xxx)
- V-Soft (Raptor) Maintenance & Support Renewal – **$5,800** (199 E 52 6397 99 xxx x xx xxx)

- **<u>Donated Funds for Technology Items</u>**

- Mobile Devices, SmartBoards, Projectors, Document Cameras, Innovative Technologies and other items (199 E 11 6645 xx xxx x xx xxx)
- Software, cases for devices, mounts, iTunes Cards and other items to support technology (199 E 11 6397 xx xxx x xx xxx)

Budget – Up to **$50,000**

RECOMMENDATION:

It is recommended that the above purchases be made with appropriate vendors in the best interest of the District.

Respectfully submitted,



Amy Wood
Director of Technology

GRANBURY ISD
TECHNOLOGY DEPARTMENT

TO: Dr. James Largent, Superintendent	**FROM**: Amy Wood **DATE**: August 18, 2015 **RE**: Xerox Leases - Continuation

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place."

The district budget includes the continuation of the leases for Xerox machines across the District. These contracts were entered into as part of our participation in the Texas Comptroller's Office interlocal (TPASS) and the TCPN Interlocal. The purchase has been reviewed and it is determined to be in the best interest of the District to purchase using these methods.

A spreadsheet detailing all contracts is attached for your review.

RECOMMENDATION:

It is recommended that the Xerox leases described above be continued as presented.

Respectfully submitted,



Amy Wood
Director of Technology

						XEROX CONTRACTS 2015-2016								
CONTRACT DATE	CONTRACT NUMBER	SERIAL NUMBER	MODEL NUMBER	P.O NUMBER	LOCATION	TERM	END DATE	MONTHLY PAYMENT	QUARTLEY	COPIES	COMMENTS	YEARLY COST	ACCOUNT CODES	TOTAL 8/31/2015
11/01/12	TCPN R5008	BG2940586	D95CP	7281500134	CURRICULUM - Workrm	36	10/31/15	$1,696.20	N/A	unlimited copies	scanning	$20,354.40	199 E 11 6268 CA XXX0 11 000	$3,392.40
11/01/12	TCPN R5008	AE7195795	WC5325PT	7281500100	CROSSLAND - Cont. Mast.	36	10/31/15	$126.14	$50.00	all prints	.0067 Per Copy	$1,713.68	199 E 11 6268 00 005 0 23 000	$252.28
11/01/12	TCPN R5008	AE7195847	W5325PT	7281500105	GHS - Athletics	36	10/31/15	$126.14	$15.00	all prints	.0067 per Copy	$1,573.68	181 E 36 6268 00 001 0 91 000	$252.28
11/26/12	TPASS 985-L2	XEH070343	5740APT	7281500111	HUMAN RE	36	12/31/15	$193.74	N/A	20K	scanning	$2,324.88	199 E 41 6268 00 727 0 99 000	$774.96
11/26/12	TPASS 985-L2	XEH070355	5740APT	7281500097	BUSINESS	36	12/31/15	$193.74	N/A	20K	scanning	$2,324.88	199 E 41 6268 00 726 0 99 00J	$774.96
11/26/12	TCPN R5008	AE7196196	WC5325	7281500091	AMS - Counselor's	36	12/31/15	$115.20	$50.00	all prints	.0067 Per Copy	$1,586.24	199 E 31 6268 00 042 0 99 000	$460.80
11/26/12	TPASS 985-L2	XEH070399	5740APT	7281500110	GMS - Counselor's	36	12/31/15	$172.13	N/A	20K	scanning	$2,065.56	199 E 31 6268 00 041 0 99 000	$688.52
11/26/12	TCPN R5008	AE7196158	WC5325	7281500108	GMS - Content Mastery	36	12/31/15	$115.52	$50.00	all prints	.0067 Per Copy	$1,586.24	199 E 11 6268 00 041 0 23 000	$462.08
11/26/12	TCPN R5008	AE7153347	WC5325	7281500093	AMS - Content Mastery	36	12/31/15	$115.52	$15.00	all prints	.0067 Per Copy	$1,446.24	199 E 11 6268 00 042 0 23 000	$462.08
12/07/12	TPASS 985-L2	XEL004879	5790PT	7281500104	GHS - Workrm#1	36	12/31/15	$695.43	N/A	150K	scanning	$8,345.16	199 E 11 6268 00 001 0 11 000	$2,781.72
01/18/13	TPASS 985-L2	XEH074937	5740APT	7281500106	GHS - Counselor's	36	01/31/16	$193.74	N/A	20K	scanning/fax	$2,324.88	199 E 31 6268 00 001 0 99 000	$2,324.88
07/01/13	TPASS 985-L2	EX7387024	5845APT	7281500115	SPEC ED 14	36	06/30/16	$211.01	N/A	25K	scanning	$2,532.12	199 E 31 6268 00 943 0 23 000	$2,532.12
07/01/13	TPASS 985-L2	EX7387343	5845 APT	7281500116	STARS	36	06/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 11 6268 00 002 0 26 000	$2,532.12
07/01/13	TPASS 985-L2	EX7392079	5845 APT	7281500095	BRAWNER - Front Office	36	06/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 23 6268 00 108 0 11 000	$2,532.12
07/01/13	TPASS 985-L2	EX7387357	5845 APT	7281500090	AES - Front Office	36	06/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 23 6268 00 102 0 11 000	$2,532.12
07/01/13	TPASS 985-L2	EX7387369	5845 APT	7281500099	CROSSLAND - Front Off	36	06/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 23 6268 00 005 0 11 000	$2,532.12
09/01/13	TPASS 985-L2	EX7392017	5845APT	7281500096	BTC	36	08/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 11 6268 00 003 0 26 000	$2,532.12
11/01/13	TPASS 985-L2	EX7394308	5845APT	7281500119	SPED - RM17	36	10/31/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 21 6268 00 943 0 23 000	$2,532.12
02/21/14	DIR-SDD-1683	EX7411875	5845 APT	7281500117	TECHNOLOGY	36	02/28/17	$268.80	N/A	10K	scanning/fax	$3,225.60	199 E 53 6268 00 728 0 99 000	$3,225.60
10/01/14	DIR-SDD-1683	A29549186	WC5325PT	7281500062	CROSSLAND - Counselor	36	09/30/17	$176.54	N/A	3.5K	scanning	$2,118.12	199 E 31 6268 00 005 0 99 000	$1,941.94
10/01/14	DIR-SDD-1683	A2M620440	5845APT	7281500065	GMS - Front Office	36	09/30/17	$268.80	N/A	10K	scanning/fax	$3,225.60	199 E 23 6268 00 041 0 11 000	$2,956.80
10/01/14	DIR-SDD-1683	A2M620892	5845APT	7281500075	Administration	36	09/30/17	$268.80	N/A	10K	scanning/fax	$3,225.60	199 E 41 6268 00 730 0 99 000	$2,956.80
10/01/14	DIR-SDD-1683	A2M620500	5845APT	7281500067	BACCUS - Front Office	36	09/30/17	$268.80	N/A	10K	scanning/fax	$3,225.60	199 E 23 6268 00 105 0 11 000	$2,956.80
10/01/14	DIR-SDD-1683	A2M620751	5845APT	7281500061	AMS -Front Office	36	09/30/17	$268.80	N/A	10K	scanning/fax	$3,225.60	199 E 23 6268 00 042 0 11 000	$2,956.80
10/01/14	DIR-SDD-1683	A2M620934	5845APT	7281500068	OAKWOODS - Office	36	09/30/17	$268.80	N/A	10K	scanning/fax	$3,225.60	199 E 23 6268 00 106 0 11 000	$2,956.80
10/01/14	DIR-SDD-1683	A2M620867	5845APT	7281500071	CURRICULM	36	09/30/17	$268.80	N/A	10K	scanning/fax	$3,225.60	199 E 13 6268 00 731 0 99 000	$2,956.80
10/01/14	DIR-SDD-1683	A2M620998	5845APT	7281500063	EMMA - Front Office	36	09/30/17	$268.80	N/A	10	scanning/fax	$3,225.60	199 E 23 6268 00 104 0 11 000	$2,956.80
10/01/14	DIR-SDD-1683	A2M620937	5845APT	7281500066	MAMBRINO - Front Office	36	09/30/17	$268.80	N/A	10K	scanning/fax	$3,225.60	199 E 23 6268 00 107 0 11 000	$2,956.80
10/01/14	DIR-SDD-1683	AE9549181	WC5325PT	7281500069	TRANSPORTATION	36	09/30/17	$193.75	N/A	3.5K	scanning/fax	$2,325.00	199 E 34 6268 00 800 0 99 000	$2,131.25
10/01/14	DIR-SDD-1683	AE9140991	WC5325PT	7281500070	MAINTENANCE	36	09/30/17	$193.75	N/A	3.5K	scanning/fax	$2,325.00	199 E 51 6268 00 951 0 99 000	$2,131.25
10/01/14	DIR-SDD-1683	A2M620996	5845APT	7281500064	Child Nutrition	36	09/30/17	$268.80	N/A	10K	scanning/fax	$3,225.60	240 E 35 6268 00 937 0 99 000	$2,956.80
11/01/14	DIR-SDD-1683	AE9551367	WC5335PT	7281500157	GHS Content Mastery	36	10/31/17	$195.62	N/A	5K	scanning	$2,347.44	199 E 11 6268 00 001 0 23 000	$1,956.20
11/01/14	DIR-SDD-1683	MX4205789	W7845PT	7281500156	ADMIN (color/black & white)	36	11/30/17	$496.90	N/A	color10k / bw 4.1k	scanning/fax	$5,962.80	199 E 41 6268 01 730 0 99 000	$4,969.00
07/01/14	TCPN R5008	BG2945776	D95CP	7281500120	AES -Teachers Workrm	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 102 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945575	D95CP	7281500121	AMS - Copy Room#1	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 042 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945842	D95CP	7281500132	AMS - Copy Room#2	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 042 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945836	D95CP	7281500125	BACCUS - Copy Room	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 105 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945566	D95CP	7281500131	BRAWNER - Copy Room	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 108 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945839	D95CP	7281500130	CROSSLAND -Workrm	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 005 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945873	D95CP	7281500129	EMMA - Techers Workrm	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 104 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945231	D95CP	7281500122	GHS Teachers WORKRM#2	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 001 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945833	D95CP	7281500123	GHS Teachers Workrm UPSTAIRS	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 001 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945835	D95CP	7281500127	GMS - Copy Room#1	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 041 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945764	D95CP	7281500128	GMS - Copy Room#2	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 041 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945844	D95CP	7281500126	MAMBRINO -Room 101	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 107 0 11 000	$7,139.04
07/01/14	TCPN R5008	BG2945741	D95CP	7281500124	OAK WOODS - Workrm	48	06/30/18	$594.92	N/A	150K	scanning	$7,139.04	199 E 11 6268 00 106 0 11 000	$7,139.04
11/01/12	TCPN R5008	BG2940586	D95CP	7281500134	CURRICULUM - Workrm	36	10/31/15	$1,696.20	N/A	unlimited copies	scanning	$20,354.40	199 E 11 6268 CA XXX0 11 000	$20,354.40
11/01/12	TCPN R5008	AE7195795	WC5325PT	7281500100	CROSSLAND - Cont. Mast.	36	10/31/15	$126.14	$50.00	all prints	.0067 Per Copy	$1,713.68	199 E 11 6268 00 005 0 23 000	$1,713.68
11/01/12	TCPN R5008	AE7195847	W5325PT	7281500105	GHS - Athletics	36	10/31/15	$126.14	$15.00	all prints	.0067 per Copy	$1,573.68	181 E 36 6268 00 001 0 91 000	$1,573.68
11/26/12	TPASS 985-L2	XEH070343	5740APT	7281500111	HUMAN RE	36	12/31/15	$193.74	N/A	20K	scanning	$2,324.88	199 E 41 6268 00 727 0 99 000	$2,324.88
11/26/12	TPASS 985-L2	XEH070355	5740APT	7281500097	BUSINESS	36	12/31/15	$193.74	N/A	20K	scanning	$2,324.88	199 E 41 6268 00 726 0 99 00J	$2,324.88
11/26/12	TCPN R5008	AE7196196	WC5325	7281500091	AMS - Counselor's	36	12/31/15	$115.20	$50.00	all prints	.0067 Per Copy	$1,586.24	199 E 31 6268 00 042 0 99 000	$1,586.24
11/26/12	TPASS 985-L2	XEH070399	5740APT	7281500110	GMS - Counselor's	36	12/31/15	$172.13	N/A	20K	scanning	$2,065.56	199 E 31 6268 00 041 0 99 000	$2,065.56
11/26/12	TCPN R5008	AE7196158	WC5325	7281500108	AMS - Content Mastery	36	12/31/15	$115.52	$50.00	all prints	.0067 Per Copy	$1,586.24	199 E 11 6268 00 041 0 23 000	$1,586.24
11/26/12	TCPN R5008	AE7153347	WC5325	7281500093	AGS - Content Mastery	36	12/31/15	$115.52	$15.00	all prints	.0067 Per Copy	$1,446.24	199 E 11 6268 00 042 0 23 000	$1,446.24
12/07/12	TPASS 985-L2	XEL004879	5790PT	7281500104	GHS - Workrm#1	36	12/31/15	$695.43	N/A	150K	scanning	$8,345.16	199 E 11 6268 00 001 0 11 000	$8,345.16
01/18/13	TPASS 985-L2	XEH074937	5740APT	7281500106	GHS - Counselor's	36	01/31/16	$193.74	N/A	20K	scanning/fax	$2,324.88	199 E 31 6268 00 001 0 99 000	$2,324.88
07/01/13	TPASS 985-L2	EX7387024	5845APT	7281500115	SPEC ED 14	36	06/30/16	$211.01	N/A	25K	scanning	$2,532.12	199 E 31 6268 00 943 0 23 000	$2,532.12
07/01/13	TPASS 985-L2	EX7387343	5845 APT	7281500116	STARS	36	06/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 11 6268 00 002 0 26 000	$2,532.12
07/01/13	TPASS 985-L2	EX7392079	5845 APT	7281500095	BRAWNER - Front Office	36	06/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 23 6268 00 108 0 11 000	$2,532.12
07/01/13	TPASS 985-L2	EX7387357	5845 APT	7281500090	AES - Front Office	36	06/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 23 6268 00 102 0 11 000	$2,532.12
07/01/13	TPASS 985-L2	EX7387369	5845 APT	7281500099	CROSSLAND - Front Off	36	06/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 23 6268 00 005 0 11 000	$2,532.12
09/01/13	TPASS 985-L2	EX7392017	5845APT	7281500096	BTC	36	08/30/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 11 6268 00 003 0 28 000	$2,532.12
11/01/13	TPASS 985-L2	EX7394308	5845APT	7281500119	SPED - RM17	36	10/31/16	$211.01	N/A	25K	scanning/fax	$2,532.12	199 E 21 6268 00 943 0 23 000	$2,532.12

Director of Human Resources

For:	**Board of Trustees**
Date:	**August 24, 2015**
Action:	**Update**

To:	**Dr. James M. Largent, Superintendent**	**From:**	**Shane Conklin**
		Date:	**August 12, 2015**
		RE:	**Employee Handbook**

SUMMARY:

The District is required to provide employees with written and/or electronic access to information with regard to administrative procedures, practices and certain board policies.

The District has revised the Employee Handbook to reflect the changes in the law, Board policy, and administrative procedures. The deleted sections from the previous Employee Handbook are indicated by strikethroughs and red print. Replacement wording and additional sections are indicated in blue print.

Respectfully submitted,

Shane Conklin
Shane Conklin
Director of Human Resources

GRANBURY ISD

Quality implementation of the TEKS
everyday, in every classroom,
for every student.

2015-2016

EMPLOYEE HANDBOOK

600 West Pearl
Granbury, Texas 76048
(817) 408-4000
www.granburyisd.org

GRANBURY INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Mark Jackson ..... President
Micky Shearon ..... Vice President
Barbara Herrington, Ed. D. ..... Secretary
Nancy Alana ..... Member
Joe Jones ..... Member
Chris Tackett ..... Member
B.J. Wallace ..... Member

ADMINISTRATION

Dr. James Largent ..... Superintendent (408-4007)
Ron Holmgreen ..... Assistant Superintendent of Schools (408-4009)
Shane Conklin ..... Director of Human Resources (408-4181)
Lewis "Dobie" Williams ..... Assistant Superintendent of Finance and Operations (408-4015)
Amy Wood ..... Director of Technology (408-4100)
Sharon Williams ..... Director of Curriculum (408-4042)
Diane Fullerton ..... Director of Special Education (408-4056)
Dwight Butler ..... Director of Athletics/Community Education (408-4080)
Randy Leach ..... Director of Maintenance/Facilities (408-4075)
Terry Slemmons ..... Director of Transportation (408-4155)
Judy Gentry ..... Director of CTE (408-4282)
Linda Williams ..... Director of Support Services (408-4085)
Jeff Meador ..... Public Information Officer (408-4006)
Amy Gilbert ..... Testing Coordinator/Advanced Academics (408-4041)
Becky Strain ..... Secondary Math & Social Studies Coordinator (408-4144)
Heather Dollins ..... Secondary ELA & Science Curriculum Coordinator (408-4031)
Wendy Gandy ..... Dyslexia/Section 504 Curriculum Coordinator (408-4415)
Latrisha Suitt ..... Special Programs Coordinator (408-4068)
Sharon Williams ..... Extended Day Supervisor (408-4035)
Curtis Starnes ..... Network Administrator (408-4104)
Jeremy Ross ..... Principal, Granbury High School (408-4600)
Jimmy Dawson ..... Principal, Acton Middle School (408-4800)
Pat Yelverton ..... Principal, Granbury Middle School (408-4850)
Ammie Hill ..... Principal, Crossland 9th Grade Center (408-4700)
Jincy Ross ..... Principal, Brawner Intermediate (408-4950)
Donnie Cody ..... Principal, Oak Woods School (408-4750)
Stacie Brown ..... Principal, Mambrino School (408-4900)
Anna Roe ..... Principal, Acton Elementary School (408-4200)
Leslie Tewell ..... Principal, Baccus Elementary School (408-4300)
Kellie Lambert ..... Principal, Roberson Elementary School (408-4500)
Ginna Marks ..... Principal, STARS Academy (408-4450)
Ginna Marks ..... Principal, Behavioral Transition Center (408-4400)

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Employee Handbook Receipt

Name_____Campus/Department_____

I hereby acknowledge that I understand that the:

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

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

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

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

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

Policy Code

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

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

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

** Finally, I understand that as a salaried (professional or paraprofessional) employee that I will be paid on a 12 month basis. **

_____

Signature Date Note: Sign, date and return to your supervisor.

** Applies only to Professional and Paraprofessional employees.

Introduction

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

***This handbook is neither a contract nor a substitute for the official District Policy Manual. It is not intended to alter the at-will status of noncontract employees in any way. Rather, the handbook is a guide to and a brief explanation of various district policies and procedures related to employment**. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. Policy manuals are located in the Central Administration Office at 600 West Pearl Street and are available for employee review during normal working hours. Additionally, all GISD policies, forms and exhibits are available on-line at www.granburyisd.org and can be accessed and printed by all employees. Contact your immediate supervisor about access to computers during normal working hours.*

District Information

Description of the District

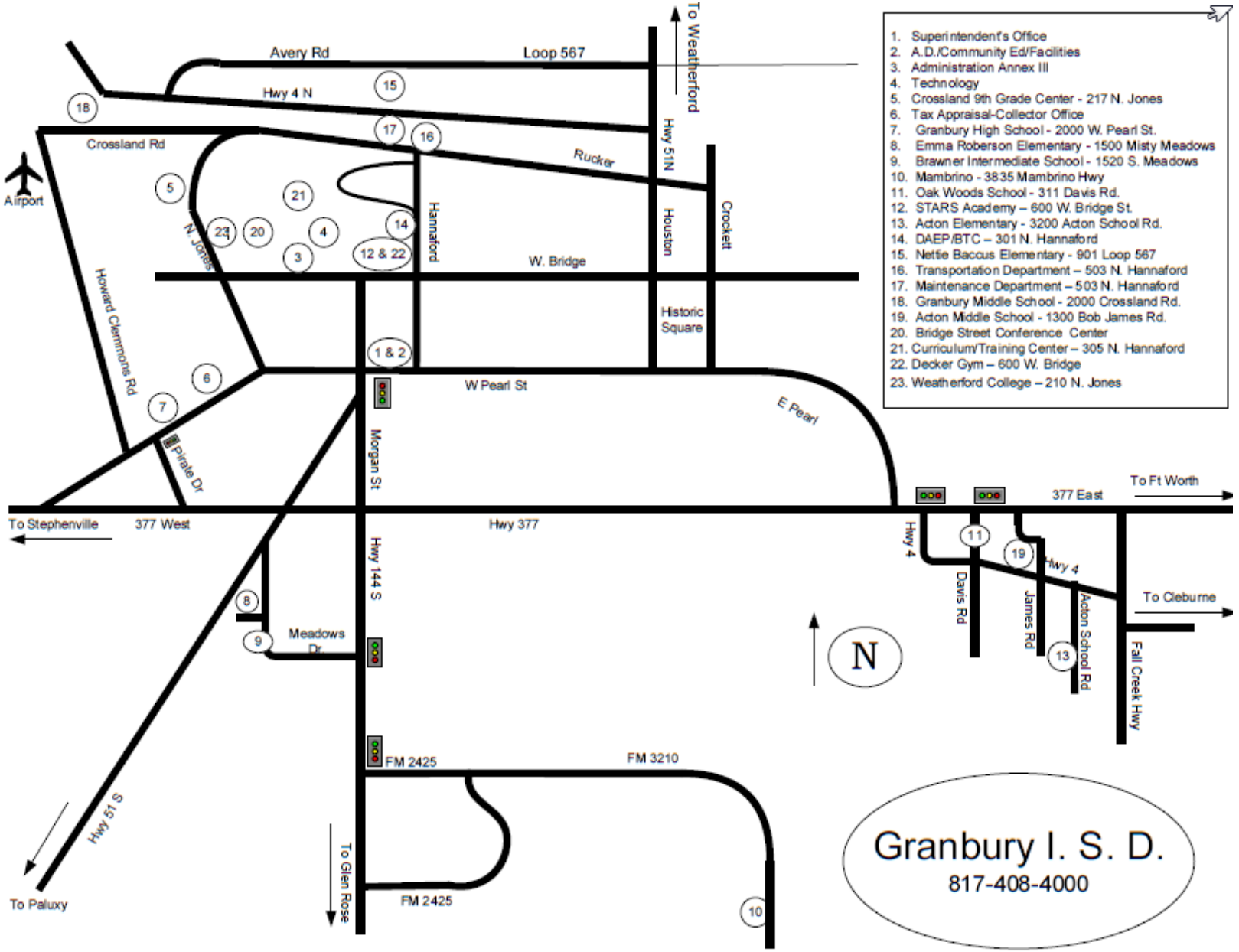
Granbury ISD has eleven campuses and serves approximately 6,800 students.

Granbury High School, serves students in grades 10 -12 and provides a complete array of curricular and extra-curricular programs, while all freshmen attend Crossland Ninth Grade Center. For students in grades 6-8, Acton Middle School and Granbury Middle School provide extensive extra-curricular programs that complement the curriculum. An Alternative Education Campus is provided for high school students through STARS Accelerated High School. The Behavioral Transitional Center provides an alternative setting for students who must be removed from the regular instructional program for disciplinary reasons.

The school district is divided into five elementary attendance zones: Acton Elementary School (PK-5); Nettie Baccus Elementary School (PK-5); Mambrino School (PK-5); Oak Woods School (PK-5); Emma Roberson Elementary School (PK-2) and Brawner Intermediate School (3-5).

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

The District provides specialized instructional assistance through its Career and Technical Education Department, Curriculum Department, Special Education Department and Technology Department. Additional Support is provided through the Athletics and Community Education Department, Business Office, Facilities and Maintenance Department, Human Resources Department, Public Information Office, Support Services Department and Transportation Department.


1. Superintendent's Office
2. A.D./Community Ed/Facilities
3. Administration Annex III
4. Technology
5. Crossland 9th Grade Center - 217 N. Jones
6. Tax Appraisal-Collector Office
7. Granbury High School - 2000 W. Pearl St.
8. Emma Roberson Elementary - 1500 Misty Meadows
9. Brawner Intermediate School - 1520 S. Meadows
10. Mambrino - 3835 Mambrino Hwy
11. Oak Woods School - 311 Davis Rd.
12. STARS Academy – 600 W. Bridge St.
13. Acton Elementary - 3200 Acton School Rd.
14. DAEP/BTC – 301 N. Hannaford
15. Nettie Baccus Elementary - 901 Loop 567
16. Transportation Department – 503 N. Hannaford
17. Maintenance Department – 503 N. Hannaford
18. Granbury Middle School - 2000 Crossland Rd.
19. Acton Middle School - 1300 Bob James Rd.
20. Bridge Street Conference Center
21. Curriculum/Training Center – 305 N. Hannaford
22. Decker Gym – 600 W. Bridge
23. Weatherford College – 210 N. Jones
To Weatherford
Avery Rd
Loop 567
Hwy 4 N
Crossland Rd
Rucker
Hwy 51N
Houston
Crockett
Airport
N. Jones
Hannaford
W. Bridge
Historic Square
Howard Clemmons Rd
1 & 2
W Pearl St
E Pearl
Pirate Dr
Morgan St
To Ft Worth
377 East
To Stephenville
377 West
Hwy 377
Hwy 4
Hwy 144 S
Davis Rd
James Rd
Acton School Rd
Fall Creek Hwy
To Cleburne
Meadows Dr
N
FM 2425
FM 3210
Hwy 51 S
To Glen Rose
FM 2425
To Paluxy
Granbury I. S. D.
817-408-4000

Public Education Mission, Goals and Objectives *(Policy AE)*

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

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

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

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

Board of Trustees *(Policies BA, BB series, BD series, and BE series)*

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

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

Current Board members Include: Mark Jackson, President, Position 5
Micky Shearon, ~~**Secretary**~~**Vice President**, Position 3
Barbara Herrington, Ed.D., ~~**Member**~~**Secretary**, Position 2
Nancy Alana, ~~**Vice President**~~**Member**, Position 4
Joe Jones, Member, Position 6
~~**Don Walton**~~**Chris Tackett**, Member, Position 1
B. J. Wallace, Member, Position 7

Regular meetings of the Board shall be scheduled in June of each year for a year in advance. Regular meetings shall be scheduled to begin with closed session at 5:00 p.m. and regular business to begin at 6:00 p.m. Workshops or Board training

are also held, when needed, in the Board Room. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Superintendent's office at least 72 hours' before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two hour notice.

All meetings are open to the public. Under the following circumstances, Texas law permits the Board to meet in closed session to discuss the following topics: prospective gifts or donations, real property acquisition, personnel matters including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys.

Board Meeting Schedule for ~~2014-2015~~2015-2016

July ~~21, 2014~~20, 2015
~~August 11, 2014 Tentative Board Meeting~~
August ~~25, 2014~~24, 2015
September ~~15, 2014~~21, 2015
October ~~20, 2014~~19, 2015
November ~~17, 2014~~16, 2015
December ~~15, 2014~~14, 2015

January ~~19, 2015~~25, 2016
February ~~16, 2015~~22, 2016
March ~~23, 2015~~28, 2016
April ~~20, 2015~~18, 2015
May ~~18, 2015~~9, 2016
June ~~15, 2015~~20, 2016

Central Administration:

Dr. James Largent Superintendent	408-4000
~~Carol Howard~~**Ron Holmgreen**, Assistant Superintendent of Schools	408-4000
~~Tom Howard~~**Shane Conklin**, Director of Human Resources	408-4181
Lewis "Dobie" Williams, Assistant Superintendent of Finance and Operations	408-4015
Amy Wood, Director of Technology	408-4100
Sharon Williams, Director of Curriculum	408-4040
Diane Fullerton, Director of Special Education	408-4050
Dwight Butler, Director of Athletics and Community Education	408-4080
Terry Slemmons, Director of Transportation	408-4150
Randy Leach, Director of Maintenance/Facilities	408-4075
Judy Gentry, Director of CTE	408-4282
Linda Williams, Director of Support Services	408-4085
Amy Gilbert, Coordinator, Testing/Advanced Academics	408-4041
Becky Strain, Coordinator, Secondary Math/Social Studies	408-4144
~~……..Coordinator, ESL/Elementary~~	~~408-4039~~
Heather Dollins, Coordinator, Secondary ELA/Science	408-4031
Latrisha Suitt, Coordinator of Special Programs	408-4070
Sharon Williams, Extended School Day Program	408-4035
Curtis Starnes, Network Administrator	408-4104

Helpful Contacts

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

	Dept #	Fax #	
Human Resources Department	408-4185	4199	Administrative Annex
Payroll Department	408-4139	4033	Administrative Annex
Business Office	408-4015	4033	Administrative Annex

Curriculum Office	408-4035	4045	Administrative Annex
Special Education	408-4050	4067	Administrative Annex
Employee Health Insurance Benefits	408-4191	4199	Administrative Annex

Campus Administration

Granbury High School–408-4600
2000 West Pearl
Jeremy Ross, Principal
Tammy Clark, Assistant Principal
Dale Hunt, Assistant Principal
Patti Sanderson, Assistant Principal
Amanda Burreul, Assistant Principal

Crossland Ninth Grade Center–408-4700
217 N. Jones
~~**Ron Holmgreen, Principal**~~
Ammie Hill, ~~**Assistant**~~ Principal **(Interim)**

Acton Middle School–408-4800
1300 James Road
Jimmy Dawson, Principal
Kristie Berryman, Assistant Principal
John Dafoe, Assistant Principal

Granbury Middle School–408-4850
2000 Crossland
Pat Yelverton, Principal
~~**Jincy Ross**~~**Jeff Berryman**, Assistant Principal
Margaret Flores, Assistant Principal

Brawner Intermediate School–408-4950
1520 S. Meadows
~~**Stacie Brown**~~**Jincy Ross**, Principal
~~**Kelley Phillips**~~**Leslie Ghiglieri**, Assistant Principal

Oak Woods School–408-4750
311 Davis Road
Donnie Cody, Principal
Chelsey Gibson, Assistant Principal

Mambrino School–408-4900
3835 Mambrino Highway
~~**Dana Goode**~~**Stacie Brown**, Principal
~~**Melinda Parker**~~**Kelley Phillips**, Assistant Principal

Acton Elementary School–408-4200
3200 Acton School Road
Anna Roe, Principal
Karla Willmeth, Assistant Principal

Nettie Baccus Elementary School–408-4300
901 Avery Road
Leslie Tewell , Principal
Deanna Bledsoe, Assistant Principal

Emma Roberson Elementary School–408-4500
1500 Misty Meadows
Kellie Lambert, Principal
Jimmy Heffernan, Assistant Principal

STARS Academy–408-4450
301 N. Hannaford
~~**Edwin Young**~~**Ginna Marks**, Principal

Behavioral Transition Center–408-4400
301 N. Hannaford
~~**Edwin Young**~~**Ginna Marks**, Principal

PDAS Appraisal Calendar and Timelines

GRANBURY ISD

SCHOOL CALENDAR 2015-16

July 2015

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

August 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	NH	SD	WD/SC	WD/SC	15
16	C/WD	SD	SD	W	W	22
23	~~24~~	25	26	27	28	29
30	~~31~~					

September 2015

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

October 2015

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

November 2015

S	M	T	W	T	F	S
1	2	3	4	5	ER	7
8	9	10	11	12	13	14
15	16	17	18	19	~~20~~	21
22	H	H	H	H	H	28
29	~~30~~					

December 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	~~ER~~	19
20	H	H	H	H	H	26
27	H	H	H	H		

January 2016

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

February 2016

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

March 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	~~11~~	12
13	H	H	H	H	H	19
20	~~21~~	22	23	~~24~~		26
27	~~28~~	29	30	31		

April 2016

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

May 2016

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

June 2016

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

CALENDAR KEYS

- NH — New Hire Orientation
- C/WD — Convocation/Waiver Day
- SD — Staff Development
- W — Work Day/Student Holiday
- WD/SC — Waiver Day/Professional Service and Student Holiday
- ER — Early Release Days
- First & Last Day of School
- H — Student/Teacher Holiday
- Bad Weather Days
- Beginning of six weeks
- End of six weeks
- Graduation/Early Release

DATES AT A GLANCE

Aug 11 New Hire Orientation

Sept 7 Labor Day
Nov 23-27 Thanksgiving Break

Dec 21 - Jan 1 Christmas Break
Jan 18 Martin Luther King Day
Mar 14-18 Spring Break
May 27 Graduation/
Last Day of School
May 30 Memorial Day

Bad Weather Days

March 25 to be used 1st

May 31 to be used 2nd

Grading Periods

First Semester - 78 days
Grading Period - Aug 24 - Oct 2
Grading Period - Oct 6 - Nov 6
Grading Period - Nov 9 - Dec 18

Second Semester - 97 days
Grading Period - Jan 4 - Feb 12
Grading Period - Feb 16 - Apr 8
Grading Period - Apr 11- May 27

www.granburyisd.org

Policy DNA (Legal), DNA (Local)

- Teacher Orientation on PDAS: August ~~19~~18 – August ~~22~~21
- Teacher Self-Report I due: on or before September ~~12~~11
- Formal Observation: Unannounced and may occur any date shown on calendar not marked out. Formal Observations shall: not occur on days scheduled for TAKS, ~~or other standardized tests or final exam days~~ **STAAR** (All other campuses can schedule formal observation when the HS is giving Exit TAKS, etc.); be conducted in accordance with Texas Education Code, Subchapter H, section 21.351-21.356
- Walk through visits: Any date in which school is in session. (Documentation shared within 10 days)
- Teacher Self-Report II & III: April ~~24, 2015~~22, 2016 deadline
- Summative Annual Conference: Before May ~~8, 2015~~6, 2016
- Policy DNA (Local)

▬ Indicates days on which appraisals cannot occur.

*****NO TEACHER APPRAISALS ON ANY DAY A CAMPUS IS STAAR TESTING*****

Management Safety Statement

Granbury Independent School District is committed to the protection of its resources, including both employee and physical assets, against the human distress and financial costs resulting from accidental losses.

In the interest of promoting safety, Granbury Independent School District supports a formal safety program to actively reduce the frequency and severity of accidental losses. The program is designed to avoid accidents involving students, District employees, and the public.

The Superintendent is responsible for overseeing the assignment of responsibilities for accident prevention; however, all employees share the ultimate success of any safety program.

All employees have the individual responsibility of preventing accidental losses by observing all established safety rules and regulations, by following supervisory directives, and by reporting any unsafe conditions or acts. All employees are trained during orientation on safe work habits and will be required to attend regularly scheduled safety training sessions (as outlined in GISD's Accident Prevention Plan). Failure to comply with the Plan will result in disciplinary action and possible termination.

Blood-borne Pathogen Training

All employees are required to attend the District training in dealing with the issue of blood-borne pathogens. Check with your supervisor for details.

Employment

Equal Employment Opportunity *(Policy DIA)*

The Granbury Independent School District does not discriminate against any employee or applicant for employment because of race, religion, color, gender, age, national origin, disability, military status, genetic information or on any other basis prohibited by law. Additionally, the district does not discriminate against an employee or applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminatory employment practice. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

Employees with questions or concerns relating to discrimination for any of the reasons listed above should contact James M. Largent Ed.D., Superintendent, at 408-4007 or ~~Carol~~ **Howard Ron Holmgreen**, Assistant Superintendent, at 408-4009.

Job Vacancy Announcements (*Policy DC*)

Announcements of job vacancies by position and location are posted on a regular basis and posted on the District's website

at www.granburyisd.org

Employment after Retirement *(Policy DC)*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full or part-time basis without affecting their benefits according to TRS rules and state laws. Detailed information about employment after retirement is available in the TRS publication *Employment After Retirement.* Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS website (www.trs.state.tx.us).

Contract and Non-Contract Employment (*Policies DC series,)*

In accordance with state law requirements, the District employs all full-time professional and administrative employees in positions requiring a certificate from the State Board for Educator Certification (SBEC) and Registered Nurses under probationary or term contracts. Employees in all other positions are employed at will or by a contract that is not subject to the procedures for non-renewal or termination under Chapter 21 of the Texas Education Code. The paragraphs that follow provide a general description of the employment arrangements used by the District.

Certification and Licenses – *(Policies DBA, DF)*

Professional employees whose positions require SBEC certification or professional license are responsible for taking actions to ensure their credentials do not lapse. Employees must submit documentation that they have passed the required certification exam and/or obtained or renewed their credentials to Human Resources in a timely manner.

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

Probationary Contracts

Registered Nurses and full-time professional employees new to the District and employed in positions requiring SBEC Certification must receive a probationary contract during their first year of employment. Former employees who are hired after a two-year lapse in District employment or employees who move to a position requiring a new class of certification may also be employed by probationary contract. Probationary contracts are one-year contracts. The probationary period for those who have been employed in public schools for at least five of the eight years preceding employment with the District may not exceed one school year. For those with less experience, the probationary period will be three school years (i.e. three one-year contracts), with an optional fourth school year if the Board determines it is doubtful whether a term contract should be given. All coaches will be placed on a dual assignment contract. This means the coaching and teaching responsibilities are inseparable.

Term Contracts

Full-time teachers and professionals employed in positions requiring SBEC certification, including Registered Nurses, will be employed by term contracts after they have successfully completed the probationary period. Campus principals and central office administrators are employed under term contracts. The terms and conditions of employment are detailed in the contract and employment policies. All employees will receive a copy of their contract. Access to all employment policies is provided on-line on each campus and in each department. A copy of all employment policies may be obtained from the Human Resources Office upon request or online.

Non-Certified Professional and Administrative Employees

Employees in certain professional and administrative positions, including Licensed Vocational Nurses serving as Campus Nurses, that do not require State Board for Educator Certification (such as non-instructional administrators) are employed by an annual contract that is not subject to the provisions for non-renewal or termination under the Texas Education Code, Section 21.

Paraprofessional and Auxiliary Employees

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

Searches, Alcohol and Drug Testing (*Policy CO, DHE)*

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

Employees required to have a commercial driver's license

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

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

All employees required to have a CDL, or who otherwise are subject to alcohol and drug testing, will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns related to alcohol and drug policies and related educational material should contact the Facilities/Safety Department at 408-4075.

Health Safety Training *(Policies DBA, DMA)*

Certain employees who are involved in physical activities for students must maintain and submit to the District proof of current certification or training in first aid, cardiopulmonary resuscitation (CPR), the use of an automated external defibrillator (AED), concussion and extracurricular athletic activity safety. Certification or documentation of training must be issued by the American Red Cross, the American Heart Association, University Interscholastic League, or another organization that provides equivalent training and certification. Employees subject to this requirement must submit their certification or documentation to their principal, manager, director, or direct supervisor by August 16.

Reassignments and Transfers (*Policy DK)*

All personnel are subject to assignment and reassignment by the Superintendent or designee when the Superintendent determines that the assignment is in the best interest of the District. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contracts. When reassignments from campus to campus are due to enrollment shifts or program changes, the Superintendent has final placement authority. When

transfers are voluntary or requested by the employee, the principal at the receiving campus must approve campus reassignments. Extracurricular or supplemental duty assignments may be reassigned at any time unless an extracurricular or supplemental duty assignment is part of a dual-assignment contract. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (LOCAL). **Any employee on a growth plan or deficiency plan is not eligible for voluntary transfers.**

Workload and Work Schedules (*Policies DEA, **DEAB,** DK, DL*)

Professional Employees

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

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

Elementary/Intermediate classroom teachers are required to be on their campus from 7:30 am to 3:30 pm. Secondary classroom teachers are required to be on campus from 8:15 am to 4:15 pm. Periodically, teachers will be required to perform supervisory duty and/or participate in faculty/staff meetings held outside these prescribed times. Teachers may also be elected or assigned to various committees that require meeting time outside the regular school day. As contract personnel, teachers are not governed by the 40-hour workweek regulations set by the wage and hour laws.

Paraprofessional and Auxiliary Employees – *(Policy DL)*

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

True Time

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

Breaks for Expression of Breast Milk *(Policies DEA, DEAB, DG)*

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

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

Notification to parents regarding qualifications (*Policies DK, DBA*)

In schools receiving Title I funds, the District is required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Texas law requires that parents be notified if their child is assigned for more than 30 consecutive instructional days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals on an emergency permit (including individuals waiting to take a certification exam) and individuals who do not hold any certificate or permit. Information relating to teacher certification will be made available to the public upon request. Employees who have questions about their certification status can call Karen Taylor, Certification Officer, at 408-4185.

Outside Employment and Tutoring *(Policy DBD)*

Employees who wish to accept outside employment or engage in other activities for profit must submit a written request to their supervisor. Approval for outside employment will be determined by the Superintendent or his designee and based on whether outside employment interferes with the duties of the regular assignment. The form can be found on-line through Microsoft Outlook under Public Folders. Teachers are not allowed to privately tutor their students for pay, except during the summer months.

Performance Evaluation *(Policy DN series)*

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

Employee Involvement *(Policy BQA, BQB)*

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

Staff Development *(Policy DMA)*

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

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

Compensation and Benefits

Salaries, Wages, and Stipends *(Policy DEA, DEAA)*

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

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

Employees should contact the Human Resources Department (408-4185) for more information about the District's pay schedules or their own pay.

Master's Degree

It is the employee's responsibility to notify the HR department after successfully completing a Master's Degree. They must provide documents (original transcripts with conferred date) as requested by the HR department to show that they completed the degree.

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

There will be no "retroactive pay" changes.

Paychecks

~~Cafeteria personnel~~**Food Service Workers,** ESD aides, 190-day-custodians, and security guards are paid twice monthly during the months worked. All other employees are paid twice monthly over a twelve-month period. The District uses a completely paperless payroll system. Paychecks are deposited into employee designated accounts.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. See the illustrated guide, Exhibit A (page 61), if you have questions about your payroll statement or visit the Business Office website under payroll http://www.granburyisd.org/Page/1077 under How to view and print check information.

The deadlines associated with payroll processing are included on the Business Office website under payroll. http://www.granburyisd.org/Page/11276

The schedule of pay dates for the ~~2014-2015~~**2015-2016** school year is as follows:

September 15, 201~~4~~**5**
September 30, 201~~4~~**5**
October 15, 201~~4~~**5**
October 3~~1~~**0**, 201~~4~~**5**
November 1~~4~~**3**, 201~~4~~**5**
November ~~28~~**30**, 201~~4~~**5**
December 15, 201~~4~~**5**
December 31, 201~~4~~**5**
January 15, 201~~5~~**6**

March 1~~3~~**5**, 201~~5~~**6**
March 31, 201~~5~~**6**
April 15, 201~~5~~**6**
April ~~30~~**29**, 201~~5~~**6**
May 1~~5~~**3**, 201~~5~~**6**
May ~~29~~**31**, 201~~5~~**6**
June 15, 201~~5~~**6**
June 30, 201~~5~~**6**
July 15, 201~~5~~**6**

January ~~30~~29, 201~~5~~6
February 1~~3~~5, 201~~5~~6
February 2~~7~~9, 201~~5~~6

July ~~31~~29, 201~~5~~6
August 1~~4~~5, 201~~5~~6
August 31, 201~~5~~6

Automatic Payroll Deposit

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

Payroll Deductions *(Policy CFEA)*

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) or Social Security (certain positions) and federal income tax are required for all full-time employees. Medicare tax deductions are also required for all employees hired in this district after March 31, 1986. By Federal Law, temporary and part-time employees who are not eligible for TRS membership must have 457 Deferred Compensation contributions deducted.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for ~~**health, dental, life, and vision insurance**~~ **medical and voluntary insurance products**; annuities or 403(b) funds; the higher education savings plans; child support; student loans; ~~**United Way;**~~ and savings bonds. Employees may also request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

Overtime compensation *(Policy DEA**B**)*

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with the FLSA.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40 hour workweek and do not earn additional pay unless they work more than 40 hours.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at midnight Saturday.

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

- Comp time earned by nonexempt employees may not accrue beyond a maximum of 40 hours. If an employee has a balance of more than 40 hours of overtime, the employee will be required to use compensatory time or, at the District's option, will receive overtime pay.
- Comp time must be used in the duty year that it is earned, unless previously approved by the Supervisor.
- Use of comp time may be at the employee's request with supervisor approval as workload permits, or at the supervisor's direction.
- An employee may be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- In calculating the 40-hour week, employees do not calculate the time used for lunch. Lunch should be taken somewhere other than the regular workstation.

Travel Expense Reimbursement *(Policy DEE)*

An employee shall be reimbursed for reasonable, allowable expense incurred in carrying out District business only with the prior approval of the employee's immediate supervisor.
Reimbursement for authorized travel shall be in accordance with **legal requirements.** ~~**the rate established by the State of Texas Travel Allowance Guide published by the State Comptroller of Public Accounts.**~~

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

For any authorized expense incurred, ~~**except for meals associated with travel that involves being away from the District for more than six hours,**~~ the employee shall submit a statement, with receipts to the extent feasible, documenting actual expenses and in accordance with administrative procedures.

Expenses for meals associated with authorized travel not related to a state or federal grant shall be paid to employees on a per diem basis. No receipts shall be required for expenses paid on a per diem basis. ~~**The District shall pay for meal expenses associated with travel when the employee shall be away from the District for more than six hours on a per diem basis, with no requirement for receipts. The number of meals allowed shall be based on the time of departure and time of return**~~. All forms are available on-line at *www.granburyisd.org*.

Health, Dental, and Life Insurance *(Policy CRD)*

Group *medical insurance coverage is available to eligible employees. Detailed descriptions of insurance* coverage, costs, and eligibility requirements are provided to all employees in a benefits booklet available from the HR Department or online at *www.granburyisd.org/hr*.

Group medical insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. The District currently contributes $350.00 for full-time regular employees and $254.00 for part-time employees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are ~~**regularly scheduled to work at least**~~ **employed for** 10 **or more regularly scheduled** hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) ~~**and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week**~~ are not eligible to participate in TRS-ActiveCare.

The medical insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each ~~**spring**~~ **year**. Services are provided through Aetna. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in the enrollment guide. Employees should contact the following for more information and questions: Aetna 1-800-222-9205 or www.trsactivecareaetna.com and www2.caremark.com/trsactivecare/

Supplemental Insurance Benefits *(Policy CRD)*

At their own expense, employees may enroll in supplemental insurance programs. Various insurance products are offered each year i.e. dental, vision, disability and accident, supplemental life and cancer and heart/stroke insurance. Premiums are paid by payroll deduction. Employees may contact the District's Third Party Administrator or the Human Resources Office for more information at 817-408-4185 and/or consult the Benefits Booklet available online at *www.granburyisd.org* under the Insurance Link.

Part-time employees are not eligible for Supplemental Insurance Benefits until they have been an employee of the District for five (5) years.

The Plan Year for all Supplemental insurance products is from ~~**January 1 through December 31**~~**September 1 through**

August 31.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit annually during the open enrollment periods. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, disability, vision, and dental insurance.) The District's third-party administrator handles employee claims made on these accounts.

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

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

Workers' Compensation Insurance *(Policy CRE)*

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or injured on the job. The District has worker's compensation coverage from Claims Administration Services, Inc., effective September 2000. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.
All work-related accidents or injuries should be reported immediately to the employee's supervisor and to the Executive Director of Finance (Business Office) at 817-408-4015. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Worker's Compensation Benefits, page 24 for information on use of paid leave for such absences.

Unemployment Compensation Insurance *(Policy CRF)*

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

Teacher Retirement

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

Employees who plan to retire under TRS should notify the Payroll Department and the Human Resources Department as soon as possible. Information on the application procedures for TRS benefits is available through both the Payroll Department and the Human Resources Department. Additional inquiries should be addressed to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 1-800-223-8778 or 512-397-6400. If you have a TRS PIN number, you may call 1-888-877-0123 or website: www.trs.state.tx.us.

For information on restrictions of employment of retirees in Texas Public Schools see Section: Employment (Employment after Retirement).

Other Benefit Programs

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

The District offers supervised, before and after school care for children of all GISD Employees at a discounted rate. The service is offered for children Pre-K through 6th grade. Employees can check with his or her supervisor or contact Sharon Williams at 408-4035 or sharon.williams@granburyisd.org.

Leaves and Absences *(Policy DEC, DECA, DECB)*

The District offers employees several types of paid leaves of absence for times of personal need. Federal and State law allow for several types of leave without pay such as Family and Medical Leave **and** Temporary Disability Leave. ~~**and Workers' Compensation.**~~ This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call Human Resources Department at 817-408-4185 for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the District.

~~**Unless an employee requests a different order through their Principal/Director, available paid state and local 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. State personal leave.**~~

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

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

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification.

Employees who are eligible to receive an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave, authorized under the Family and Medical Leave Act, will be paid by the District, as they were when they were working. Otherwise, the District does not make benefit contributions for employees who are on unpaid leave.

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

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

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

Leave must be used in half (1/2) day increments. However, if an employee is taking intermittent family and medical leave, if applicable, leave shall be recorded in one-hour increments. Earned comp time must be used before any available paid state and local leave.

Reporting Absences

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave procedures and forms. All employees must notify their immediate supervisor or his/her designee and submit a time off request through Skyward Employee Access. Go to Employee Center, Skyward Employee Access. Help information can be found at Employee Center, Time Off Process. Auxiliary employees in the Child Nutrition, Custodial, Maintenance, and Transportation departments utilize a Leave Request Form. Procedures for reporting absences for these employees are handled through the Skyward Time Off Limited Access System. Training in the use of this form and procedure is provided in each department.

Medical Certification. Any employee who is absent 5 or more consecutive days because of a personal illness or illness in the immediate family; requests FMLA leave must submit a medical certification letter from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in case of personal illness the employee's fitness to return to work.

The employee shall submit a fitness-for-duty report from the treating health-care provider upon return to duty from any absence of more than five consecutive days for the employee's personal illness or injury. The District shall provide to the health-care provider the employee's job description, including essential functions of the employee's assignment.

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

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

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

At this time, the District has an absence reporting system, which all employees on campuses and Exempt Administration employees are required to use when the employee is absent from work. The absence reporting system records the employee's absence and calls a substitute for teachers and some paraprofessionals only. The telephone number of the absence reporting system is 800-942-3767. The help desk number is 817-408-4193.

Each employee is issued his/her own personal identification number or PIN number. To receive your PIN number, you will need to contact your Department/Campus Secretary.

ABSENCE REASONS:

1. Personal Illness
2. Family Illness
3. Personal Business
4. Bereavement
5. Jury Duty
6. Compensatory Time
7. 240 Non-Contract Days
8. Workers' Comp
9. 226 Non-Contract Days
10. School Business –(See Note below)

Note: School Business absences will be specifically described by your supervisor in advance. He/she will provide an appropriate code number for the absence reason before the employee calls or enters the absence reporting system.

When you call Aesop

To Review or Change your Personal Information, Press ⑤

- To review or change the recording of your name and title, Press ①
- To change your Pin number, Press ②
- To change your phone number, Press ③
- To return to the previous menu, Press *

Special Things to Note

- If Aesop prompts you, you will need to make a voice recording. This should only be your Name and Title:

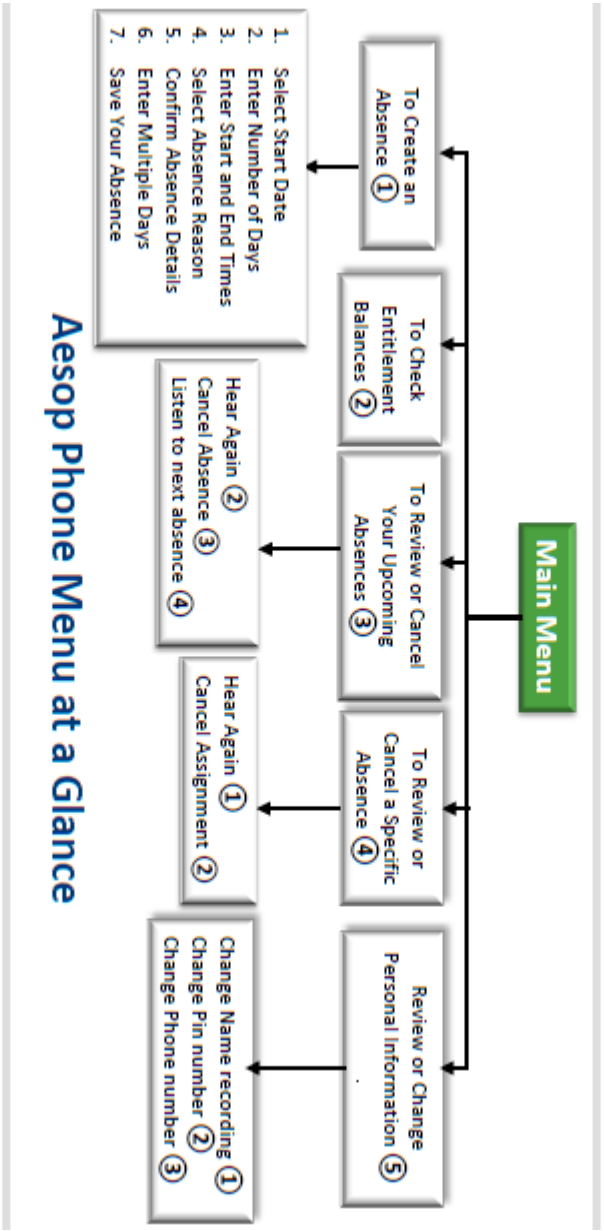
1. Name (First and Last Name)
2. Title (Grade Level and/or Subject Matter)

- You can create an absence up to one month in advance on the phone.
- In the review menu, if a substitute has accepted your absence Aesop will read off his or her name.
- If you work at multiple school locations please refer to the Employee Web guide for detailed instructions.

Pressing the star key ('*') will always take you back one menu level anywhere in the phone system.

1.800.942.3767

Aesop Phone Menu at a Glance



Aesop®

Phone System Instructions for Employees

1.800.942.3767

Learn how to:

- Create absences by phone
- Review Upcoming Absences
- Personalize the phone system

FRONTLINE™ TECHNOLOGIES

www.aesopeducation.com


When you call Aesop
1. Dial 1.800.942.3767
2. Enter your ID number followed by the pound key ('#')
3. Enter your PIN number followed by the pound key ('#')
To Create an Absence, Press 1
1. Select the Start Date
To enter an absence for:
• TODAY, Press 1
• Tomorrow, Press 2
• Another Day, Press 3
• Monday, Press 4
> If option 3 is selected then Aesop will prompt you to enter the DAY OF MONTH followed by the pound key ('#').
2. Enter the number of days
3. Enter the Start and End times
• For a Full Day, Press 1
• For a Half-Day in the Morning, Press 2
• For a Half-Day in the Afternoon, Press 3
• For Specific Start/End Times, Press 4
» If option 4 is selected then Aesop will prompt you to enter time in "hh:mm" format and the choice of AM or PM.
For example: 8:00 AM
a. Enter "800" followed by the pound key ('#')
b. Press 1 for AM or Press 2 for PM
www.AesopEducation.com
When you call Aesop
4. Select Absence Reason
5. Confirm absence information
• If correct, Press 1
• To re-enter, Press 2
• To cancel, Press 3
6. For a multiple day absence
1. Enter the day of month followed by the pound sign ('#')
2. Aesop will ask the following:
• If the details are the same as the previous date, Press 1
• To change some of the details, Press 2
• To change all of the details, Press 3
7. Save your absence
1. If you can decide whether a sub is needed:
• If your absence requires a sub, Press 1
• If your absence does not require a sub, Press 2
2. If you can assign a substitute:
• If you want to select a specific sub to assign to the absence, Press 1
» It is your responsibility to contact the sub to see if they are willing to accept this absence PRIOR to assigning.
• If you want me (Aesop) to find a sub, Press 2
» if option 1 is selected you will need to enter the sub's full 10-digit phone number.
1.800.942.3767
When you call Aesop
When you have successfully created an assignment Aesop will play back the confirmation number.
To Check Entitlement Balances, Press 2
Aesop will play back your entitlement balances.
To Review or Cancel Your Upcoming Absences, Press 3
• To review your absences for the next 30 days, Press 3
• To return to the Main Menu, Press *
Aesop will read off all absence details:
• To hear this again, Press 2
• To cancel this absence, Press 3
• To listen to the next absence, Press 4
• To return to the Main Menu, Press 5
To Review or Cancel a Specific Absence, Press 4
Enter the confirmation number followed by the pound key ('#').
Aesop will read off the absence details:
• To Hear again, Press 1
• To cancel this absence, Press 2
• To return to previous menu, Press 3
Available 24/7

TYPES OF LEAVE

State Personal Leave

State law entitles all employees receive up to five days of paid personal leave per year. Personal leave is earned at a rate of one-half (1/2) day for every 18 days employed (see chart on page 16), up to a total of five per year and is available for use at the beginning of the school year. A day of earned personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts. Personal leave may be used for two general purposes: non-discretionary and discretionary.

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

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

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

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

Discretionary **use of state personal** leave **shall not exceed** ~~**may not last more than**~~ five (5) consecutive workdays~~**, except in extenuating circumstances as determined by the Superintendent or designee.**~~

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

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

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in whole or half-day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis. If an employee uses more sick leave than he or she has earned, the cost of unearned sick leave will be deducted from the employee's next paycheck. For Sick leave and Worker's Compensation Coordination (see Worker's Compensation Benefits section in this handbook below)

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

- Employee personal illness.
- Illness in the employee's immediate family, defined in DEC (LOCAL) as:
  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, step-sibling, sibling-in-law.
  5) Grandparent and grandchild.
  6) Any person who may be residing in the employee's household at the time of illness or death.

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

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

Local Sick Leave

All employees, ~~**except bus drivers and bus attendants,**~~ shall earn an additional five equivalent workdays of local sick leave per school year, concurrently with state personal leave. Local sick 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 DEC (LEGAL), and is available for the employee's use at the beginning of the school year. When an employee who ceases to be employed by the District has used more leave than he/she has accumulated or earned, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

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

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

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

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

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

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

Temporary Disability – Certified Employees

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

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

accrued sick and personal leave.

If it is determined to be in the best interest of the District, District officials can make the decision to place an eligible employee on Temporary Disability Leave. If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work. The request for hearing must be in writing to the Superintendent and must be filed within 15 days of when the employee knew or should have known of the action to place them on Temporary Disability Leave. The District will follow the procedures outlined in policy DGBA concerning Hearings before the Board.

The employee will be required to supply the District with periodic medical updates from an attending health care provider. This will be required at the beginning of the leave, every 30 days, and 30 days before returning to work.

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

Family and Medical Leave (FML) – general provisions

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

Basic Leave Entitlement

The FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

An eligible employee whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use his or her 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered servicemember is (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FML, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FML, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FML cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. Upon return to work, the employee will be required to pay the District for any insurance benefits that were paid by the District while the employee was on unpaid leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements apply to airline flight crew employees.

Definition of a Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days' combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FML. In order to use paid leave for FML, employees must comply with the employer's normal paid leave policies and procedures.

Employee Responsibilities

Employees must provide 30 days' advance notice of the need to take FML when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FML was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave. GISD requires recertification every 30 days'.

The employee is responsible for notifying the District Human Resources Office when they are in need of FMLA information. Please call 817-408-4185 or send an email to human_resources@granburyisd.org requesting information.

All necessary forms and information will be given to the employee by the Human Resources personnel.

Employees are always encouraged to call the HR Office early and often for information, forms, and assistance about FMLA at 817-408-4185.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FML and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FML, the employer must notify the employee.

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right protected under the FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor and may bring a private lawsuit against an employer.

The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. §2619) required FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. §825.300 (a) may require additional disclosures.

For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov

Local Family and Medical provisions

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

Use of Paid Leave

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

Combined Leave for Spouses

~~**A husband and wife**~~ **Spouses** who are ~~**both**~~ employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child (bonding). Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave

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

District Contact

Employees that require FMLA or have questions should contact Human Resources at 817-408-4185 for details on eligibility, requirements, and limitations.

Workers' Compensation Benefits

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

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

All injuries that occur at work should be reported immediately (on the day of the injury) to the immediate supervisor. Any questions should be directed to The Executive Director of Finance (Business Office) at 817-408-4015.

You may elect to retain your common law right of action if, no later than five (5) days after you begin employment or within five (5) days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured.

Special Notice: You may elect to retain your common law right of action if, no later than five (5) days after you begin employment or within five (5) days after receiving written notice from the employer that the employer has obtained coverage, you notify your employer in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain worker's compensation income or medical benefits if you are injured.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person non-responsible for purposes of criminal liability.

An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained.

At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits.

Upon investigation the District may change the assault leave status and charge leave used against the employee's accrued paid leave. If accrued paid leave is not available, the cost of the leave days used while on assault leave shall be deducted from the employee's next paycheck at the employee's regular daily rate of pay.

Return to work

Upon return to work, after five or more consecutive days of absence resulting from a disabling disease or injury and before an employee can return to regular duties, each employee must present his/her supervisor with a medical release from the employee's attending physician stating the employee is able to perform the duties of the employee's regular assignment. The supervisor must send a copy of the medical release to the Human Resources Office immediately.

Bereavement Leave

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

Jury Duty

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation for this service. Employees not selected for jury duty or employees released early are expected to return to work if at least three hours of their workday remains.

Other Court Appearances

~~**Employees will be paid while on leave to comply with a valid subpoena to appear in civil, criminal, legislative, or administrative proceedings and will not be required to use paid leave.**~~ **Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.** Employees may be required to submit documentation of their need of leave for court appearances.

Absences for court appearances, without a valid subpoena, related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need of leave for court appearances.

Sick Leave Bank (or Pool)

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

Eligible employees are all GISD employees ~~**except bus drivers and bus attendants.**~~

~~**A disabling catastrophic event is an unexpected and unavoidable illness, surgery, or injury that is critical, debilitating, and/or life threatening. Pregnancy, childbirth, and maternity leave shall not be covered by the bank. Exceptions due to complications of a pregnancy may be considered on an individual basis. [See below.]**~~**A catastrophic illness or injury is a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's spouse or child that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all leave time earned by that employee and to lose compensation from the District. Such conditions typically require prolonged hospitalization or recovery or are expected to result in disability or death. Conditions relating to pregnancy or childbirth shall be considered catastrophic if they meet the requirements of this paragraph.**

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

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

All returning employees who have previously joined the Bank will continue as members of the Bank until termination of employment. See Policy DEC under ADDITIONAL LOCAL LEAVE for complete details of membership.

The governing committee that approves or disapproves all requests for sick leave bank days shall be the Catastrophic Leave Committee. The Superintendent shall vote only if necessary to break a tie.

The Catastrophic Leave Committee shall evaluate applications, consider all available information and cast a vote concerning applications for use of the Bank.

All members shall be eligible for benefits beginning with the first official day of work for that school year.

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

Any member of the Bank who uses days from the Bank shall earn three (3) workdays of local sick leave the following school year. Additionally, the District shall contribute two (2) workdays of local sick leave to the Bank in the name of each of these employees during the following year.

All local sick leave days placed in the Bank for membership remain the property of the Bank. Termination of employment will end an employee's membership in the Bank.

GRANTING OF DAYS

Requests for Bank days shall be made within thirty (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 medical conditions will not be accepted. 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. Charter members shall be exempt from meeting these conditions.

3) Unless there is a related complication, pregnancy shall not be covered. Complications arising from childbirth shall be considered on an individual basis, providing 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 Committee shall be authorized to approve up to 30 days per request only for a member's personal illness or injury or for the care of a spouse or a dependent child. Subsequent request for days and additional days shall require the recommendation of the Committee and the Superintendent, and the approval of the Board. Each request must be preceded by a mandatory 5 day dock. Requests are limited to 60 days per year and 120 days per Lifetime.

6) The Committee may consider a request by a member for up to ten (10) days to assist other critically or terminally ill immediate family members per Bank year. (See DEFINITIONS/FAMILY above)

7) The Committee shall not grant more days than the District has contributed.

8) The Committee 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:

    - Termination or suspension of employment in the District
    - Attempted abuse of the Bank and/or its policies

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

PROCEDURES

The application procedure shall be as follows:

1) Members should call the Human Resource Department at 817-408-4190 for application procedures.

2) The employee will complete the appropriate request forms and questionnaire provided by the Human Resources Office.

3) The Committee shall review individually all requests for Bank days.

4) The Committee may request that a member appear before the Committee to substantiate the validity of the request.

5) The Committee shall determine the number of days approved and shall reserve the right to approve, deny, or modify the days requested.

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

7) The Human Resources Office shall notify the member of the outcome.

Military Leave

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, reserve component of the United States Armed Forces, or a member of a state or federally authorized Urban Search and Rescue Team is entitled to a paid leave for authorized training or duty orders. Paid military leave is limited to 15 days each fiscal year. **(In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.)**

Re-employment after Military Leave

Employees who leave the District to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g. National or State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be re-employed provided they can be qualified to perform the required duties. To be eligible for re-employment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for re-employment within the period of time specified by law to Granbury ISD Human Resources Department. In most cases, the length of federal military service cannot exceed five years.

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

Employee Relations and Communications

Employee Recognition and Appreciation

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

District Communications

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

Complaints and Grievances *(Policy DGBA)*

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

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. For ease of reference, the District's procedure concerning the process of bringing complaints and concerns is printed as follows:

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

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

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

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

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

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

LEVEL ONE. Complaint forms must be filed:

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

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.
If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

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

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

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

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

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

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

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

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

The Superintendent or designee shall inform the employee of the date, time and place of the Board meeting at which the complaint will be on the agenda for presentation to the Board.

The Superintendent or designee shall provide the Board with copies of the complaint form, all responses, all appeal notices, and all written documentation previously submitted by the employee or the administration. The Board shall consider only those issues and documents presented at the preceding levels and identified in the appeal notice.

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If Board does not make a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

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

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

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

An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

The following are governed by other review processes and are not subject to this policy:
1. Grievances regarding suspension of a contractual employee without pay: DF series.
2. Grievances regarding termination of an employment contract governed by Chapter 21 of the Education Code: DF Series.
3. Grievances against a District peace officer: CKE
4. Grievances regarding instructional materials: EFA

The principal of each campus and other supervisory personnel shall ensure that employees under their supervision are informed of this policy.

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a grievance under this policy. [See DG (LEGAL)]

Employees who allege adverse employment action in retaliation for reporting a violation of law to an appropriate authority shall initiate a grievance under this policy.

Employee Conduct and Welfare

Standards of Conduct *(Policy DH)*

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

- Recognize and respect the rights and property of students, parents, members of the community.
- Report to work according to the assigned schedule.
- Maintain confidentiality in all matters relating to students and coworkers.
- Express concerns, complaints or criticism through appropriate channels.
- Notify their immediate supervisor in advance as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and District procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.
- Refrain from making comments of a negative, degrading, disparaging, hurtful, or destructive nature toward coworkers or students.
- Cursing, obscene or abusive language will not be tolerated under any circumstances.
- All GISD administrators will use and model positive leadership styles with teachers, staff, parents, students and community members that will foster a positive, nurturing and caring learning environment and workplace.

All District employees should perform their duties in accordance with state and federal law, District policy, procedures and ethical standards for professional educators. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent ~~first learns~~ **knew** of the incident. See *Reports to the Texas Education Agency,* page 53 for additional information.

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

Texas Educator's Code of Ethics

Purpose and Scope

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of

his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19TAC 247.1(b))

Enforceable Standards

1. PROFESSIONAL ETHICAL CONDUCT, PRACTICES, and PERFORMANCE

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

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

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

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

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

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

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

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

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

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

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

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

Standard 1.13 *The educator shall not consume alcoholic beverages on school property or during school activities when students are present.*

2. ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES

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

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

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

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

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

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

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

3. ETHICAL CONDUCT TOWARD STUDENTS

Standard 3.1 *The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.*

Standard 3.2 *The educator shall not intentionally knowingly or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.*

Standard 3.3 *The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.*

Standard 3.4 *The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status or sexual orientation.*

Standard 3.5 *The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.*

Standard 3.6 *The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.*

Standard 3.7 *The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.*

Standard 3.8 *The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.*

Standard 3.9 *The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:*

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

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

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees**, unpaid interns, student teachers,** or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

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

The District's policy that includes definitions and procedures for reporting and investigating discrimination, harassment, and retaliation is reprinted below.

SEXUAL HARASSMENT *(Policy DIA Local)*

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

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

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

OTHER PROHIBITED HARASSMENT *(Policy DIA Local)*

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

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

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

REPORTING PROCEDURES *(Policy DIA Local)*

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

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

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

TIMELY REPORTING *(Policy DIA Local)*

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

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

DISTRICT OFFICIALS *(Policy DIA Local)*

1. For sexual harassment, the Title IX coordinator (See DAA (LEGAL)), ~~**Carol Howard**~~**Ron Holmgreen**, Assistant Superintendent.
2. For all other prohibited harassment, the Superintendent.

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

NOTIFICATION OF REPORT *(Policy DIA Local)*

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

CONFIDENTIALITY *(Policy DIA Local)*

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

INVESTIGATION OF THE REPORT *(Policy DIA Local)*

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

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

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

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

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

CONCLUDING THE INVESTIGATION *(Policy DIA Local)*

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

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

DISTRICT ACTION *(Policy DIA Local)*

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

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

APPEAL *(Policy DIA Local)*

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

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

RETALIATION PROHIBITED *(Policy DIA Local)*

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

RECORDS RETENTION *(Policy DIA Local)*

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

ACCESS TO POLICY *(Policy DIA Local)*

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

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

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse,* page ~~39~~, and *Bullying,* page ~~55~~, for additional information.

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

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

SEXUAL HARASSMENT BY AN EMPLOYEE

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

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

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

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

SEXUAL HARASSMENT BY OTHERS

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

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

EXAMPLES OF SEXUAL HARASSMENT

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

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

OTHER PROHIBITED HARASSMENT

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

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

EXAMPLES

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

REPORTING PROCEDURE

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

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

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

TIMELY REPORTING

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

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

DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator (See FB (LOCAL)), ~~**Carol Howard**~~**Ron Holmgreen**, Assistant Superintendent.
2. For all other prohibited harassment, the Superintendent.

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

NOTICE TO PARENTS

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

CONFIDENTIALITY

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

INVESTIGATION OF THE REPORT

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

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

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

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

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

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

CONCLUDING THE INVESTIGATION

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

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

DISTRICT ACTION

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

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

APPEAL

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

RETALIATION PROHIBITED

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

Reporting Crime *(Policy DG)*

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

RECORDS RETENTION

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

ACCESS TO POLICY

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

Staff Dress Code

A dress code for employees is established to ensure modeling of good grooming and hygiene and appropriate dress for work. Staff shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the supervisor's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.

All GISD staff members should maintain a neat, professional appearance. The public tends to judge a school and community, in part, by the staff member's dress (condition, appropriateness, neatness, cleanliness, and the manner in which it is worn); therefore, all staff is expected to comply with professional standards. Some specific examples of what will and will not be considered appropriate at GISD are as follows:

1. No revealing apparel will be permitted. Sheer fabrics or see-through materials without proper under clothing will not be permitted. Proper underclothing should be worn at all times.
2. Shoes or sandals shall be worn while at school. Flip-Flops are not permitted.
3. Hats and caps are not to be worn inside the building before, during, or after school.
4. All apparel including dresses, skirts, shorts, capris and skorts can be worn fingertip plus one inch in length and must be hemmed. However, three inches above the knee is the shortest allowed. Slits cannot open higher than 3 inches above the knee.
5. Pants are to be appropriately fitted.
6. Jogging suits, biking shorts or leggings are not allowed.
7. Stirrup pants will be allowed, however, the top (i.e. the shirt or blouse) must cover the wearer's bottom.
8. Hair will be clean and neatly styled, non-distracting. Ponytails are acceptable.
9. Male staff may wear neatly trimmed, established beards and mustaches.
10. Facial jewelry is limited to earrings worn in the ear only. The number of earrings one may wear will be left to the discretion of the individual.
11. Coaches may be allowed to wear coaching clothing in academic settings only if there is not sufficient time, in the principal's opinion, to change clothes.
12. Substitutes must comply with the dress code.

NOTE: Staff should wear appropriate clothing for special events such as field trips, field days, etc.

Alcohol- and Drug Abuse Prevention *(Policies DH, DI)*

Granbury ISD is committed to maintaining an alcohol- and drug-free environment and will not tolerate the use of alcohol or illegal drugs in the workplace and at school-related or school-sanctioned activities on or off school property. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District's policy regarding employee alcohol and drug abuse and alcohol- and drug-free schools follows:

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. If the supervisor has reasonable suspicion that an employee is under the influence of alcohol or drugs, the supervisor may send the employee to be tested for drugs immediately. The employee will be accompanied to the testing site by the supervisor or his designee. See Policy on Line at www.granburyisd.org. You will go to School Board and then to District Policy.

EXCEPTION: An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

DRUG ABATEMENT *(policy DI (LOCAL))*

The District shall maintain a drug-free environment and shall establish, as needed, a program complying with federal and state requirements. The program shall provide applicable information to employees in the following areas:

1. The dangers of drug use and abuse in the workplace.
2. The District's policy of maintaining a drug-free environment.
3. Drug counseling, rehabilitation, and employee assistance programs that are available in the community, if any.
4. The penalties that may be imposed on employees for violation of drug use and abuse prohibitions.

DRUG-FREE SCHOOLS REQUIREMENTS

The District prohibits the unlawful distribution, possession, or use of illegal drugs, inhalants, and alcohol on school premises or as part of any of the District's activities.

Employees who violate this prohibition shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, termination from employment with the District, and referral to appropriate law enforcement officials for prosecution. (See policies at DH and DHE) 41.U.S.C. 702(a) (1) (A); 28 TAC 169.2

Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

(This notice complies with notice requirements imposed by the federal Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. 3224a and 34 CFR 86.201)

Dietary Supplements *(Policies DH, FFAC)*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her School District duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic drugs *(Policy FFAC)*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood-or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Reporting Suspected Child Abuse *(Policy DF, DG, DH, FFG, GRA)*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Abuse is defined by SBEC and includes the following acts or omissions:

- Mental or emotional injury to a student or minor that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning:
- Causing or permitting a student or minor to be in a situation in which the student or minor sustains a mental or emotional injury that results in an observable and material impairment in the student's or minor's development, learning, or psychological functioning:

- Physical injury that results in substantial harm to a student or minor, or the genuine threat of substantial harm from physical injury to the student or minor, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline; or
- Sexual conduct harmful to a student's or minor's mental, emotional, or physical welfare.

Employees are also required to make a report if they have cause to believe that an adult was a victim of abuse or neglect as a child and they determine in good faith that the disclosure of the information is necessary to protect the health and safety of another child or disabled person.

Reports to Child Protective Services can be made to the Children's Advocacy Center of Hood and Somervell Counties (817-573-0292) or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person or administrator to make the report.
Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to make the required report may result in prosecution as a Class A misdemeanor. In addition, a certified employee's failure to report may result in disciplinary procedures by SBEC for a violation of the Texas Educators Code of Ethics.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies.

Reporting the concern to the principle does not relieve the employee of the requirement to report it to the appropriate state agency. In addition, employees must cooperate with investigators of child abuse and neglect. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Sexual Abuse and Maltreatment of Children

The district has established a plan for addressing sexual abuse and other maltreatment of children,, which may be accessed at www.granburyisd.org. As an employee, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused or otherwise maltreated. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Maltreatment is defined as abuse or neglect. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility under state law for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Employees are required to follow the procedures described above in *Reporting Suspected Child Abuse.*

Fraud and Financial Impropriety *(Policy CAA)*

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes the following:

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other district assets, including employee time
- Impropriety in the handling of money or reporting of District financial transactions
- Profiteering as a result of insider knowledge of District information of activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District **except as otherwise permitted by law or district policy.**
- **Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment**
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by **federal,** state or local entities
- Failure to disclose conflicts of interest as required by **law or district** policy
- Any other dishonest act regarding the finances of the District
- **Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.**

Any person who suspects fraud or financial impropriety in the District shall report suspicions to any supervisor, the Superintendent, designee or the Board President.

Reported fraud shall be investigated and findings promptly reported to the Board. If an employee is found to have committed fraud or financial impropriety, disciplinary action shall be taken up to and including termination of employment.

Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety.

Conflict of Interest *(Policy DBD)*

Employees are required to disclose **in writing** to ~~**their supervisor**~~ **the district** any situation that creates a potential conflict of interest with proper discharge of assigned duties and responsibilities or creates a potential conflict of interest with the best interests of the District. This includes the following:

- A personal financial interest
- A business interest
- Any other obligation or relationship
- Non-school employment

Employees should contact their supervisor for additional information

Gifts and Favors *(Policy DBD)*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee's discharge of assigned duties. The acceptance of a gift, favor, or service by an administrator or teacher that might reasonably tend to influence the selection of textbooks, electronic textbooks, instructional materials or technical equipment may result in prosecution of a class B misdemeanor offense. This does not include staff development, teacher training, or instructional materials, such as maps or worksheets that convey information to students or contribute to the learning process.

Associations and Political Activities *(Policy DGA)*

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Use of District resources, including work time, for political activities is prohibited.

Charitable Contributions – *(Policy DG)*

The board or any employee may not directly or indirectly require or coerce an employee to make a contribution to a charitable organization or in response to a fundraiser. Employees cannot be required to attend a meeting called for the purpose of soliciting charitable contributions. In addition, the Board or any employee may not directly or indirectly require or coerce an employee to refrain from making a contribution to a charitable organization or in response to a fund raiser or attending a meeting called for the purpose of soliciting charitable contributions.

Safety *(Policy CK series)*

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The Safety Program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve District equipment, employees must comply with the following requirements:

- Read the safety manual appropriate for the position held.
- Attend all required safety meetings.
- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

Employees with questions or concerns relating to safety programs and issues can contact the District Safety Officer at 817-408-4015.

Tobacco **Products and E-Cigarette** Use *(Policies DH, FNCD, GKA)*

State law prohibits smoking, ~~or~~ using tobacco products, ~~including electronic cigarettes~~**e-cigarettes**, or any other electronic vaporizing device on all District-owned property and at school-related or school-sanctioned activities, on or off ~~campus~~**school property**. This includes all buildings, playground areas, parking facilities, and facilities owned by the District or used by the District for athletics and all other activities. Drivers of District-owned vehicles are prohibited from smoking**, using tobacco products or e-cigarettes** while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. ~~District vehicles shall be considered district property; therefore, an employee shall not use, possess, or transport alcohol or tobacco products in District vehicles. Violation of this provision may result in disciplinary action and up to and including termination.~~

Criminal History Background Checks *(Policy DBAA)*

Employees may be subject to a review of their criminal history record information at any time during employment. National criminal history checks based on an individual's fingerprints, photo, and other identification will be conducted on certain employees and entered into the Texas Department of Public Safety (DPS) Clearinghouse. This database provides the District and SBEC with access to an employee's current national criminal history and updates to the employee's subsequent criminal history.

Employee Arrests and Convictions *(Policy DH) LOCAL*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part on school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Crimes involving any felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance
- Felonies involving driving while intoxicated (DWI) of drugs or alcohol
- Acts constituting abuse or neglect under the SBEC rules

If an educator is arrested or criminally charged, the superintendent is also required to report the educators' criminal history to the Division of Investigations at TEA.

Possession of Firearms and Weapons *(Policies FNCG, GKA)*

Employees, visitors, and students, including those with a license to carry a concealed handgun, are prohibited from bringing firearms, knives, clubs or other prohibited weapons onto school premises (i.e. building, or portion of a building) or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District's Weapons Policy should report it to their supervisors or call the principal or building supervisor immediately.

Visitors in the Workplace *(Policy GKC)*

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Copyrighted Materials *(Policy CY)*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions

of the purchase agreement. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

Unless otherwise provided in the purchase agreement, a purchased computer program shall not be used as a "master" to make copies. A computer program may be legally copied only if:

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded) or
2. The new copy is a backup; Backup cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement.

The Technology Coordinator must approve software before it can be ordered and all software must be loaded by an employee of the Technology Department or with the express written approval of the Technology Department.

Technology Resources *(Policy CQ)*

The District's technology resources, including its networks, **computer systems,** e-mail accounts, devices connected to its networks and all district-owned devices used on or off of school property are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district's technology resources.
- Has no adverse effect on job performance or on a student's academic performance.

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees are required to abide by the provisions of the District's acceptable use agreement and administrative procedures.

It is a privilege for students and employees to use the District computer resource. GISD must have on file a signed "Acknowledgement of Understanding" of the "GISD Computer Network and Internet Access Policy" from each employee before he/she can use the District's computers. The "Employee Handbook Receipt" in the front of this book, serves as the "Acknowledgement of Understanding". The policy, the procedures, and the "Acknowledgement of Understanding" sheet are also all available on-line. Your immediate supervisor will provide you a copy of all related items.

Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary **and legal** action. Employees with questions about computer use and data management can contact the Director of Technology at 817-408-4100.

Personal Use of Electronic Media *(Policy CQ, DH)*

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), **wikis,** electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Face book, ~~**MySpace,**~~ Twitter, LinkedIn, **Instagram**). Electronic media also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee's use of electronic media interferes with the employee's ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the employee's page, and for Web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- **The employe shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.**
- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- **An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.**
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the **Texas Educators'** Code of Ethics, ~~**and Standard Practices for Texas Educators,**~~ even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

    - Confidentiality of student records. [See Policy FL]
    - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. [See Policy DH (EXHIBIT)]
    - Confidentiality of district records, including educator evaluations and private e-mail addresses. [See Policy GBA]
    - Copyright law [See Policy CY]
    - Prohibition against harming others by knowingly making false statements about a colleague or the school system. [See Policy DH (EXHIBIT)]

See *Use of Electronic Media with Students*, below, for regulations on employee communication with students through electronic media.

Use of Electronic Media with Students *(Policy DH)*

A certified or licensed employee, or any other employee designated in writing by the superintendent or a campus principal, may communicate through electronic media with students who are currently enrolled in the district. The employee must comply with the provisions outlined below. All other employees are prohibited from communicating with students who are enrolled in the district through electronic media.

An employee is not subject to these provisions to the extent the employee has a social or family relationship with a student. For example, an employee may have a relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. **An employee who claims an exception based on a social relationship shall provide written consent from the student's parent. The written consent shall include an acknowledgement by the parent that:**

- **The employee has provided the parent with a copy of this protocol**
- **The employee and the student have a social relationship outside of school;**
- **The parent understands that the employee's communications with the student are excepted from the district regulation; and**
- **The parent is solely responsible for monitoring electronic communications between the employee and the student.**

The following definitions apply for the use of electronic media with students:

- *Electronic media* includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), **wikis,** electronic forums (chat rooms), video-sharing websites (e.g., YouTube), editorial comments posted on the Internet, and social network sites (e.g., Face book, ~~**MySpace,**~~ Twitter, LinkedIn, **Instagram**). *Electronic media* also includes all forms of telecommunication such as landlines, cell phones, and Web-based applications.
- *Communicate* means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a *communication:* however, the employee may be subject to district regulations on personal electronic communications. See *Personal Use of Electronic Media,* above. Unsolicited contact from a student through electronic means is not a *communication.*
- *Certified or licensed employee* means a person employed in a position requiring SBEC certification or a professional license, and whose job duties may require the employee to communicate electronically with students. The term includes classroom teachers, counselors, principals, librarians, paraprofessionals, nurses, educational diagnosticians, licensed therapists, and athletic trainers.

An employee who uses electronic media to communicate with students shall observe the following:

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. **An employee who communicates with a student using text messaging shall comply with the following protocol:**
  - **The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message:**
  - **The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or**
  - **For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.**
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right of privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the **Texas Educators'** Code of Ethics ~~**and Standard Practices for Texas Educators,**~~ including:
  - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPS and FL]
  - Copyright law [Policy CY]
  - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with ~~**any**~~ one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student

through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

An employee may request an exception from one or more of the limitations above by submitting a written request to his or her immediate supervisor.

Granbury Independent School District
Responsible Use Technology Agreement for FACULTY & STAFF

Please return the last page of this agreement, signed by you, to your principal/supervisor.
The Granbury Independent School District provides an array of technology resources for faculty and staff use to enhance the learning environment, facilitate resource sharing and to promote communication. This agreement outlines appropriate use and prohibited activities when using technology resources. Every faculty and staff member is expected to follow all guidelines stated below, as well as those given verbally by your principal or supervisor, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, faculty and staff acknowledge the following rules and conditions:

GOVERNMENT LAWS:
I will use computers in conformity with laws of the United States and the State of Texas. Violations include, but are not limited to, the following:

- **CRIMINAL ACTS –** These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, harassing email, cyber bullying, cyber stalking, child pornography, obscenity, vandalism, interception of electronic communications, and/or unauthorized tampering with computer systems. (Policy CQ (Legal) describes the Legal Framework for Technology Resources.)

- **LIBEL LAWS –** Publicly defaming people through the published material on the internet, email, etc…

- **COPYRIGHT VIOLATIONS –** Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

NETIQUETTE and APPROPRIATE USE GUIDELINES:

TECHNOLOGY RESOURCES – The use of the District's technology resources is a privilege, not a right. All users are required to acknowledge receipt and understand of all administrative regulations governing use of the District's technology resources and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary actions consistent with District policies. Faculty/staff are personally responsible for his/her actions when utilizing the school's technology resources.

MONITORED USE – All technology resources are the property of the school district. The District Technology Department staff may review any technology resource of to maintain system integrity and to ensure that faculty/staff are using the system responsibly. No one can claim a right to privacy or unrestricted speech in the use of the District's systems. Public Information or open records requests can be obtained for all records on technology resources including email. Faculty/Staff are NOT permitted to intrude into others' files.

SECURITY – Accounts are never to be shared, and should never be left unattended or open. Users will be required to change passwords regularly. Faculty/Staff will restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

PERSONAL USE – Limited personal use is permitted as long as this does not increase the cost to the District or interfere with operations of the network or with the performance of the employee's duties. Use of the district's computer (i.e. laptop), at home, can become a potential risk for viruses and spyware into the school network. Please use extreme caution when using district resources at home.

INAPPROPRIATE MATERIALS OR LANGUAGE – Faculty/Staff are NOT permitted to transmit, retrieve or store materials that are discriminatory, harassing, obscene, pornographic, or inappropriate for educators. Despite our best efforts and beyond the limits of filtering technology, you may run across areas of adult content and some material you might find objectionable for the educational setting. You should report these websites to the technology department to include in the filtering process. Faculty or staff should not seek to access sites that are inappropriate for the public school environment. The use of district online systems for personal gain, commercial use, political lobbying or any other purpose which is illegal or against district policy or contrary to the district's best interest is NOT permitted. The District shall not be liable for users' inappropriate use of the District's technology resources, violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the availability of the District's technology resources or the accuracy, age appropriateness, or usability of any information found on the Internet.

ELECTRONIC MAIL – While electronic mail can be a valuable tool, it is impossible to guarantee that it will be private. Deleted files can be undeleted. Do not send messages that are abusive, threatening, harassing, obscene, sexually oriented, discriminatory, damaging, illegal, false, or contain profanity. Do not send chain letters, virus warnings, urban legends or other unsubstantiated scares. Use the forward button with care (copy/paste is preferred). Do not use the system for commercial purposes, financial gain, political lobbying or any illegal purposes. Do not open attachments without first checking the validity of the attachment with the sender. If the sender is unknown, don't open the attachment.

RECORD RETENTION – Employees shall retain electronic records, whether created or maintained using the District's technology resources or personal technology resources, in accordance with the District's management program. The District archives email for 30 days.

FACULTY/STAFF UNDERSTANDING:

- I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others. I understand that my school network and email accounts are owned by the District and are not private. Granbury ISD has the right to access my information at any time.

- I understand that all student use of the Internet, using District technology resources or personal devices, is to be vigilantly supervised, and that I am responsible for such supervision in my classroom or whenever I am supervising students elsewhere.

- I will be polite and use appropriate language in my email messages, online postings, and other digital communications with others. I will refrain from using profanity, vulgarities or any other inappropriate language as determined by school administrators. I will use email and other means of communications (e.g. blogs, wikis, podcasting, chat, instant-messaging, discussion boards, virtual learning environments, etc.) responsibly. I will not use district-owned or personal technology devices to send or post hate or harassing mail, pornography, make discriminatory or derogatory remarks about colleagues, supervisors, students, or parents, or engage in bullying, harassment, or other antisocial behaviors either at school or at home.

- I understand that I represent the school district in all my online activities. I understand that what I do on social networking websites should not reflect negatively on my fellow employees, supervisors, staff, students, or on the District. I understand that I will be held responsible for how I represent myself and my school, department or District on the Internet, and that I may be disciplined for any use that is in any way disruptive to school operations, interferes with school operations, or that adversely affects or interferes with the performance of my school-related duties, or that negatively impacts any students achievement.

- I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name as a joke.

- I will use technology resources responsibly. I will not retrieve, save, or display hate-based, offensive or sexually explicit material using any of Granbury ISD's computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify the technology department immediately if by accident I encounter materials which violate appropriate use.

- I will use technology resources productively and responsibly for school-related purposes. I will avoid using any technology resource in such a way that would disrupt the activities of other users. This includes intentionally wasting resources, printing excessive quantities, downloading music during school hours, playing online games, creating or printing inappropriate materials, tampering with computer parts, erasing programs or others' files, introducing viruses, hacking, attempting to gain unauthorized access and modifying settings without permission.

- I will refrain from attempting to bypass, or circumvent security settings or Internet filters, or interfering with the operation of the network by installing illegal software, or web-based services and software not approved by the Granbury ISD Administrators or Technology Department.

- I will respect the intellectual property of other users and information providers. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission.

- I will refrain from the use of or access of files, software, or other resources owned by others without the owner's permission. I will use only those school network directories that are designated for my use or for the purpose designated by my principal/supervisor.

- I will follow all guidelines set forth by the District when publishing student work and/or pictures online

- I understand the Internet is a source for information that is both true and false; and that the school is not responsible for inaccurate information obtained from the Internet. I agree to abide by all Internet safety guidelines that are provided by the school and to attend staff development related to Internet Safety.

- I will refrain from attempting to bypass, or circumvent, security settings or Internet filters.

- I understand that vandalism is prohibited. This includes, but is not limited to, modifying or destroying equipment, programs, files, or settings on any computer or other technology resource.

- Personal devices are not allowed on the GISD domain. These devices may use the Guest Network to access some outside resources. The Guest Network is filtered.

- I understand that I must abide by policies and guidelines outlined by Granbury ISD, whether I am using school or personal devices.

- I understand that District administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

- I will refrain from any behavior that could be deemed as bullying to colleagues, students, parents or staff and I will monitor and report instances that come to my attention.

- I understand it is my responsibility to educate my students on Internet safety, according to the GISD Internet Safety Policy.

The Board of Granbury Independent School District adopted this internet safety policy at a public meeting following normal public notice on May 21, 2012.

ALL FACULTY/STAFF ARE REQUIRED TO SIGN AND RETURN THIS PAGE BEFORE THE USE OF ANY TECHNOLOGY EQUIPMENT (PERSONAL OR DISTRICT-OWNED IS ALLOWED AT GRANBURY ISD.

FACULTY/STAFF AGREEMENT:

As a user of the School's technology resources, I understand and agree to comply with the responsible use guidelines outlined in the Responsible Use Technology Agreement for Faculty/Staff.

I have read the Technology Resources Policy [CQ (LOCAL)], Internet Safety Policy, the Responsible Use Technology Agreement for Faculty/Staff, and the Acceptable Use Policy for Students. I understand the conditions for the use of the technology resources, including the Internet, provided by the Granbury ISD.

I understand that access to technology resources are provided for the purpose of promoting education excellence in keeping with the academic goals of the District, and that faculty/staff use for any other purpose is inappropriate. I recognize it is impossible for the District to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network.

I understand that I am responsible for supervising student use of technology resources, including personal devices when in my classroom or when I am supervising students elsewhere.

I agree to abide by all policies and guidelines outlined by Granbury ISD, whether I am using school or personal digital devices.

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

I understand that I am responsible for any transactions that occur under my user ID or account. Should I commit a violation, I understand that consequences of my actions could include suspension of access to the system, loss of computer privileges or data and files, revocation of the computer system account, disciplinary action, and/or referral to law enforcement.

Faculty/Staff Name (print):_____

Faculty/Staff Signature:_____ **Date:**_____

General Procedures

Asbestos Management Plan *(Policy CKA)*

Granbury ISD is working hard to maintain compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the main office at each campus. If you have any questions or would like to examine the district's Asbestos Management Plan in more detail, please contact Scott Campbell, the district's Asbestos Designated Person at 817-408-4170.

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Pest Control Treatment *(Policies CLB, DI)*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the Integrated Pest Management (IPM) Coordinator in the Support Services Department at 817-408-4091. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in each building. In addition, individual employees may request in writing to be notified of pesticide applications. An employee who requests individualized notice will be notified by telephone written or electronic means. Pest control information sheets are available from campus principals or facility managers upon request.

Bad Weather Closing

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. Employees and/or parents may call 817-408-4000 for a recorded message with regard to school closures. This information can also be found at the District website @ www.granburyisd.org and e-mails and text messages will be sent to employees along with telephone calls. When it becomes necessary to close the school, to open late, or to release students early, the following radio and television stations will be notified by school officials:

- WBAP AM 820
- KXAS Channel 5

When schools are officially closed, non-exempt employees are required to report to work or call the employee Absence Reporting System at 800-942-3767 or put in for time off for said missed day(s) with supervisor.

Emergencies *(Policies CKC, CKD)*

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all District buildings. Employees should know the location of these devices and procedures for their use.

Purchasing Procedures *(Policy CH)*

All requests for purchases of goods or services must be submitted through the principal or budget manager to the Business Office as an electronic Request for Purchase Order. Appropriate electronic approvals shall be included. The Business Office will issue a Purchase Order. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. **The District will not assume responsibility or reimburse employees for purchases made without authorization and employees will not be reimbursed for case purchases made outside the normal purchasing procedures.** Employees are not permitted to purchase supplies or equipment for personal use through the District's business office and no supplies, material, or equipment shall be shipped to any employee's home address. Contact Debbie Johnson, Purchasing Supervisor, at 817-408-4015 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, contact telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department @ 817-408-4185 or online under Public Folders in Outlook. This information should also be supplied to the employee's immediate supervisor. Employees may go to Skyward Employee Access to update their email and phone number. In addition, certified employees are responsible for maintaining current, accurate personal data with the SBEC by accessing the website at www.sbec.state.tx.us.

Personnel Records *(Policy DBA, GBA)*

Most District records including personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose at any time to have the following personal information withheld.

- Address
- Phone number, including personal cell phone number
- Emergency contact information
- Information that reveals whether they have family members
- Personal e-mail address

The choice to not allow public access to this information may be made at any time by submitting a written request to the Human Resources Department. New or terminated employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Important Note: Educator Must Update Their Mailing Address

Effective December 2, 2002 every educator, certificate holder, or applicant must maintain a current mailing address with the State Board for Educator Certification (SBEC). The address must be able to receive mail delivered by the United States Postal Service. Failure to maintain a current mailing address with SBEC may result in the following:

- Failure to receive important information or notice of a proceeding regarding an individual's certification or application status, including renewal requirements for a Standard Educator Certificate;
- Failure to receive a certificate; or
- Certificate sanction or denial.

Building Use *(Policies DGA, GKD)*

Employees who wish to use District facilities after school hours must follow established procedures. The current school campus secretary is responsible for scheduling the use of facilities in their building. To obtain information on the fees charged you may refer to www.granburyisd.org, choose Facilities/Maintenance under Department heading, then choose Facility Use.

Contacts for more information:

- Athletic Use – Amanda Rankin at 817-408-4008 or amanda.rankin@granburyisd.org
- Facility Use – Randall Murphy at 817-408-4084 or randall.murphy@granburyisd.org

Termination of Employment

Resignations *(Policy DFE)*

Contract Employees

Contract employees may resign their position without penalty at the end of any school year if written notice is received at

least 45 days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the immediate supervisor and the Human Resources Department. The Superintendent must officially accept all resignations of contract personnel. Contract employees may resign at any other time only with the approval of the Superintendent or the board of trustees. Resignation without the consent of the Superintendent may result in disciplinary action by the State Board for Educator Certification. Acceptance of a resignation after the deadline established by law is contingent on finding a suitable replacement.

The Superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed under *Reports to* Texas Education Agency on page 53.

Non-Contract Employees

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the employee's immediate supervisor and the Human Resources Department at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or Non-Renewal of Contract Employees *(Policies DFAA, DFAB, DFBA, DFBB, DFCA, DFD, DFF, DFFA, DFFB, DFFC)*

Employees on probationary, term, and continuing contracts can be dismissed during the school year according to the procedures outlined in District policies. Employees on probationary or term contracts can be non-renewed at the end of the contract term. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee. Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or when the employee's certification is revoked for misconduct.

Contracts are **NULL AND VOID** for employees who do not hold or obtain in a timely manner as defined by the District the appropriate certificate for the position to which they have been assigned. **Dismissed and/or Non-Renewal procedures are not required when a contract is NULL AND VOID.**

Information on the timelines and procedures can be found in the DF series policies that are provided to employees or online at www.granburyisd.org or in the Superintendent's office.

Dismissal of Non-Contract Employees *(Policy DCD)*

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, color, religion, gender, national origin, age, disability, military status, genetic information, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. To present a grievance, the employee must follow the District process outlined in this handbook. (See Complaints and Grievances).

Exit Interviews and Procedures *(Policies DC and CY)*

Exit interviews will be scheduled for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on his or her employment experience.

All District keys, books, property including intellectual property, and equipment must be returned upon separation from employment.

Probationary Status *(Policy DCA)*

The following persons shall be employed under a probationary contract when the person is employed by the District for the first time or if the person has not been employed by the District for two consecutive school years subsequent to August 28, 1967: Principal; Supervisor; Classroom Teacher; Counselor; Other full-time professional employees who are required to hold a certificate issued under Education Code Chapter 21, Subchapter B; and Registered Nurse.

A probationary contract may not be for a term exceeding one school year. A probationary contract may be renewed for two additional one-year periods, for a maximum permissible probationary contract period of three school years, except that the probationary period may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.
An exception may be made for a probationary contract period to be extended beyond the third consecutive year of employment if, during the third year of the probationary period, the Board determines that it is doubtful whether a term contract should be given. If the Board makes such a determination, the District may offer a probationary contract for a term ending with the fourth consecutive school year.

Return to Probationary Status *(Policy DFAC)*

In lieu of discharging, terminating, or not renewing a term contract, the District may, with written consent of the employee, return the employee to probationary contract status. Before any employee agrees to be returned to probationary status, the employee must receive written notice of the proposed discharge, termination, or non-renewal. An employee returned to probationary status must serve a new probationary period as if the employee were employed by the District for the first time.

Hearings before Hearing Examiner *(Policy DFD)*

Information on hearings before a hearing examiner is found in Policy DFD.

Reduction in Force *(Policy DFF)*

A reduction in force may take place when the Board determines that financial exigency or a program change requires the discharge or non-renewal of one or more employees. Information on reduction in force may be found in Policy DFF.

Reports to Texas Education Agency *(Policy DF)*

The dismissal of a certified employee must be reported to the Division of Investigations at TEA whenever the termination is based on ~~**a determination**~~ **evidence** that the employee was involved in any of the following:

- Any form of sexual or physical abuse of a minor or any other unlawful conduct with a student or a minor.
- Soliciting or engaging in sexual conduct or a romantic relationship with a student or minor.
- The possession, transfer, sale, or distribution of a controlled substance.
- The illegal transfer, appropriation, or expenditure of district property or funds.
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit for the purpose of promotion or additional compensation.
- Committing a criminal offense or any part of a criminal offense on district property or at a school-sponsored event.

The superintendent is also required to notify TEA when a certified employee resigns and **there is reasonable evidence that would support a recommendation to terminate employment because of evidence that the educator engaged in** the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges or dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction.

Reports concerning court-ordered withholding

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities *(Policies FB, FFH)*

The Granbury Independent School District does not discriminate on the basis of race, religion, color, national origin, gender or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students based on any of the reasons listed above should be directed to ~~Carol Howard~~**Ron Holmgreen**, Assistant Superintendent 600 West Pearl Street, Granbury Texas, 76048 or by phone at 817-408-4009.

Student Records *(Policy FL)*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- The student: The rights of parents transfer to a student who turns 18 or is enrolled in an institution of post-secondary education. A district is not prohibited from granting the student access to the student's records before this time.
- School officials with legitimate educational interests.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal or designee for assistance.

Parent and Student Complaints *(Policy FNG)*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss their concerns with the appropriate teacher, principal or other campus administrator **who has the authority to address the concerns**.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

Administering Medication to Students *(Policy FFAC)*

No employee shall give any student prescription medication, nonprescription medication, herbal substances, anabolic steroids or dietary supplements of any type except as provided below.

Employees authorized by the Superintendent or designee may administer to students:

- Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]
- Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
- Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program of Section 504 plan of a student with disabilities.
- ~~**Nonprescription medication provided on an emergency basis by the District and consistent with:**~~
  - ~~**Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; and**~~
  - ~~**Parental consent given on the emergency treatment form.**~~

Dietary Supplements (*Policies DH, FFAC)*

District employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her school district duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

Psychotropic Drugs (*Policy FFAC)*

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

District employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student

Student Conduct and Discipline *(Policies in the FN series and FO series)*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance *(Policy FEB)*

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the Student Handbook. Contact the campus principal for additional information.

Student Bullying *(Policy FFI)*

All employees are required to report student complaints of bullying to the campus principal or supervisor. The District's policy includes definitions and procedures for reporting and investigating bullying of students can be found online at www.granburyisd.org

Student Hazing *(Policy FNCC)*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Student Dress Code

All staff members are responsible for knowing what student dress is appropriate under the dress code in the Student Handbook, as well as enforcing the student dress code. A copy of the Granbury ISD Student Handbook is on-line in the public folder section of the Granbury Independent School District web page.

Student Code of Conduct

All staff members are responsible for having knowledge of and assisting in the enforcement of the student Code of Conduct, as printed in the Granbury ISD Student Handbook.

Student Field Trips

All student field trips must have prior approval by the District and the Supervisor. Once approval has been gained, several forms are required for such trips. These forms can be found in your Campus front office.

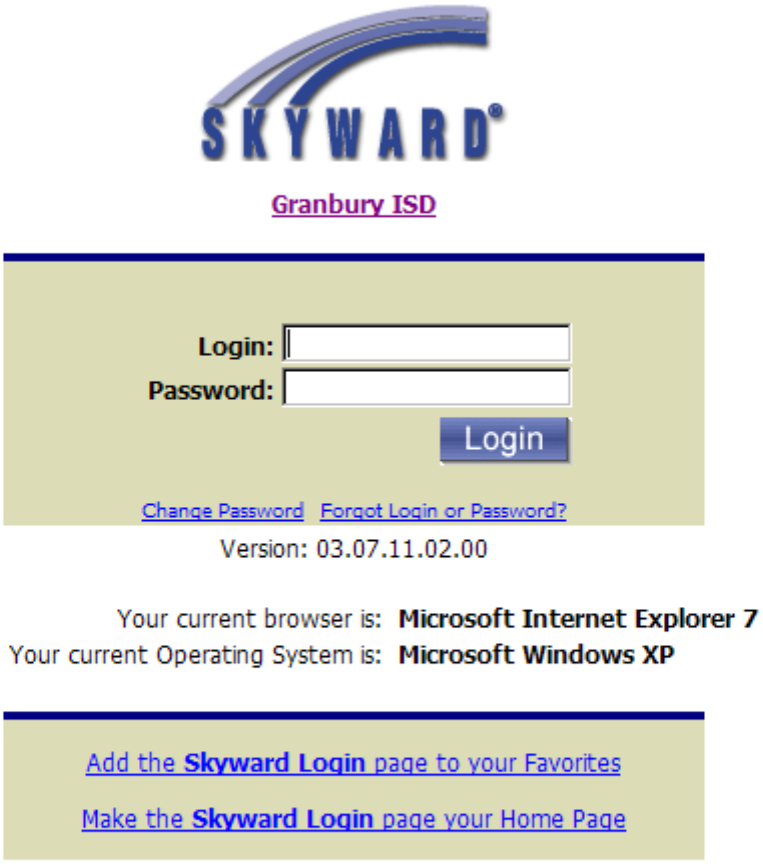
Employee sponsors must accompany students on all buses on all field trips at all times.

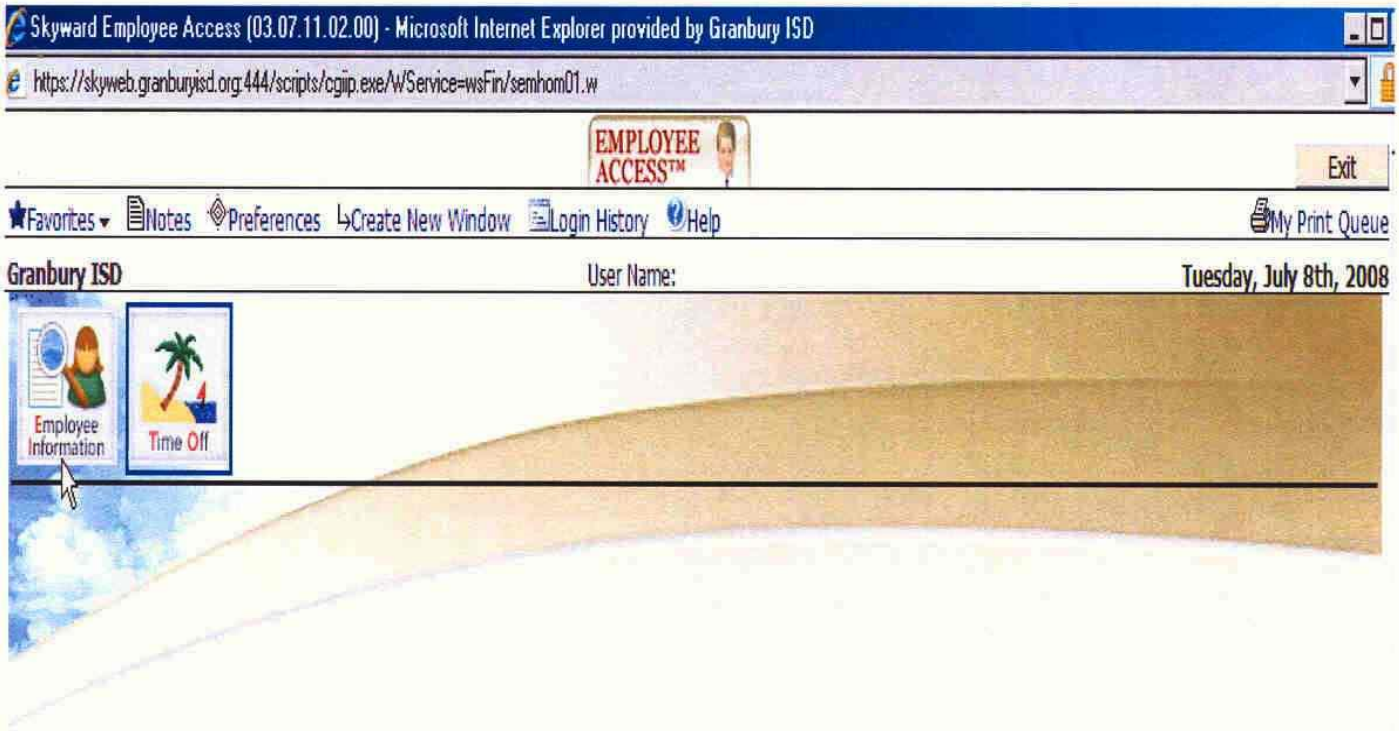
EXHIBITS

GO TO THIS LINK AND THEN FOLLOW THE ARROWS ON THE EXAMPLES TO GET PAYSTUB INFORMATION.

www.granburyisd.org/employeeaccess

CONTACT BUSINESS OFFICE FOR LOGIN INFORMATION.





PaCU

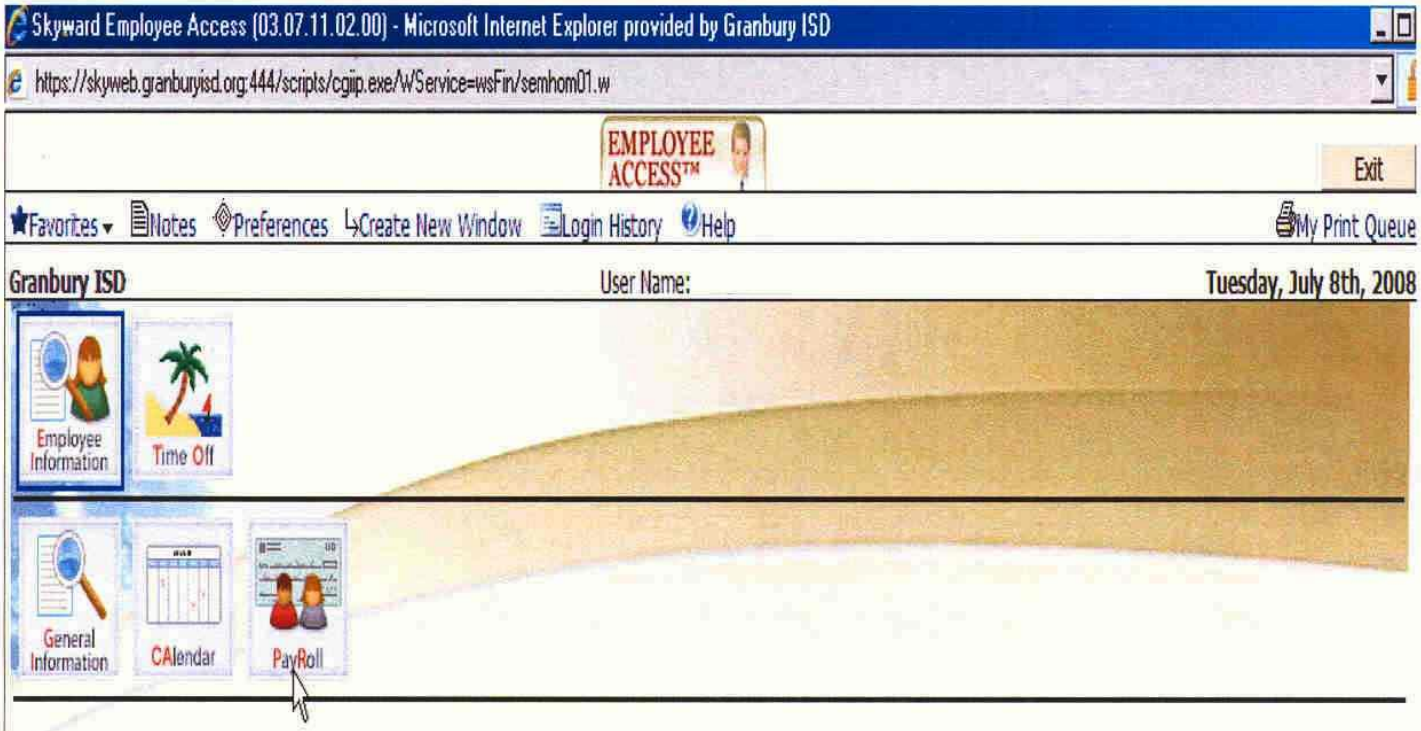
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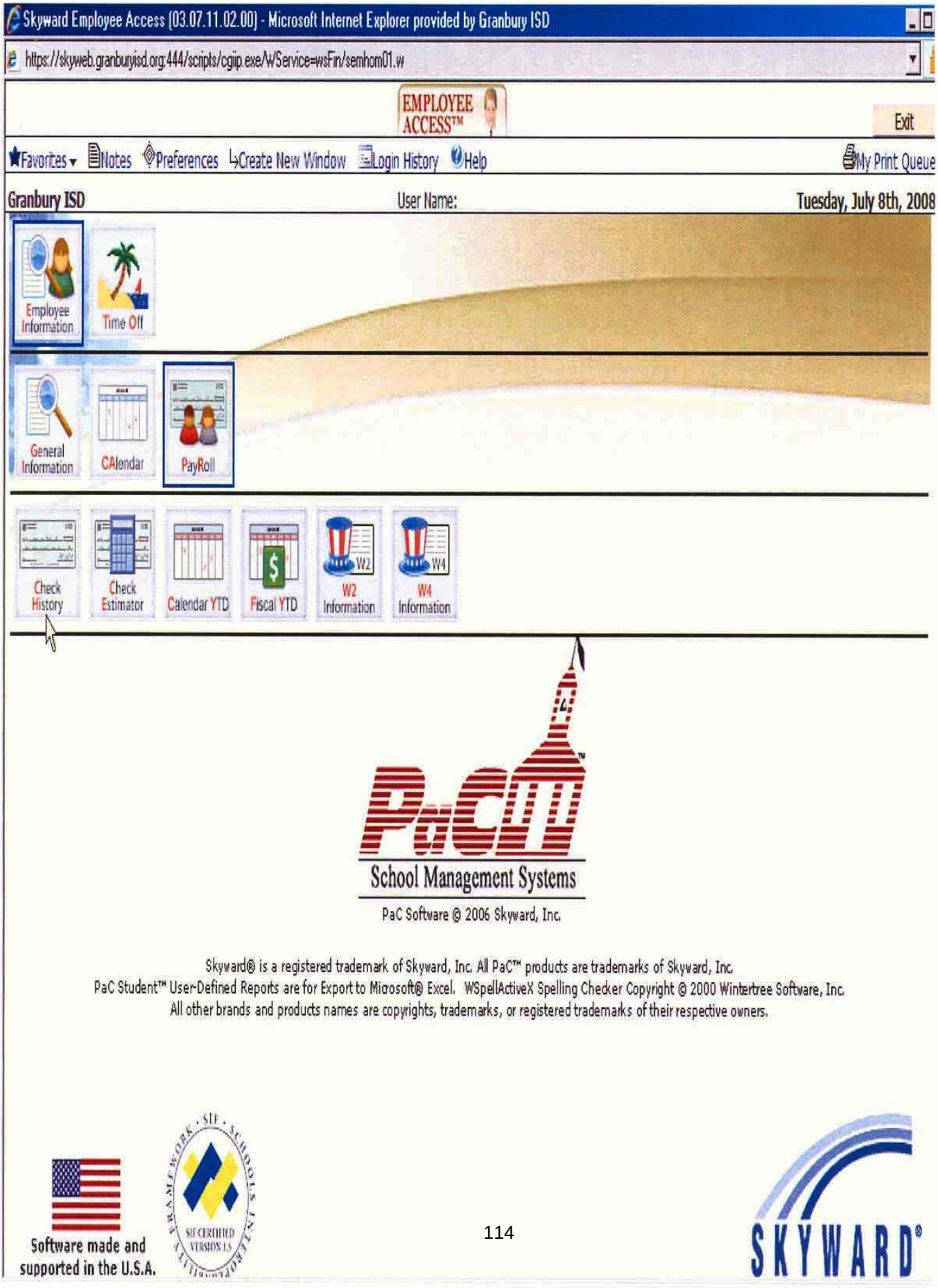
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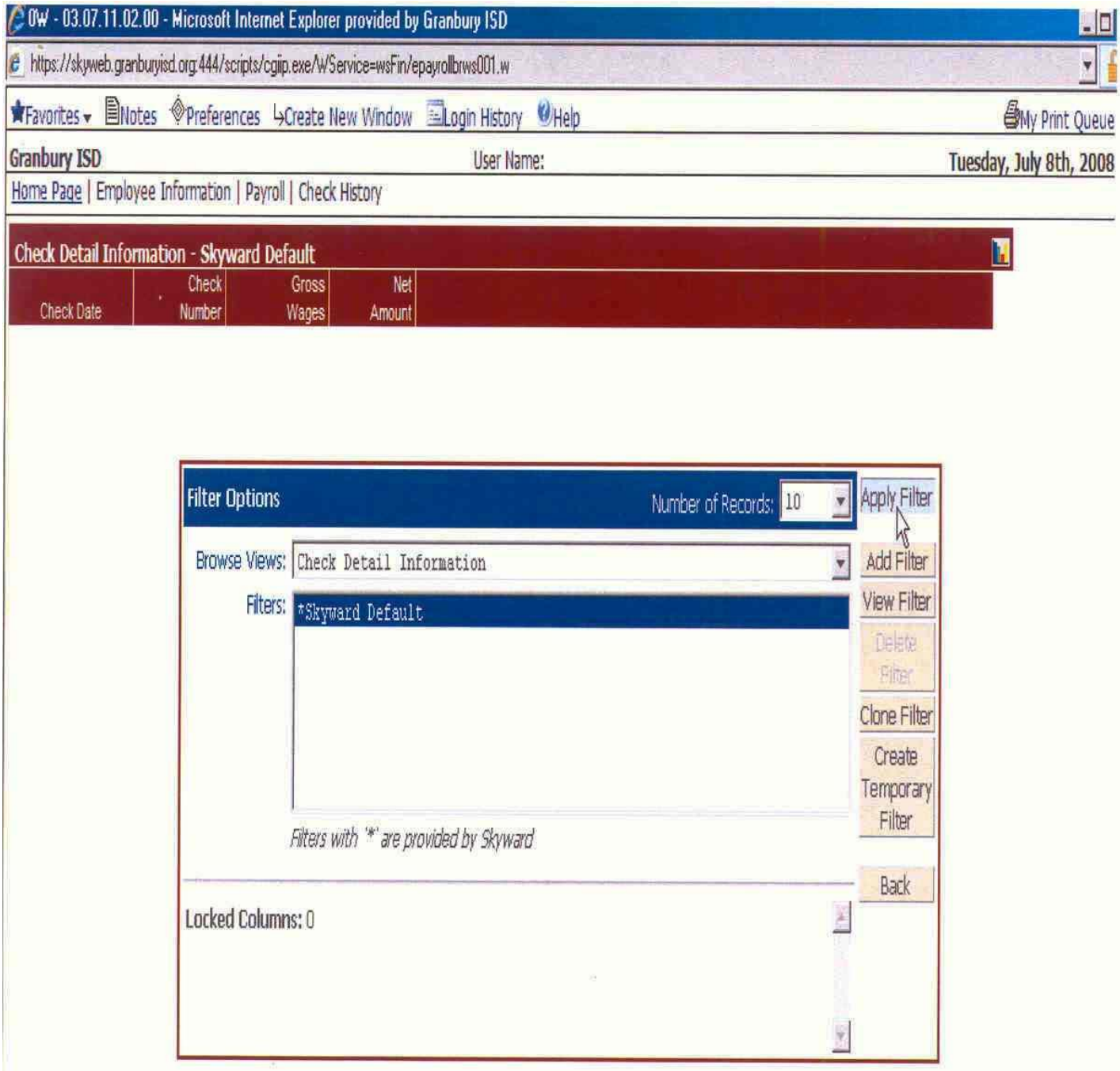
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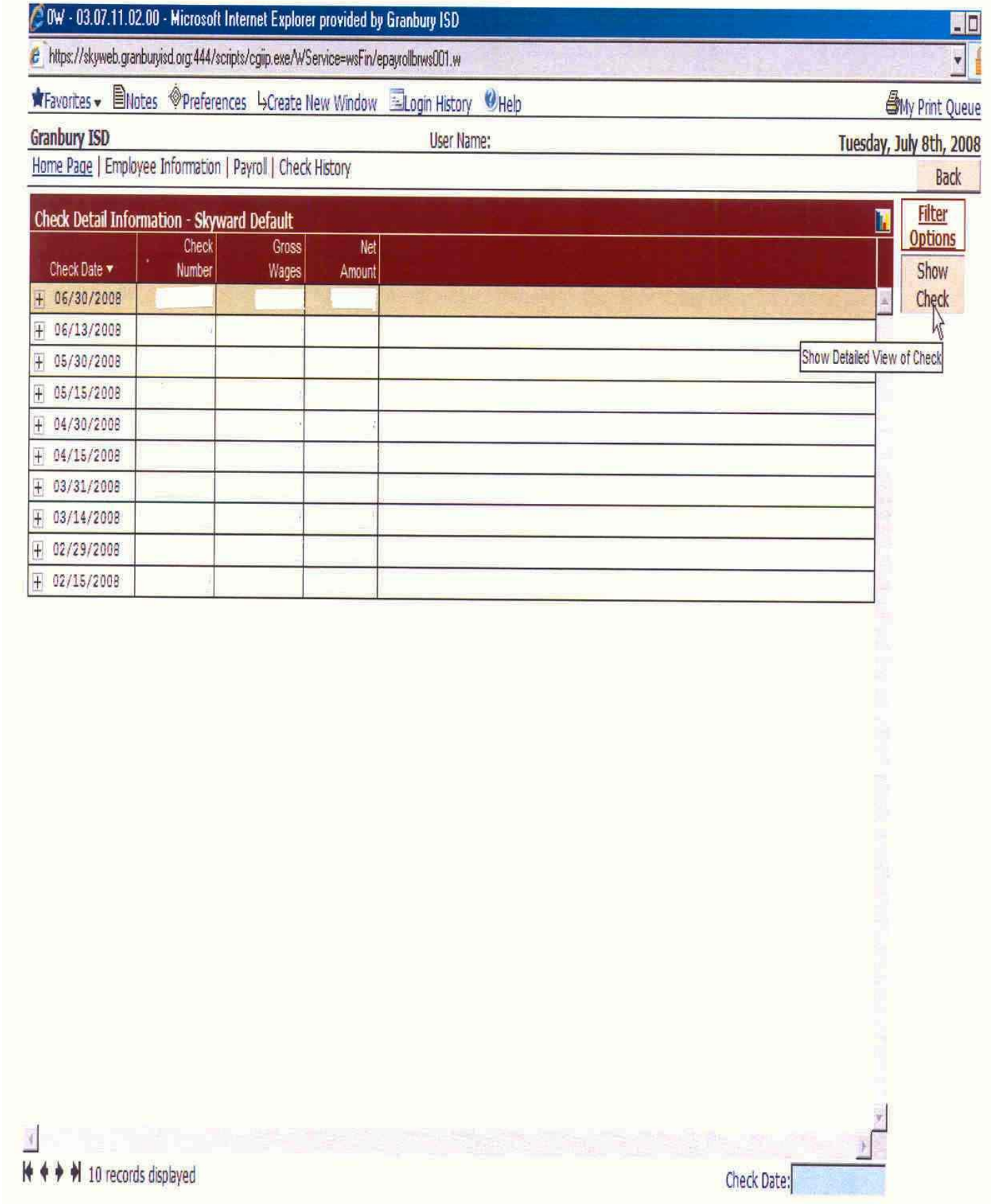
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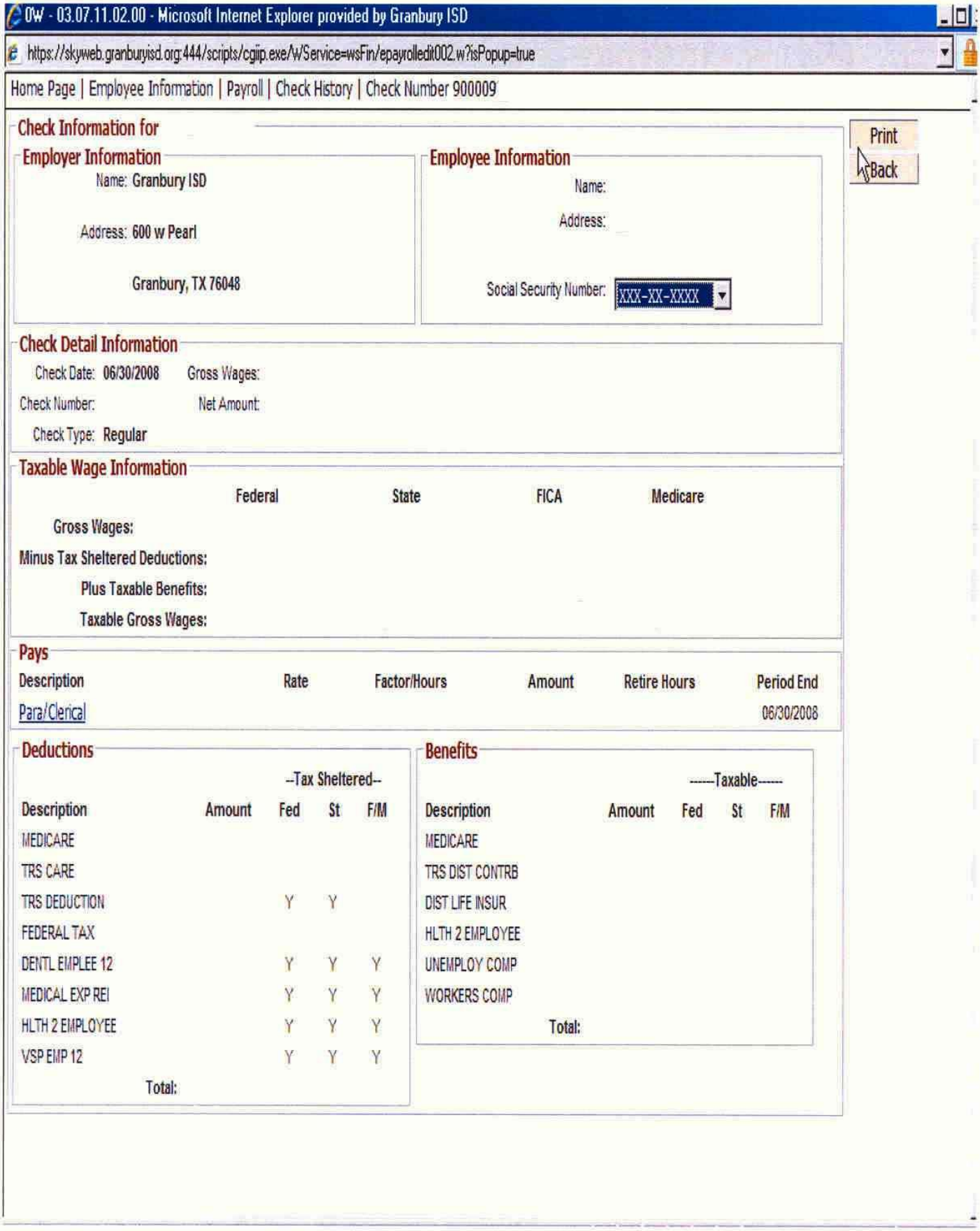
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EMPLOYEE ACCESS™
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Favorites
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Preferences
Create New Window
Login History
Help
My Print Queue
Granbury ISD
User Name:
Tuesday, July 8th, 2008
Employee Information
Time Off
General Information
CAlendar
PayRoll
Check History
Check Estimator
Calendar YTD
Fiscal YTD
W2 Information
W4 Information
PaCTT
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https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/epayrollbrws001.w
Favorites
Notes
Preferences
Create New Window
Login History
Help
My Print Queue
Granbury ISD
User Name:
Tuesday, July 8th, 2008
Home Page | Employee Information | Payroll | Check History
Check Detail Information - Skyward Default
Check Date
Check Number
Gross Wages
Net Amount
Filter Options
Number of Records: 10
Apply Filter
Browse Views: Check Detail Information
Add Filter
Filters: *Skyward Default
View Filter
Delete Filter
Clone Filter
Create Temporary Filter
Filters with '*' are provided by Skyward
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Locked Columns: 0


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Favorites
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Show Check
Show Detailed View of Check
Check Date
Check Number
Gross Wages
Net Amount
06/30/2008
06/13/2008
05/30/2008
05/15/2008
04/30/2008
04/15/2008
03/31/2008
03/14/2008
02/29/2008
02/15/2008
10 records displayed
Check Date:


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https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/epayrolledit002.w?isPopup=true
Home Page | Employee Information | Payroll | Check History | Check Number 900009
Print
Back
Check Information for
Employer Information
Name: Granbury ISD
Address: 600 w Pearl
Granbury, TX 76048
Employee Information
Name:
Address:
Social Security Number: XXX-XX-XXXX
Check Detail Information
Check Date: 06/30/2008
Gross Wages:
Check Number:
Net Amount:
Check Type: Regular
Taxable Wage Information
Federal
State
FICA
Medicare
Gross Wages:
Minus Tax Sheltered Deductions:
Plus Taxable Benefits:
Taxable Gross Wages:
Pays
Description
Rate
Factor/Hours
Amount
Retire Hours
Period End
Para/Clerical
06/30/2008
Deductions
--Tax Sheltered--
Description
Amount
Fed
St
F/M
MEDICARE
TRS CARE
TRS DEDUCTION
Y
Y
FEDERAL TAX
DENTL EMPLEE 12
Y
Y
Y
MEDICAL EXP REI
Y
Y
Y
HLTH 2 EMPLOYEE
Y
Y
Y
VSP EMP 12
Y
Y
Y
Total:
Benefits
------Taxable------
Description
Amount
Fed
St
F/M
MEDICARE
TRS DIST CONTRB
DIST LIFE INSUR
HLTH 2 EMPLOYEE
UNEMPLOY COMP
WORKERS COMP
Total:

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GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 17, 2015
RE: 2015-16 A.S.A.P. Program Agreement

SUMMARY:

An interlocal agreement between Hood County and GISD authorizes the above program to function. The attached agreement is what has been agreed to this year between Hood County and GISD.

The cost for the 2015-16 school year will remain at $64,648.34, same as last year.

The proposed budget has the full amount included.

RECOMMENDATION:

That the Board approves the agreement as presented.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Mr. Dobie Williams

Date Submitted: August 17, 2015

County of Hood
State of Texas

Inter-Local Agreement
Granbury ISD and County of Hood
Truancy Program (A.S.A.P.)

This agreement is made on the date of the last party's signature to this agreement and is made between the County of Hood, Texas, hereinafter referred to as "County" and the Granbury Independent School District, hereinafter referred to as "District". The County and the District make the following findings in entering into this agreement.

Whereas, this agreement is made pursuant to the authority of Section 791.001 – 791.029 of the Texas Government Code; and

Whereas, the expense of any payments or performance required by this agreement shall come from current revenues legally available to the parties; and

Whereas, the subject of this contract is necessary for the benefit of the public and each party has the legal authority to perform and to provide the governmental function or service which is the subject matter of this contract; and

Whereas, the parties find that the performance of this agreement is in the common interest of both parties. For and in consideration of the terms set below;

I

The County, through the office of Constable, Pct. 4 will conduct the following activities:

1. The Constable's office will deliver papers provided by the District to person(s) whom the District determines are in need of services regarding truancy from District schools.
2. The Constable's office will deliver the District's papers in person.
3. The Constable's office will provide a report to the District of the outcome of visits with these persons.

II

It is expressly understood and agreed that deputies of the Constable shall be subject to the control and supervision of the Constable to the same extent as other deputies and that such deputies shall have no duty or obligation to the District other than those duties, which the deputies have to the public generally.

III

The District shall provide to the Constable's office:

1. Correct papers with the last known addresses for each delivery requested of the Constable's office.
2. At each school, a staff contact member to serve as liaison with the Constable's office regarding this project.

IV

The District shall absorb the cost of the program with the County providing the training and administrative cost of the truancy project.

V.

The District agrees to pay County the amount of $64,648.34, to be paid in one (1) lump sum not later than 30 days after the date of the execution of this agreement.

VI

It is expressly understood and agreed that employment of the deputy constable shall cease on the date, which the inter-local agreement is terminated.

VII

A. It is expressly understood and agreed that the period or term of this Agreement may be terminated without cause at any time by either party by giving to the other party at least (30) thirty days advance written notice of its intention to do so, specifying therein the effective date of such termination.

B. Notice to the County shall be accomplished by certified mail to the Hood County Judge, 100 East Pearl Street, Granbury, Texas 76048. Likewise notice to the District shall be accomplished by certified mail to the Superintendent at 600 W. Pearl ST, Granbury, Texas 76048.

VIII

It is understood and agreed that the office of the Constable is that of an independent elected official and neither the Constable, Hood County, nor any of its employees, agents or assignees, shall be deemed for any purposes to be employees or agents of the District. The Constable's office assumes full responsibility for the actions of Hood County personnel and volunteers while performing any services incident to this Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security), workers compensation, disability benefits and like requirements.

IX

The District and County agree that any personal property purchased by County with funds provided by District shall be personal property owned by County.

X

This Agreement is made in Texas and shall be construed, interpreted and governed by the laws of such state. The parties consent to the jurisdiction and venue of the courts of Hood County, Texas for any action under this agreement.

XI

The term of this Agreement represent the 2015-2016 school year.

By entering into this Agreement the parties do not intend to create any rights or obligations other than those specifically set forth herein and this Agreement shall not create rights in persons not party to this Agreement.

The signatures to this agreement warrant that each has the authority to enter into this agreement on behalf of the entity they represent.

IN WITNESS WHEREOF, the parties hereto have executed duplicate counterparts to effectuate these agreements.

Granbury Independent School District

By: _____

_____
Authorized Representative of Granbury ISD

Date: _____

County of Hood, Texas

By: _____
Darrell Cockerham, County Judge

Date: _____

_____
Attest:
County Clerk

_____
Chad Jordan
Constable, Precinct 4

_____
Date

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
D**ATE**: August 14, 2015
RE: City of Granbury Interlocal Agreement

SUMMARY:

District Policy CH (LEGAL) and Texas Education Code 44.031 authorize the use of an interlocal contract for purchasing. Texas Interlocal Cooperation Act, Chapter 791 Texas Government Code grants the legal authority to form and participate in purchasing agreements.

To increase efficiency in procurement, Granbury Independent School District has the option to enter into an agreement with the City of Granbury. The intent of the agreement is to cover supplies or services, on an as needed basis, that each entity may provide. This agreement will be most beneficial to the district's maintenance and facilities department. It will afford district staff the opportunity to have immediate access to parts that are warehoused by the City of Granbury. It will also provide the opportunity for the City of Granbury or Granbury ISD to piggyback on any new contracts that contain the interlocal clause, if the vendor agrees to extend the terms and conditions under the contract.

There are no membership fees or administrative fees to be paid by the district. The agreement will be in effect from the date of execution by both parties until terminated by either party to the agreement with a thirty (30) day written notice to terminate. Each entity shall follow their procurement procedures related to any purchase made under this agreement.

RECOMMENDATION:

It is recommended the Board of Trustees execute the interlocal agreement for participation and membership between the City of Granbury and Granbury Independent School District.

Respectfully submitted,



L. O. "Dobie" Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Mr. Dobie Williams
Ms. Debbie Johnson

Date Submitted: August 14, 2015

INTERLOCAL AGREEMENT
BETWEEN THE CITY OF GRANBURY AND GRANBURY INDEPENDENT SCHOOL DISTRICT

This agreement is made this _____ day of _____ 2015, between the City of Granbury, Hood County, Texas, hereafter "Granbury", and Granbury Independent School District, Granbury, Hood County, Texas, hereafter "GISD".

Pursuant to the authority granted by the Texas Interlocal Cooperation Act, Chapter 791 Texas Government Code providing for the cooperation between Granbury and GISD, in consideration of the premises and mutual promises contained herein, agree as follows:

WHEREAS, THE CONTRACT IS MADE UNDER THE AUTHORITY OF Section 791.001 of the Texas Government Code; and

WHEREAS, the respective governing bodies of Granbury and GISD find that the subject of this contract is necessary for the benefit of the public and that each party has the legal authority to perform under this agreement and to provide the governmental function or service which is the subject matter of this contract; and

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WHEREAS, the governing bodies find that the performance of this contract is in the common interest of both parties.

NOW THEREFORE, in consideration of the foregoing and the mutual promises, covenants and obligations as set forth herein, Granbury and GISD agree as follows:

1. Both Granbury and GISD will work cooperatively to provide a program for the purchase of various goods and services commonly utilized by the participants ("Cooperative Purchasing Program"), and under such program may purchase goods and services from vendors under contracts let by Granbury and GISD

2. Granbury and GISD will enter into individual contracts with vendors under the Cooperative Purchasing Program provided for under this Agreement. Each participant shall be individually responsible for payment directly to the vendor and for the vendor's compliance with all conditions of delivery and quality of purchased items under such individual contracts.

3. Granbury and GISD may stock parts and supplies purchased under contracts for inventory purposes. Should Granbury or GISD need supplies available from inventory, the providing entity shall invoice the receiving entity for the parts and supplies. An itemized invoice is to be provided in a timely manner, not to exceed thirty (30) days after receipt of the goods. Cost to be invoiced will be at the discretion of the providing entity, either the actual cost of the item or the average cost of the item.

   Example of average cost: Item XYZ was purchased initially at $1.00 each for inventory stock, in restocking the item the new cost was $1.50 each. Average cost would be calculated at $1.00 + $1.50 = $2.50 divided by 2 which would be

$1.25 each. The item would be invoiced at $1.25 each if using the average cost method

4. Should services be provided by Granbury or GISD, the costs related to those services shall be mutually agreed upon at the time of need. A quote for services will be provided by the entity to provide the services. Each entity will follow their procurement procedures. All services will be billed by itemized invoice by the entity providing the services.

5. The Authorized Representative of Granbury and the Authorized Representative of GISD, are hereby designated to act in all matters relating to this agreement.

6. This Agreement shall take effect upon execution by both signatories. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, and all of which shall constitute but one and the same instrument.

7. This Agreement shall be in effect from the date of execution until terminated by either party to the Agreement with a thirty (30) day written notice to terminate.

8. Pursuant to Texas Government Code 791.011(d)(3), "each party paying for the performance of governmental functions or services must make those payments from current revenues available to the paying party."

9. Each participant is responsible for all of its own claims, and agrees not to seek indemnification against the other participant hereto for compensation for any loss, damage, personal injury or death occurring as a consequence of the performance of this Agreement.

10. Each participant agrees that if legal action is brought under this Agreement exclusive venue shall lie in Hood County, Texas.

11. All notices under this Agreement shall be addressed to the participants as follows:

City of Granbury City Manager 116 W. Bridge Granbury, Texas 76048	Granbury Independent School District Assistant Superintendent for Finance & Operations 600 W. Bridge, Suite 6 Granbury, Texas 76048

12. If any portion of this Agreement shall be declared illegal or unenforceable for any reason, the remaining portions shall continue in full force and effect.

IN WITNESS WHEROF, the parties hereto have caused this agreement to be executed by their authorized officers the day and year shown below.

CITY OF GRANBURY

_____
Signature

_____
Printed Name

_____
Title

_____
Date

GRANBURY INDEPENDENT SCHOOL DISTRICT

_____
Signature

_____
Printed Name

_____
Title

_____
Date

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GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 17, 2015
RE: Budget Adoption

SUMMARY:

Budgets for General Operating, Food Service and Debt Service have been presented and discussed in the budget workshop and board meeting. The required Notice has been published in the local newspaper and the Public Hearing scheduled for 8/24/15 at 6:00 pm will have taken place by the time this agenda item is considered.

There have been no significant changes to the overall General Fund budget from what was presented at the budget workshop held on 7/20/2015. Minor changes were necessary due to a slight change in projected tax revenue once certified values were received. And since GISD is a Chapter 41 district this slight change in tax revenue also results in a slight change in state aid as well as recapture. The overall impact was a net decrease in the total General Fund budget of $145,385 from what was presented at the budget workshop. The budget presented for adoption is a balanced budget and therefore the projected General Fund balance at 8/31/16 is projected to remain the same and is within policy requirements.

There have been no changes to the Child Nutrition budget from what was presented at the workshop held on 7/20/15. The Child Nutrition Budget presented is a balanced budget and therefore the projected balance at 8/31/16 is projected to remain the same.

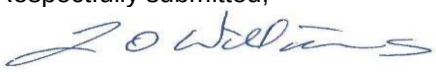
The Debt Service budget presented is based on a tax rate of $0.225, which is the same debt service tax rate as last year. This is also the proposed debt service tax rate published in the required Notice. It should be noted that once a proposed tax rate is published in the required Notice the District cannot adopt a tax rate higher than what is published. However, adopting a tax rate lower than the published tax rate is permissible. The Debt Service budget presented will raise approximately $789,890 more in revenue than will be necessary to meet 2015-16 debt obligations, assuming a 99% collection rate. Alternate budget figures will be available should the Board wish to consider adopting a Debt Service budget with a lower tax rate. However, due to the current fund balance in the debt service fund as compared to the annual debt service obligations, as well as the uncertainties in how the increase in the homestead exemption mandated by the last legislative session will impact the District over the long term, it is the recommendation of administration to adopt the Debt Service budget as presented based on a debt service tax rate of $0.225.

It is law that budgets be adopted prior to the start of the fiscal year, which is September 1, 2015.

RECOMMENDATION:

That the Board adopt the budgets as presented by Administration.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible:	Dr. James Largent Dobie Williams
Date Submitted:	August 17, 2015

Granbury ISD
2015-16 Projected Budget
Worksheet

	Adopted	Projected as of 8-24-15	Projected as of 8-24-15
	2014-15	2014-15	2015-16
REVENUES			
PROPERTY TAX	47,634,017	48,248,434	47,940,531
Penalities & Interest	600,000	516,610	633,374
STATE			
State Aid	7,920,726	7,691,476	7,467,873
TRS ON Behalf	2,084,887	2,153,662	2,197,859
MISC	833,529	1,130,000	1,225,661
IMA	180,000	-	-
Total Revenues	59,253,159	59,740,182	59,465,298
EXPENSES			
Salaries & Benefits	41,290,936	42,653,026	43,362,000
Salary Increase for Other Employees (2%)	240,000	-	
Total Salaries & Benefits	41,530,936	42,653,026	43,362,000
Campus Allocations	844,612	844,612	854,177
Dept Allocations	6,076,426	6,076,426	8,395,959
State Special Programs	519,260	519,260	724,808
High School Allottment	71,307	71,307	71,307
Technology Replacements/Software	650,000	650,000	650,000
CF Funds	43,900	43,900	-
Medicaid Program Funds	90,000	90,000	90,000
Appraisal District Costs	950,000	765,000	790,000
Total Non-Salaries & Benefits	9,245,505	9,060,505	11,576,251
New Spending			
Drug Detection Canine	55,700	55,700	in dept allocation
Band Services	9,600	9,600	in dept allocation
Fuel Contingency	80,000	80,000	no carry forward
Student Travel beyond State	50,000	50,000	in dept allocation
Truant Officer	58,400	58,400	in dept allocation
Suburban Replacement	120,000	120,000	no carry forward
Band Replacement Sch -Annual	20,000	20,000	in dept allocation
GCA Custodial Agreement (net employees	2,242,297	1,880,234	in dept allocation
Storage Units for Construction	8,000	8,000	no carry forward
Driver's Education Car	22,000	22,000	no carry forward
Move Portables	15,000	15,000	no carry forward
Mobile Bus	50,000	50,000	no carry forward
Bond Communication Mail Pieces	6,000	6,000	in dept allocation
Mobile App	2,700	2,700	in dept allocation
Ag Truck	40,000	40,000	no carry forward
CTE Student Org State Competitions	6,000	6,000	in dept allocation
Unleaded Fuel Tank	36,000	36,000	no carry forward
Trans Automatic Gate	15,000	15,000	no carry forward
Compensation Study	20,000	20,000	no carry forward
School Resource Officer Vehicle	10,000	10,000	no carry forward
New School Resource Officer	54,300	54,300	in dept allocation
Curriculum Dyslexia Services	50,000	50,000	in dept allocation
Athletic Gym Floor Refinishing			9,114
Cleaning of Pirate Stadium Surface (Ath.)			5,500
Cleaning of Pirate Pavilion Surface (Ath.)			2,500
UIL League Dues (Ath.)			1,600
UIL District 8-5A Dues (GHS)			3,000
Congressional Debate Travel (GHS)			1,300
Summer Projects 2014-15		656,155	
Total Expenditures	53,747,438	54,978,620	54,961,265
Recapture	6,125,889	5,311,274	4,504,033
Net Effect to Fund Balance	(620,168)	(549,712)	-
Erate Savings	100,000	100,000	100,000
Projected Lapse (1% of Expenditures)	537,474	549,786	549,613
Fund Balance Increase(Decrease)	17,306	100,075	649,613
8/31 Projected Fund Balance	15,283,248	15,366,017	16,015,629
% of Operating Budget	26%	25%	27%

GRANBURY ISD

GENERAL OPERATING (FUND 199)

2015-16 PROPOSED BUDGET - REVENUE

DESCRIPTION	2014-15 Budget	2015-2016 Proposed	Difference	% Difference	% of Total Revenue
5711 - CURRENT YEAR TAXES	47,034,017	47,340,531	306,514	0.52%	79.61%
5712 - PRIOR YEAR TAXES	600,000	600,000	0	0.00%	1.01%
5719 - PENALTIES & INTEREST	600,000	633,374	33,374	0.06%	1.07%
5736 - SUMMER SCHOOL TUITION	7,000	7,000	0	0.00%	0.01%
5737- DRIVERS ED TUITION	40,000	40,000	0	0.00%	0.07%
5738 - HIGH SCHOOL PARKING FEES	15,000	15,000	0	0.00%	0.03%
5742 - INTEREST INCOME	25,000	29,000	4,000	0.01%	0.05%
5743 - BLDG/FIELD USE FEE	13,000	20,000	7,000	0.01%	0.03%
5744 - GIFTS AND BEQUESTS	34,564	0			
5749 - MISC. LOCAL REVENUE	101,790	134,000	32,210	0.05%	0.23%
5751 - FOOD SERVICE INDIRECT REV	0	0	0	0.00%	0.00%
5752 - ATHLETIC RECEIPTS	89,000	132,084	43,084	0.07%	0.22%
5753 - COMMUNITY ED RECEIPTS	0	0	0	0.00%	0.00%
5755 - OTHER ENTERPRISING INCOME	36,675	0	(36,675)	-0.06%	0.00%
5811 - PER CAPITA REVENUE	1,599,672	1,806,607	206,935	0.35%	3.04%
5812 - FOUNDATION REVENUE	6,321,054	5,661,266	(659,788)	-1.11%	9.52%
5831 - TRS ON-BEHALF PAYMENTS	2,084,887	2,211,436	126,549	0.21%	3.72%
5929 - FEDERAL INDIRECT REVENUE	60,000	60,000	0	0.00%	0.10%
5931 - MEDICAID REVENUE	350,000	700,000	350,000	0.59%	1.18%
5932 - MAC REVENUE	1,500	15,000	13,500	0.02%	0.03%
5948 - JROTC REVENUE	60,000	60,000	0	0.00%	0.10%
Instructional Materials Allottment	180,000	0	(180,000)	-0.30%	0.00%
TOTALS	**59,253,159**	**59,465,298**	246,703		100.00%

GRANBURY ISD
GENERAL OPERATING (FUND 199) by FUNCTION
2015-16 PROPOSED BUDGET

Function	2014-15 Budget	2015-16 Proposed	Increase/ Decrease)	% of Budget	% of Budget Net Recapture	% Increase
11 INSTRUCTION	30,554,837	31,038,982	484,145	52.2%	56.5%	1.6%
12 INSTRUCTIONAL RESOURCES & MEDIA	731,267	732,272	1,005	1.2%	1.3%	0.1%
13 CURRICULUM & STAFF DEVELOPMENT	742,814	762,287	19,473	1.3%	1.4%	2.6%
21 INSTRUCTIONAL LEADERSHIP	484,766	509,079	24,313	0.9%	0.9%	5.0%
23 SCHOOL LEADERSHIP	3,378,300	3,413,383	35,083	5.7%	6.2%	1.0%
31 GUIDANCE/COUNSELING	2,256,909	2,580,368	323,459	4.3%	4.7%	14.3%
32 SOCIAL WORK SVCS	58,400	65,000	6,600	0.1%	0.1%	11.3%
33 HEALTH SERVICES	386,727	380,294	(6,433)	0.6%	0.7%	-1.7%
34 TRANSPORTATION	2,986,261	2,791,777	(194,484)	4.7%	5.1%	-6.5%
35 FOOD SERVICE			0	0.0%	0.0%	#DIV/0!
36 CO-CURRICULAR/EXTRACURRICULAR	1,683,966	1,834,462	150,496	3.1%	3.3%	8.9%
41 GENERAL ADMINISTRATION	2,197,224	2,382,148	184,924	4.0%	4.3%	8.4%
51 PLANT MAINTENANCE	6,101,919	6,075,771	(26,148)	10.2%	11.1%	-0.4%
52 SECURITY & MONITORING SERVICES	246,880	266,179	19,299	0.4%	0.5%	7.8%
53 DATA PROCESSING	937,595	1,228,961	291,366	2.1%	2.2%	31.1%
61 COMMUNITY EDUCATION	49,573	110,302	60,729	0.2%	0.2%	122.5%
71 DEBT SERVICE	0	0	0	0.0%	0.0%	#DIV/0!
81 FACILITIES CONSTRUCTION & ACQUISITION	0	0	0	0.0%	0.0%	#DIV/0!
91 CONTRACTED SVCS BETWEEN PUBLIC SCHOOLS	6,125,889	4,504,033	(1,621,856)	7.6%	0.0%	0.0%
99 OTHER INTERGOVERNMENTAL CHARGES	950,000	790,000	(160,000)	1.3%	1.4%	-16.8%
	59,873,327	59,465,298	(408,029)	100.0%	100.0%	-0.7%

GRANBURY ISD
GENERAL OPERATING (FUND 199) by OBJECT
2015-16 PROPOSED BUDGET

Object	2014-15 Budget	2015-16 Proposed	Increase/ (Decrease)	% of Budget	% of Budget Net Recapture	% Increase
6100 - Salaries & Benefits	42,858,975	43,736,405	877,430	73.5%	79.6%	2.0%
6200 - Contracted Services	12,513,787	11,160,305	(1,353,482)	18.8%	12.1%	-10.8%
6300 - Supplies & Materials	2,494,346	2,535,611	41,265	4.3%	4.6%	1.7%
6400 - Other Operating	1,142,496	1,168,321	25,825	2.0%	2.1%	2.3%
6500 - Debt Service	0	0	0	0.0%	0.0%	#DIV/0!
6600 - Captial Outlay	863,723	864,656	933	1.5%	1.6%	0.1%
	59,873,327	59,465,298	(408,029)	100.0%	100.0%	-0.7%

GRANBURY ISD
FOOD SERVICE FUND (FUND 240)
PROPOSED BUDGET
2015-16

		2015-16		
REVENUE				
5742	INTEREST INCOME	300		
5751	LOCAL FOOD SERVICE REVENUE	1,294,100		
5829	STATE MATCHING FUNDS	14,000		
5921	BREAKFAST PROGRAM REVENUE	491,400		
5922	LUNCH PROGRAM REVENUE	1,446,000		
5923	USDA DONATED COMMODITIES	176,200		
	TOTAL REVENUE			3,422,000
EXPENDITURES				
FUNCTION 35				
6100	SALARIES & BENEFITS	1,330,025		
6200	CONTRACTED SERVICES	48,700		
6300	SUPPLIES & MATERIALS	1,956,475		
6400	OTHER OPERATING EXPENSE	13,300		
6600	CAPITAL OUTLAY	13,500		
	TOTAL FUNCTION 35		3,362,000	
FUNCTION 51				
6200	CONTRACTED SERVICES	60,000		
	TOTAL FUNCTION 51		60,000	
	TOTAL EXPENDITURES			3,422,000
NET EFFECT TO FUND BALANCE				0

GRANBURY ISD
DEBT SERVICE FUND (FUND 599)
PROPOSED BUDGET
2015-16

Debt Service @$0.225

8/31/15 FUND BALANCE (Projected)			858,026
REVENUE			
5711 TAXES, CURRENT	10,241,942		
5712 TAXES, PRIOR YEARS	50,000		
5719 PENALTIES & INTEREST	50,000		
5742 INTEREST INCOME	4,000		
5800 TIER III	0		
TOTAL REVENUE		10,345,942	
EXPENDITURES			
FUNCTION 71			
6511 BOND PRINCIPAL	2,634,719		
6521 BOND INTEREST	6,882,568		
6599 OTHER DEBT FEES	5,000		
CLEBURNE ISD PYMT	33,765		
TOTAL EXPENDITURE		9,556,052	
NET EFFECT TO FUND BALANCE 8/31/2015			789,890
PROJECTED FUND BALANCE 8/31/2016			1,647,916

ASSUMPTION:		**07/24/15 Values**
$	**0.2250**	**TAX RATE**
	99%	**COLLECTION RATE**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 17, 2015
RE: Adoption of Tax Rate

SUMMARY:

The budgets are to be adopted by the Board at the August 24, 2015 meeting. The tax rate will have to be set to raise the revenue needed to fund the budgets. The Notice of Public Meeting has been published as required by statute and is scheduled for 6:00 pm on the night of the August 24th board meeting. The meeting will have occurred by the time this business item is presented.

A tax rate of $1.04 for Maintenance and Operations (M&O) and a tax rate of $0.225 for Debt Service (total tax rate of $1.265) is proposed for the 2015-16 school year and will be sufficient to fund the budgets. The effective M&O tax rate calculation for the 2015-16 school year is $1.05657 and as such, the proposed M&O tax rate of $1.04 does not exceed the effective M&O tax rate. Therefore, special language to adopt the tax rate as required in Tax Code § 26.05(b) (when the adopted tax rate exceeds the effective tax rate), is not required. Suggested language for adopting a tax rate that does not exceed the effect tax rate is as follows:

"I move that the property tax rate of $1.04 for Maintenance and Operations and $0.225 for Debt Service, for a total tax rate of $1.265, be adopted as presented."

Further, the tax rate cannot be set until such a time as TEA has approved the District's Intent/Choice Selection on the methods to be used to lower the wealth per WADA as a result of the Chapter 41 status. Attached is a copy of the email sent by TEA indicating acceptance of GISD's Intent/Choice Selection.

RECOMMENDATION:

That the attached resolution be adopted as presented setting the M & O tax rate to $1.04 and the Debt Service tax rate to $0.225 for a total tax rate of $1.265.

Respectfully submitted,

D Williams

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent

Date Submitted: August 17, 2015

RESOLUTION SETTING TAX RATE

WHEREAS, Granbury Independent School District ("District") is a local government of the State of Texas and has the authority to establish a property tax

WHEREAS, the District has adopted the 2015-16 Budget

WHEREAS, the District has received the certified property values from Hood CAD, Johnson CAD, Somervell CAD, and Parker CAD

BE IT RESOLVED that the Board of Trustees of the District, hereby levy or set the tax rate on $100 valuation for the District for the tax year 2014 at a total rate of $ 1.265 , to be assessed and collected by the duly specified assessor and collector as follows:

$ 1.040 for the purpose of maintenance and operation, and

$ .225 for the purpose of payment of principal and interest on debts

BE IT RESOLVED that this year's tax levy to fund maintenance and operations expenditures exceeds last year's maintenance and operations tax levy.

Dated this 24th day of August , 2015

Signed: _____
President

Attest: _____
Secretary

Sec. 26.05. TAX RATE. (a) The governing body of each taxing unit, before the later of September 30 or the 60th day after the date the certified appraisal roll is received by the taxing unit, shall adopt a tax rate for the current tax year and shall notify the assessor for the unit of the rate adopted. The tax rate consists of two components, each of which must be approved separately. The components are:

(1) for a taxing unit other than a school district, the rate that, if applied to the total taxable value, will impose the total amount published under Section 26.04(e)(3)(C), less any amount of additional sales and use tax revenue that will be used to pay debt service, or, for a school district, the rate calculated under Section 44.004(c)(5)(A)(ii)(b), Education Code; and

(2) the rate that, if applied to the total taxable value, will impose the amount of taxes needed to fund maintenance and operation expenditures of the unit for the next year.

(b) A taxing unit may not impose property taxes in any year until the governing body has adopted a tax rate for that year, and the annual tax rate must be set by ordinance, resolution, or order, depending on the method prescribed by law for adoption of a law by the governing body. The vote on the ordinance, resolution, or order setting the tax rate must be separate from the vote adopting the budget. The vote on the ordinance, resolution, or order setting a tax rate that exceeds the effective tax rate must be a record vote. A motion to adopt an ordinance, resolution, or order setting a tax rate that exceeds the effective tax rate must be made in the following form: "I move that the property tax rate be increased by the adoption of a tax rate of (specify tax rate), which is effectively a (insert percentage by which the proposed tax rate exceeds the effective tax rate) percent increase in the tax rate." If the ordinance, resolution, or order sets a tax rate that, if applied to the total taxable value, will impose an amount of taxes to fund maintenance and operation expenditures

of the taxing unit that exceeds the amount of taxes imposed for that purpose in the preceding year, the taxing unit must:

(1) include in the ordinance, resolution, or order in type larger than the type used in any other portion of the document:

(A) the following statement: "THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE."; and

(B) if the tax rate exceeds the effective maintenance and operations rate, the following statement: "THE TAX RATE WILL EFFECTIVELY BE RAISED BY (INSERT PERCENTAGE BY WHICH THE TAX RATE EXCEEDS THE EFFECTIVE MAINTENANCE AND OPERATIONS RATE) PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $(Insert amount)."; and

(2) include on the home page of any Internet website operated by the unit:

(A) the following statement: "(Insert name of unit) ADOPTED A TAX RATE THAT WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE"; and

(B) if the tax rate exceeds the effective maintenance and operations rate, the following statement: "THE TAX RATE WILL EFFECTIVELY BE RAISED BY (INSERT PERCENTAGE BY WHICH THE TAX RATE EXCEEDS THE EFFECTIVE MAINTENANCE AND OPERATIONS RATE) PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $(Insert amount)."

(c) If the governing body of a taxing unit does not adopt a tax rate before the date required by Subsection (a), the tax rate for the taxing unit for that tax year is the lower of the effective tax rate calculated for that tax year or the tax rate adopted by the taxing unit for the preceding tax year. A tax rate established by this subsection is treated as an adopted tax rate. Before the fifth day after the establishment of a tax rate by this subsection, the governing body of the taxing unit

must ratify the applicable tax rate in the manner required by Subsection (b).

(d) The governing body of a taxing unit other than a school district may not adopt a tax rate that exceeds the lower of the rollback tax rate or the effective tax rate calculated as provided by this chapter until the governing body has held two public hearings on the proposed tax rate and has otherwise complied with Section 26.06 and Section 26.065. The governing body of a taxing unit shall reduce a tax rate set by law or by vote of the electorate to the lower of the rollback tax rate or the effective tax rate and may not adopt a higher rate unless it first complies with Section 26.06.

(e) A person who owns taxable property is entitled to an injunction restraining the collection of taxes by a taxing unit in which the property is taxable if the taxing unit has not complied with the requirements of this section and the failure to comply was not in good faith. An action to enjoin the collection of taxes must be filed prior to the date a taxing unit delivers substantially all of its tax bills.

(f) Except as required by the law under which an obligation was created, the governing body may not apply any tax revenues generated by the rate described in Subsection (a)(1) of this section for any purpose other than the retirement of debt.

(g) Notwithstanding Subsection (a), the governing body of a school district that elects to adopt a tax rate before the adoption of a budget for the fiscal year that begins in the current tax year may adopt a tax rate for the current tax year before receipt of the certified appraisal roll for the school district if the chief appraiser of the appraisal district in which the school district participates has certified to the assessor for the school district an estimate of the taxable value of property in the school district as provided by Section 26.01(e). If a school district adopts a tax rate under this subsection, the effective tax rate and the rollback tax rate of the district shall be calculated based on the certified estimate of taxable value.

Acts 1979, 66th Leg., p. 2268, ch. 841, Sec. 1, eff. Jan. 1, 1982. Amended by Acts 1981, 67th Leg., 1st C.S., p. 164, ch. 13, Sec. 117, eff. Jan. 1, 1982; Acts 1985, 69th Leg., ch. 657, Sec. 3, eff. June 14, 1985; Acts 1987, 70th Leg., ch. 699, Sec. 2, eff. June 19, 1987; Acts 1987, 70th Leg., ch. 947, Sec. 7, eff. Jan. 1, 1988; Acts 1987, 70th Leg., ch. 988, Sec. 2, eff. June 18, 1987; Acts 1991, 72nd Leg., ch. 404, Sec. 1, eff. Jan. 1, 1992; Acts 1997, 75th Leg., ch. 165, Sec. 29.06, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1039, Sec. 27, eff. Jan. 1, 1998; Acts 1999, 76th Leg., ch. 398, Sec. 3, eff. Aug. 30, 1999; Acts 1999, 76th Leg., ch. 423, Sec. 1, eff. Jan. 1, 2000; Acts 1999, 76th Leg., ch. 1358, Sec. 2, eff. Jan. 1, 2000. Amended by:

Acts 2005, 79th Leg., Ch. 412 (S.B. 1652), Sec. 13, eff. September 1, 2005.

Acts 2005, 79th Leg., Ch. 1368 (S.B. 18), Sec. 1, eff. June 18, 2005.

Acts 2007, 80th Leg., R.S., Ch. 921 (H.B. 3167), Sec. 14.001, eff. September 1, 2007.

Acts 2009, 81st Leg., R.S., Ch. 668 (H.B. 2291), Sec. 1, eff. June 19, 2009.

Acts 2009, 81st Leg., R.S., Ch. 1328 (H.B. 3646), Sec. 86, eff. September 1, 2009.

Acts 2011, 82nd Leg., 1st C.S., Ch. 4 (S.B. 1), Sec. 57.28, eff. September 28, 2011.

Sec. 26.051. EVIDENCE OF UNRECORDED TAX RATE ADOPTION. (a) If a taxing unit does not make a proper record of the adoption of a tax rate for a year but the tax rate can be determined by examining the tax rolls for that year, the governing body of the taxing unit may take testimony or make other inquiry to determine whether a tax rate was properly adopted for that year. If the governing body determines that a tax rate was properly adopted, it may order that its official

records for that year be amended nunc pro tunc to reflect the adoption of the rate.

(b) An amendment of the official records made under Subsection (a) of this section is prima facie evidence that the tax rate entered into the records was properly and regularly adopted for that year.

Added by Acts 1989, 71st Leg., ch. 2, Sec. 14.01(a), eff. Aug. 28, 1989.

WILLIAMS, DOBIE

From: kim.wall@tea.state.tx.us
Sent: Thursday, August 13, 2015 2:12 PM
To: LARGENT, JAMES; WILLIAMS, DOBIE
Subject: Chapter 41 approval of District Intent/Choice Selection information

Dear James Largent and Dobie Williams,

Texas Education Agency has APPROVED the District Intent/Choice Selection information.

Please contact Kim Wall at (512) 463-4809 or kim.wall@tea.texas.gov if you need further information or guidance.

Regards,

The TEA FSP System

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 17, 2015
RE: Resolution Committing Fund Balance

SUMMARY:

Policy CE (LOCAL) identifies "*A financial goal of the District shall be to have a sufficient fund balance in the general operating fund in order to be able to maintain fiscal independence in case of a financial need or crisis. At a minimum, the goal of the District shall be to maintain committed, assigned, and unassigned fund balances in the general operating fund equal to or exceeding 20 percent of the total annual operating expenditures*." Furthermore, the policy allows for Fund Balance to be committed.

Currently the following are identified as committed fund balances.

- Construction and remodel - $1,200,000
- Capital Expenditures for vehicles and equipment - $400,000
- Other Purposes – Instructional Improvement Fund - $200,000

Committed funds are constrained to a specific purpose by the Board of Trustees and require Board action to commit and un-commit.

Policy is that unassigned fund balance be maintained at 20%. It is recommended that the full remainder be committed. In anticipation of the year end activity the following amounts would do just that. Uncertainty on what consideration of District fund balances will have in the State funding process, by doing this; there is evidence that the District has a planned purpose for these funds.

The attached resolution will be needed for committed funds.

RECOMMENDATION:

That the Board approve the proposed resolution to maintain the Committed Fund Balances as presented.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Dobie Williams
Date Submitted: August 17, 2015

RESOLUTION COMMITTING FUND BALANCE:

WHEREAS, committed fund balance requires formal board action to commit funds;

WHEREAS, funds are to be set aside for specific purposes;

WHEREAS, the amount of committed funds is reviewed annually;

NOW, THEREFORE, BE IT RESOLVED:

That the following total amounts are constrained for the specific purposes identified:

Construction or Facility Remodel - $1,200,000
Capital Expenditures for vehicles and equipment - $400,000
Other Purposes – Instructional Improvement fund - $200,000

PASSED AND APPROVED this 24th day of August 2015.

ATTEST:

By: _____ By: _____

Mark Jackson Barbara Herrington

President, GISD Board of Trustees Secretary, GISD Board of Trustees

Granbury ISD
Fund Balance Analysis
2014-15

				59,873,327
				% of Budget
Beginning Fund Balance - Unrestricted		13,465,942		22.49%
Original Projected Year End Activity	17,306			
Student Increase and Expenditure Lapse	82,769			
		100,075		
Projected Year End Balance 8/31/15			13,566,017	22.66%
Beginning Fund Balance - Construction		1,200,000		
Move from Unrestricted				
Projected Year End Activity				
Projected Year End Balance 8/31/15			1,200,000	2.00%
Beginning Fund Balance - Equipment		400,000		
Move from Unrestricted				
Projected Year End Activity				
Projected Year End Balance 8/31/15			400,000	0.67%
Beginning Fund Balance - Other		200,000		
Move from Unrestricted				
Projected Year End Activity				
Projected Year End Balance 8/31/15			200,000	0.33%
Beginning Fund Balance - HS Allottment		-		
Move from Unrestricted	-			
Projected Year End Activity	-			
Projected Year End Balance 8/31/15			-	0.00%
Projected Total Fund Balance			**15,366,017**	**25.66%**

Granbury ISD
Fund Balance Analysis
2015-16

59,465,298

				% of Budget
Beginning Fund Balance - Unrestricted		13,566,017		22.81%
Original Projected Year End Activity	649,613			
Student Increase and Expenditure Lapse	-			
		649,613		
Projected Year End Balance 8/31/16			14,215,630	23.91%
Beginning Fund Balance - Construction		1,200,000		
Move from Unrestricted				
Projected Year End Activity				
Projected Year End Balance 8/31/16			1,200,000	2.02%
Beginning Fund Balance - Equipment		400,000		
Move from Unrestricted				
Projected Year End Activity				
Projected Year End Balance 8/31/16			400,000	0.67%
Beginning Fund Balance - Other		200,000		
Move from Unrestricted				
Projected Year End Activity				
Projected Year End Balance 8/31/16			200,000	0.34%
Beginning Fund Balance - HS Allottment		-		
Move from Unrestricted	-			
Projected Year End Activity	-			
Projected Year End Balance 8/31/16			-	0.00%
Projected Total Fund Balance			**16,015,630**	**26.93%**

PROJECTED

Granbury ISD
Fund Balance Analysis
As of 07/20/2015

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16
Unrestricted	14,597,878	14,285,646	13,464,899	12,022,254	12,100,313	13,566,017	14,215,630
Construction - Committed	424,264	424,264	2,424,264	1,200,000	1,200,000	1,200,000	1,200,000
Equipment - Committed	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Other	200,000	200,000	200,000	200,000	200,000	200,000	200,000
HS Alottment	77,809	-	-	-	-	-	-
Total	15,699,951	15,309,910	16,489,163	13,822,254	13,900,313	15,366,017	16,015,630
Unassigned % of Operating Budget	23%	22%	21%	20%	20%	23%	24%
Operating Budget	67,403,974	68,172,221	65,050,360	60,096,183	61,476,181	59,873,327	59,465,298

PROPOSED REVISIONS

DEFINITIONS

The term “immediate family” is defined as:

FAMILY

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, and sibling-in-law.
5. Grandparent and grandchild.
6. Any person residing in the employee’s household at the time of illness or death.

For purposes of the Family and Medical Leave Act (FMLA), the definitions of spouse, parent, son or daughter, and next of kin are found in DECA(LEGAL).

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.

LEAVE DAY

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

CATASTROPHIC ILLNESS OR INJURY

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

AVAILABILITY

The District shall make state personal leave and local leave for the current year available for use at the beginning of the school year.

EARNING LOCAL LEAVE

An employee shall not earn any local leave when he or she is in unpaid status. An employee using full or proportionate paid leave shall be considered to be in paid status.

DEDUCTIONS

LEAVE WITHOUT PAY

The District shall not approve paid leave for more leave days than have been accumulated in prior years plus leave currently available. Any unapproved absences or absences beyond accumulated and available paid leave shall result in deductions from the employee's pay.

LEAVE PRORATION

EMPLOYED FOR LESS THAN FULL YEAR

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

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

1. State personal leave the employee used beyond his or her pro rata entitlement for the school year; and
2. Local leave the employee used but had not earned as of the date of separation.

EMPLOYED FOR FULL YEAR

If an employee uses more local leave than he or she earned and remains employed with the District through his or her last duty day, the District shall deduct the cost of the excess leave days from the employee's pay in accordance with administrative regulations.

RECORDING

Leave shall be recorded as follows:

1. Leave shall be recorded in half-day increments for all employees, even if a substitute is not employed.
2. If the employee is taking intermittent FMLA leave, leave shall be recorded in one-hour increments.

ORDER OF USE

Unless an employee requests a different order, available paid state and local leave shall be used in the following order, as applicable:

1. State sick leave accumulated before the 1995–96 school year.
2. Local leave.
3. State personal leave.

Use of sick leave bank days shall be permitted only after all available state and local leave has been exhausted.

CONCURRENT USE OF LEAVE

When an absent employee is eligible for FMLA leave, the District shall designate the absence as FMLA leave.

The District shall require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave. An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

MEDICAL CERTIFICATION

An employee shall submit medical certification of the need for leave if:

1. The employee is absent more than five consecutive workdays because of personal illness or illness in the immediate family;
2. The District requires medical certification due to a questionable pattern of absences or when deemed necessary by the supervisor or Superintendent;
3. The employee requests FMLA leave for the employee's serious health condition or that of a spouse, parent, or child; or
4. The employee requests FMLA leave for military caregiver purposes.

In each case, medical certification shall be made by a health-care provider as defined by the FMLA. [See DECA(LEGAL)]

The employee shall submit a fitness-for-duty report from the treating health-care provider upon return to duty from any absence of more than five consecutive days for the employee's personal illness or injury. The District shall provide to the health-care provider the employee's job description, including essential functions of the employee's assignment.

Note: For District contribution to employee insurance during leave, see CRD(LOCAL).

STATE PERSONAL LEAVE

The Board requires employees to differentiate the manner in which state personal leave is used:

NON-DISCRETIONARY USE

1. Non-discretionary use of leave shall be for the same reasons and in the same manner as state sick leave accumulated before May 30, 1995. [See DEC(LEGAL)]

   Non-discretionary use includes leave related to the birth or placement of a child and taken within the first year after the child's birth, adoption, or foster placement.

DISCRETIONARY USE

2. Discretionary use of leave is at the individual employee's discretion, subject to limitations set out below.

LIMITATIONS

REQUEST FOR LEAVE

The employee shall submit a written request for discretionary use of state personal leave to the immediate supervisor or designee in advance in accordance with administrative regulations. In deciding whether to approve or deny state personal leave, the supervisor or designee shall not seek or consider the reasons for which an employee requests to use leave. The supervisor or designee shall, however, consider the effect of the employee's absence on the educational program or District operations, as well as the availability of substitutes.

DURATION OF LEAVE

Discretionary use of state personal leave shall not exceed five consecutive workdays.

LOCAL LEAVE

All new employees ~~, except for bus drivers and bus attendants,~~ shall earn three paid local leave days during the first year of employment. Additionally, two paid local leave days shall be placed in the District's sick leave bank in the name of each new employee, with the exception of bus drivers and bus attendants, during the first year of employment in accordance with administrative regulations.

During each subsequent year, all employees ~~, except for bus drivers and bus attendants,~~ shall earn five paid local leave days per school year in accordance with administrative regulations.

Local leave shall accumulate without limit.

Local leave shall be used according to the terms and conditions of state sick leave accumulated before the 1995–96 school year. [See DEC(LEGAL)]

An employee may also use local leave for absences related to the birth or placement of a child when leave is taken within the first year after the child's birth, adoption, or foster placement.

SICK LEAVE BANK

The District shall establish a sick leave bank for ~~each~~ employee~~s~~ ~~, except for bus drivers and bus attendants,~~ through contribution of local leave by the District, in the employee's name, during the employee's first year of employment.

Leave contributed to the bank shall be solely for the use of eligible employees. An employee who is a member of the bank may request leave from the bank if the employee or the employee's spouse or child experiences a catastrophic illness or injury and the employee has exhausted all paid leave.

If the employee is unable to request leave from the sick leave bank, a member of the employee's family or the employee's supervisor may submit the request.

The Superintendent or designee shall develop regulations for the operation of the sick leave bank that address the following:

1. Membership in the sick leave bank;
2. Procedures to request leave from the sick leave bank;
3. The maximum number of days per school year a member employee may receive from the sick leave bank;
4. The committee or administrator authorized to consider requests for leave from the sick leave bank and criteria for granting requests; and
5. Other procedures deemed necessary for the operation of the sick leave bank.

APPEAL

All decisions regarding the sick leave bank may be appealed in accordance with DGBA(LOCAL), beginning at Level One with the sick leave bank committee.

FAMILY AND MEDICAL LEAVE

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

TWELVE-MONTH PERIOD

COMBINED LEAVE FOR SPOUSES

If both spouses are employed by the District, the District shall limit FMLA leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition, to a combined total of 12 weeks. The District shall limit military caregiver leave to a combined total of 26 weeks. [See DECA(LEGAL)]

INTERMITTENT OR REDUCED SCHEDULE LEAVE

The District shall not permit use of intermittent or reduced schedule FMLA leave for the care of a newborn child or for the adoption or placement of a child with the employee. [See DECA(LEGAL) for use of intermittent or reduced schedule leave due to a medical necessity.]

CERTIFICATION OF LEAVE

If an employee requests leave, the employee shall provide certification, as required by FMLA regulations, of the need for leave. [See DECA(LEGAL)]

FITNESS-FOR-DUTY CERTIFICATION

If an employee takes FMLA leave due to the employee's own serious health condition, the employee shall provide, before resuming work, a fitness-for-duty certification. If the District will require certification of the employee's ability to perform essential job functions, the District shall provide a list of essential job functions to the employee with the FMLA designation notice.

END OF SEMESTER LEAVE

If a teacher takes leave near the end of the semester, the District may require the teacher to continue leave until the end of the semester. [See DECA(LEGAL), LEAVE AT THE END OF A SEMESTER]

FAILURE TO RETURN

If, at the expiration of FMLA leave, the employee is able to return to work but chooses not to do so, the District may require reimbursement of premiums paid by the District during the leave. [See DECA(LEGAL), RECOVERY OF BENEFIT COST]

TEMPORARY DISABILITY LEAVE

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. [See DBB(LOCAL) for temporary disability leave placement and DEC(LEGAL) for return to active duty.]

An employee's notification of need for extended absence due to the employee's own medical condition shall be forwarded to the Superintendent or designee as a request for temporary disability leave.

WORKERS' COMPENSATION

Note: Workers' compensation is not a form of leave. The workers' compensation law does not require the continuation of the District's contribution to health insurance. [See CRD(LOCAL) regarding payment of insurance contribution during employee absences.]

An absence due to a work-related injury or illness shall be designated as FMLA leave, temporary disability leave, and/or assault leave, as applicable.

An employee eligible for workers' compensation income benefits, and not on assault leave, may elect in writing to use paid leave.

COURT APPEARANCES

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance.

REIMBURSEMENT FOR LEAVE UPON RETIREMENT

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

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

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.

2. The employee provides advance written notice of intent to retire by February 1 of the school year in which the retirement will occur.

3. The employee is retiring under the Teacher Retirement System of Texas (TRS).

4. The employee has at least five consecutive years of full-time service with the District immediately preceding retirement.

5. The employee uses no more than six days of paid or unpaid leave during his or her final year of service with the District; and

6. The employee uses no more than three days of paid or unpaid leave after providing notice on February 1.

The employee shall be reimbursed for each day of local leave at his or her daily rate or $100 per day, whichever is less, to a maximum amount of $3000.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

If the employee is reemployed with the District, days for which the employee received payment shall not be available to that employee.

	Fall 2014	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
✔	**Action:** (1) Research the cost and implementation of a mobile unit to provide community outreach. (2) Explore options for funding the unit. (3) Determine district viability of the mobile unit for the district. Logistics – Strategy for Fall 2015	**Comment:** Work has begun
✔	**Action:** (1) Create a committee of principals and directors to establish and continue district initiatives from year to year.	**Comment:** Utilize the District Administrative team to continue district initiatives.
✔	**Action:** Research all forms of effective social media, including billboards and print to showcase GISD.	**Comment:** Jeff reaches out to our community with all available methods. Website, Facebook, twitter, HCN, district wide phone calls, etc.
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
✔	**Action:** Schedule and conduct a PBL Exhibition of student work	**Comment:** Exhibition done on each campus and also one in conjunction with Teen Health Fair in March each year
✔	**Action:** Implement activities to support as teachers are trained (coaching, cycle of inquiry, presentation training, training for business partners, webinars, videos, GISD project bank)	**Comment:** Sustained support days scheduled twice yearly for all those that have had the PBL 101 training
✔	**Action:** GISD will identify and purchase an online professional development program to support ongoing and immediate PD	**Comment:** PD 360 was purchased and a training of trainers was completed
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
✔	**Action:** Work with principals to identify what a model classroom "looks like" regarding technology at different levels. Action: Implement Model Classroom standards in grades K-8, including necessary training.	**Comments Model Classrooms:** All PK-8 classrooms will have mounted projector, mounted SmartBoard, classroom audio, document camera and teacher station in place by Fall 2014. Progress can be monitored on the Technology Website.
✔	**Action:** Move from 500MB of internet access to 1GB internet access. Continuously Monitor and determine necessary bandwidth to meet instructional and functional needs of the students. *With the increase in the number of devices in PK-8, we will monitor traffic and assess bandwidth continuously.	**Comment:** Due to USAC Guidelines we will apply October 2015 hopefully be accepted by July of 2016.
✔	**Action:** Complete necessary applications with USAC, order equipment, install, and begin service to increase wide area network (WAN) from 1GB to 10GB.	**Comment:** Will move this to Fall of 14 as that is when grants are due. Installation complete on 3 campuses – all completed by October 2015
✔	**Action:** Begin preparation for new Technology Center.	**Comment:** Plans begin fall 2015
✔	**Action**: Purchase and install all necessary components to allow every student to have wireless access in every area of school, PK-8.	
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
✔	**Action:** Complete K-8 entry projects	
✔	**Action:** Bid GHS Project	
✔	**Action:** Begin construction on GHS additions	**Comment:** Move to Fall 2015
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		

✔	**Action:** Scheduling Committee formed with Principals and Teachers will continue with Common Planning periods for core subjects at the middle school level.	
✔	**Action:** Committee will review how to continue to utilize advisory's at the middle school levels.	**Comment:** Decided to keep advisory
✔	**Action:** CNC will consider doing away with advisory, yet have weekly schedules for clubs and activity period. After further review it was decided to keep advisory.	**Comment**: CNC will work as a campus to evaluate the status of their flex scheduling.
✖	**Action:** Conduct Site Visits for selected school districts based on the committee's research.	**Comment:** Move to Fall of 2015
✖	**Action:** Design and present scheduling committee's plan based upon research and site visits to Superintendent.	**Comment:** Move to Fall of 2015
✔	**Action:** Result Statements 2 & 4 (combined): 2. Provide opportunities for teachers to collaborate throughout the school year. (Objectives 1 and 4). 4. Construct a calendar that includes professional development days balanced throughout the school year. (Objectives 1, 3, and 4)	**Comment:**
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
✔	**Action:** Counselor team will continue to collect and update organizations and resources available to our students and families to assist with needs.	**Comment:** Counselors will continue meet at least four times a year to review and update data on organizations and resources ensuring all contacts are current campus by campus not district
✔	**Action:** Maintain a current database of Educational Resources for learning experiences. (Speakers Bureau)	**Comment:** Jeff Meador – Web page
✔	**Action:** Designated person will act as liaison between schools and organizations/resources	**Comment:** Misty Walters
✔	**Action:** Designated person will be available to all school personnel in assisting students and families with needs	**Comment:** Misty Walters
✔	**Plan B: Action:** Designate campus staff to maintain and update the community resources list for each campus. Anna Roe will meet with the Boys & Girls Club to coordinate community resources room. Add to STARS building a community resource room	**Comment:** Counselors – Room will hold resources available to the community.,
	Spring 2015	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
✔	**Action:** (1) Utilize the Language Line program to assist non-English speaking parents and schools with communication.	**Comment:** Survey to determine usage of the program, effectiveness of the Language Line and determine if it is financially feasible to continue.
✔	**Action:** (1) Combine a committee of principals and directors to establish and continue district initiatives from year to year.	**Comment:** Utilize the District Administrative team to continue district initiatives, provide input and determine effectiveness.
✔	**Action:** Research all forms of effective social media, including billboards and print to showcase GISD.	**Comment:** Jeff reaches out to our community with all available methods. Website, Facebook, twitter, HCN, district wide phone calls, etc.
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
✔	**Action:** Each campus will host a PBL exhibition and the district will host an exhibition community wide	**Comment:** Teen Health Fair in March
✔	**Action:** Implement activities to support as teachers are trained	**Comment:** Sustained support for all PBL 101 trained teacher
✔	**Action:** Identify specific professional development for specific positions to offer all summer	**Comment:** Will allow teachers to flex time in August 2015 and June 2016

✔	**Action:** Create and share a Google Site that will be updated regularly with PBL resources and support	**Comment:**
✔	**Action:** District mandated training for positions is identified and listed as an addendum to new and probationary teacher contracts	**Comment:**
✔	**Action:** Begin construction on GHS additions	
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
✔	**Action:** Implement Model Classroom standards in grades K-8, including necessary training.	
✔	**Action**: Purchase and install all necessary components to allow every student to have wireless access in every area of school, PK-8.	
✔	**Action:** Continue preparation for new Technology Center.	
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
✔	**Action:** Continue construction at GHS	**Comments:**
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
✖	**Action:** Scheduling Committee would like to explore site visits to schools that are successfully utilizing an advisory time and/or the hour lunches with tutorials and clubs during that time.	**Comment:** Move to Fall 2015
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
✔	**Action:** Counselor team will continue to collect and update organizations and resources available to our students and families to assist with needs. Health Fair will be implemented annually	**Comment:** Counselors will continue meet at least four times a year to review and update data on organizations and resources ensuring all contacts are current.
✔	**Action:** Develop and send out questionnaire to district employees for recommendations for speakers, presenters and resources for the classroom.	**Comment:** Information will be added to the Speakers Bureau/Community Partnership website.
✔	**Action:** Add additional contacts to the Speakers Bureau/Community Partnership by the end of the 2014-2015 school year.	**Comment:** District lead counselor will develop and send out a questionnaire regarding speakers and community resources by Sharon Williams.
	Summer 2015	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
✔	**Action:** Each campus will host a PBL exhibition and the district will host a community wide exhibition of PBL	**Comment:** Spring and Fall of each year
✔	**Action:** Implement activities to support as teachers are trained	**Comment:** Sustained support for all PBL 101 trained teachers
✔	**Action:** Complete three year phase in of all GISD teachers being PBL 101 trained and implementing	**Comment:** Training at 98% of all teaching staff
✔	**Action:** Transfer all curriculum documents to Google Documents	**Comment:** Documents are live for revision and additions
✔	**Action:** Summer training implemented across June, July, and August to allow for teachers to flex time in August 2015 and June 2016	**Comment:** Included mandated trainings
✔	**Action:** Campus PBL Lead Teams are identified and formed	

Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
✔	**Action**: Complete necessary applications with USAC, order equipment, install, and begin service to increase wide area network (WAN) from 1GB to 10GB.	**Comment:** Go Live after July 1 eRate start date
✔	**Action:** Implement Model Classroom standards in grades K-8, including necessary training, begins in new classrooms in 9-12.	**Comment:** Model classrooms implemented
✔	**Action**: Purchase and install all necessary components to allow every student to have wireless access in every area of school.	**Comment:** PK-8 complete; 9th complete; remainder after construction
✔	**Action:** Provide and evaluate necessary resources to facilitate access to student resources at home and away from school using cloud-based solutions. *Next step is to investigate filtered internet access at home for students.	**Comment:** Next Step Ongoing. GAFE implemented districtwide Still looking for filter access at home
✔	**Action:** Continue preparation for new Technology Center.	**Comment:**
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
✔	**Action:** Continue construction at GHS	**Comment:** Begin CTE construction
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
✔	**Action**: Initial committee goals regarding calendar/staff development days achieved	**Comment:**
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
		Comment: Summer feeding, Operation School Supplies
	Fall 2015	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
	Action: Create plan for schedule/logistics of mobile unit	
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
	Action: Campuses and district will continue to showcase and exhibit PBL work	**Comment:**
	Action: Sustained support will continue to be offer to support the PBL implementation	**Comment:**
	Action: Campus PBL Lead teams are trained and begin to function as the main campus support and driver	**Comment:**
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
	Action: Implement Model Classroom standards in grades K-8, including necessary training, begin in new classrooms in 9-12.	**Comment:** Training Ongoing
	Action: Purchase and install all necessary components to allow every student to have wireless access in every area of school, PK-8 and new facilities at GHS.	**Comment:** PK-9 Complete – remainder waiting on construction
	Action: Provide and evaluate necessary resources to facilitate access to student resources at home and away from school using cloud-based solutions. *Next step is to investigate filtered internet access at home for students.	**Comment:** Have GAFE – waiting on filter access at home

	Action: Move of Technology Center to renovated administration area.	**Comment:** Not moving this Fall -2016 TBD
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
	Action: Continue construction at GHS	**Comment:** JROTC area, Science area, locker rooms, auditorium, begin Elementary Gyms; begin planning Administration Offices
	Action: Begin construction on GHS additions	**Comment:** Crossland addition open. Special needs, new offices, fine arts, cafeteria, learning center, all area open
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
	Action: Committee goals regarding calendar/staff development days achieved	
	Action: Conduct Site Visits for selected school districts based on the committee's research.	**Comment:** The committee will be looking for schools to visit that are comparable to GISD Secondary Campuses.
	Action: Design and present scheduling committee's plan based upon research and site visits to Superintendent.	**Comment:** Secondary Principals will work together to collaborate the results to Dr. Largent.
	Action: Scheduling Committee would like to explore site visits to schools that are successfully utilizing an advisory time and/or the hour lunches with tutorials and clubs during that time.	**Comment:** Research will be ongoing to find innovative ideas for how to utilize our school day and time.
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
	Spring 2016	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
	Action: Campuses and district will continue to showcase and exhibit PBL work	**Comment:**
	Action: Sustained support will continue to be offer to support the PBL implementation	**Comment:**
	Action: Campus PBL Lead teams are trained and begin to function as the main campus support and driver	**Comment:**
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
	Action: Implement Model Classroom standards in grades K-8, including necessary training, begin in new classrooms in 9-12.	**Comment:** Completed K-8 – the rest contingent on construction
	Action: Purchase and install all necessary components to allow every student to have wireless access in every area of school.	**Comment:** Completed K-8 – the rest contingent on construction
	Action: Provide and evaluate necessary resources to facilitate access to student resources at home and away from school using cloud-based solutions. *Next step is to investigate filtered internet access at home for students.	**Comment:** Will be complete by Summer of 2016
	Action: Finalize all technology projects.	**Comment:** Has not started – move to Summer of 2016
	Action: Move of Technology Center to renovated administration area.	**Comment:** Has not started – move to Summer of 2016
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
	Action: Complete GHS construction project	**Comment:** Continue CTE; Complete Elementary Gyms
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		

	Action: Report committee site visit findings to secondary principals and Superintendent	**Comment:**
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
		Comment: Counselors continue to meet surveying district needs
	Summer 2016	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
	Action: Evaluate use of mobile unit	
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
	Action: Campuses and district will continue to showcase and exhibit PBL work	**Comment:**
	Action: Sustained support will continue to be offer to support the PBL implementation	**Comment:**
	Action: Campus PBL Lead teams are trained and begin to function as the main campus support and driver	**Comment:**
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
	Action: Move of Technology Center to renovated administration area.	**Comment:** Summer 2016 - TBD
	Action: Finalize all technology projects.	**Comment:**
	Action: Move of Technology Center to renovated administration area.	**Comment:**
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
	Action: Move into new 9th grade wing at GHS	**Comment:** NOC portion of Administration
	Action: Begin renovation of CNGC for new Administration building	**Comment:** Upper grand hall renovation, math hub, grand staircase
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
	Fall 2016	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
	Action: Schedule and conduct a PBL Exhibition of student work.	**Comment:** Move to late November or early December. Too many activities in the spring
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
	Action: All classrooms equipped with model technology standards, continuous teacher training.	

	Action: All areas equipped with wireless capacity to handle a device per student.	
	Action: Technology Center moved and operational.	
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
	Action: All 9-12 students begin school at GHS	
	Action: Complete Administration renovation	
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
	Action: Implement committee recommendations from Spring 2016 meeting on site visits	**Comment:**
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		
	Spring 2017	
Goal 1: GISD will foster an environment where students, their families, staff, and the community provide a unified network of support that integrate positive relationship-building and high expectations where every diverse member is valued.		
Goal 2: We will implement a rigorous and engaging curriculum that integrates new technology, fosters partnerships, and utilizes innovative instructional strategies in order for every student to attain his or her individual goal.		
Goal 3: We will provide an optimal technology infrastructure to support the ongoing transformation of programs, services, and tools throughout every facet of the district.		
Goal 4: We will commit to evaluate, update, and invest in safe, state-of-the-art facilities providing optimal environments for all current and future programs for students.		
Goal 5: We will provide flexibility within the school day to allow individualized opportunities for students as well as teacher preparation and collaboration to support rigorous academic curriculum.		
	Action: Evaluate effectiveness of implemented plan	**Comment:**
Goal 6: We will provide support and assistance in learning experiences ensuring equitable resources and opportunities for all students and families.		

✔ **Continuous**
✔ **Complete**
✖ **Incomplete**
Additional content
Delete content
Ongoing

Summer School 2015
Accelerated Instruction (SSI) 2015

August 24, 2015

Summer School

- LEP Students Entering Kindergarten and 1st Grade
- 5th/8th Grade Intervention for 3rd Administration of STAAR Reading (Math suspended one year due to new TEKS for grades K-8)
- Credit Recovery and Acceleration
- STAAR Intervention and Assessments

  ELA I, ELA II, Algebra I, Biology,

  US History

Summer School

- LEP
  - 120 hours
  - 39 students attended
  - Transportation, Breakfast and Lunch provided
  - Objective – maintain and improve receptive and expressive language skills

Summer School

- 5th/8th Grade Program – Reading Only
  - Intervention June 15-18, and 22
    - 35 5th graders attended
    - 28 8th graders attended
  - Assessment June 23

	Passing	Growth
5th Grade Math	NA	NA
5th Grade Reading	31%	61%
8th Grade Math	NA	NA
8th Grade Math	26%	57%

  - Transportation, Breakfast and Lunch Provided

Credit Recovery/Acceleration

- June 3-25 (no Fridays)
- 2 sessions per day
- $100 per ½ credit
- 28 students attended
- 35 ½ credits awarded
- Transportation, Breakfast, and Lunch Provided

SSI and Accelerated Instruction - EOC

- Intervention Program
  - June 22-25 and July 6-9
  - 57 students attended at least 1 of 4 days
- Transportation, Breakfast and Lunch Provided

SSI and Accelerated Instruction Results

- Attended Summer Intervention

	Passing	Number Tested
ELA I	65%	37
ELA II	44%	32
Algebra I	60%	15
Biology	-----	4
US History	50%	6

SSI and Accelerated Instruction Other Intervention Strategies

- 2014-2105
  - Before and after school intervention programs
  - Tutoring during the school day
  - Software programs
    - Odyssey Ware
    - Study Island
  - STAAR Blitz
  - EOC Course
  - New for Summer 2015
    - Intensive reminders day before testing

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 17, 2015
RE: June 30, 2015 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended June 30, 2015 for the general operating fund.

The statements for the period ended June 30, 2015, include only those transactions that occurred between the period of September 1, 2014, and June 30, 2015. Revenue collected to date equals 94.14% of the budgeted amount compared to 92.29% last year. Expenditures to date represent 78.12% of the budget compared to 79.46% last year.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: August 17, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JUNE 30, 2015

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	48,758,302	48,626,936	131,366	99.73%
5800 STATE SOURCES	10,005,613	6,625,670	3,379,943	66.22%
5900 FEDERAL SOURCES	472,462	510,560	-38,097	108.06%
TOTAL REVENUES	**59,236,377**	**55,763,165**	**3,473,212**	**94.14%**
EXPENDITURES				
6100 PAYROLL COSTS	42,145,071	33,387,751	8,757,320	79.22%
6200 PROFESSIONAL & CONTRACTED SERVICES	12,889,870	9,579,585	3,310,284	74.32%
6300 SUPPLIES/MATERIALS	2,621,316	2,160,544	460,773	82.42%
6400 OTHER OPERATING	1,276,794	862,287	414,507	67.54%
6500 DEBT SERVICE	0	0	0	0.00%
6600 CAPITAL OUTLAY	1,759,649	1,422,987	336,662	80.87%
TOTAL EXPENDITURES	**60,692,700**	**47,413,155**	**13,279,545**	**78.12%**
OTHER SOURCES AND USES				
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	**(1,456,323)**	**8,350,010**	**(9,806,333)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JUNE 30, 2015

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	48,234,017	48,074,472	159,545	99.67%	99.40%
	INVESTMENT INCOME	25,000	27,713	-2,713	110.85%	31.47%
	OTHER LOCAL INCOME	499,285	524,751	-25,466	105.10%	94.45%
5800	STATE					
	STATE FUNDING	10,005,613	6,625,670	3,379,943	66.22%	60.55%
5900	FEDERAL					
	FEDERAL PROJECTS	472,462	510,560	-38,097	108.06%	97.23%
	TOTAL REVENUES	**59,236,377**	**55,763,165**	**3,473,212**	**94.14%**	**92.29%**
EXPENDITURES						
11	INSTRUCTION	30,625,033	23,727,387	6,897,646	77.48%	83.60%
12	INSTRUCTIONAL RESOURCES & MEDIA	738,302	582,335	155,967	78.87%	84.61%
13	CURRICULUM & STAFF DEVELOPMENT	732,904	602,848	130,056	82.25%	79.79%
21	INSTRUCTIONAL LEADERSHIP	478,883	401,449	77,434	83.83%	81.85%
23	SCHOOL LEADERSHIP	3,384,218	2,815,491	568,727	83.19%	84.00%
31	GUIDANCE/COUNSELING	2,308,504	1,878,896	429,608	81.39%	82.20%
32	SOCIAL WORK SERVICES	64,649	64,648	1	100.00%	100.00%
33	HEALTH SERVICES	380,906	292,384	88,522	76.76%	85.18%
34	TRANSPORTATION	2,857,661	2,336,450	521,211	81.76%	86.43%
35	FOOD SERVICE	0	0	0	0.00%	0.00%
36	CO-CURRICULAR/EXTRACURRICULAR	1,787,339	1,397,213	390,126	78.17%	81.44%
41	GENERAL ADMINISTRATION	2,225,244	1,774,225	451,019	79.73%	81.06%
51	PLANT MAINTENANCE	6,197,112	4,893,916	1,303,196	78.97%	80.71%
52	SECURITY & MONITORING SERVICES	252,798	201,325	51,473	79.64%	96.70%
53	DATA PROCESSING	962,595	839,643	122,952	87.23%	84.83%
61	COMMUNITY EDUCATION	70,453	41,471	28,982	58.86%	26.97%
71	DEBT SERVICE	0	0	0	0.00%	14.88%
81	FACILITIES CONSTRUCTION & ACQUISITION	597,338	591,955	5,383	99.10%	31.39%
91	CONTR INSTRUCTIONAL SERVICES	6,125,889	4,385,500	1,740,389	71.59%	61.25%
93	PAYMENTS TO FISCAL AGENT					
99	OTHER INTER GOV CHARGES	902,872	586,018	316,854	64.91%	74.61%
	TOTAL EXPENDITURES	**60,692,700**	**47,413,155**	**13,279,545**	**78.12%**	**79.46%**
		0				
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**(1,456,323)**	**8,350,010**	**(9,806,333)**		

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 17, 2015
RE: Cash Flow and Investment Report
As of June 30, 2015

SUMMARY:

Attached is the Cash Flow and Investment Report for the period ended June 30, 2015.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: August 17, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

CASH AND INVESTMENT REPORT

FROM June 1, 2015 TO June 30, 2015

FOR BOARD MEETING AUGUST 24, 2015

		FIRST FINANCIAL BANK								INVESTMENTS				CDARs	
		GENERAL FUND	DEBT	CAPITAL PROJ	PAYROLL	A/P	WC FUND	EZDENT	CHILD NUTRITION	LOGIC	LONE STAR	TEXPOOL	TEXAS TERM	PROGRAM	TOTAL
BEGINNING BALANCE-JUNE 1, 2015		**$ 2,796,339**	**$ 2,622,186**	**$ 3,269,634**	**$ 1,443,756**	**$ 593,315**	**$ 621,560**	**$ 30,597**	**$ 536,047**	**$ 6,759,748**	**$ 59,594,234**	**$ 14,572**	**$ 12,699,351**	**$ 12,600,882**	$ 103,582,219
LOCAL REVENUE-RENT, CAFÉ MEALS,ATH		$ 38,488		$ -					$ 5,619						$ 44,107
															$ -
TAX COLLECTIONS		$ 374,967	$ 76,407												$ 451,375
															$ 178 -
TEA COLLECTIONS:															$ -
CHILD NUTRITION		$ 211,296							$ 204,748						$ 416,044
FOUNDATION		$ -													$ -
TITLE FUNDS		$ -													$ -
AVAILABLE SCHOOL FUND		$ 272,750													$ 272,750
IDEA-B FUNDS		$ -													$ -
IMA		$ -													$ -
PERKINS		$ -													$ -
MAC/SHARS		$ 56,823													$ 56,823
TRANSFERS IN		$ 6,265,600		$ 4,713,514	$ 3,783,481	$ 1,455,010	$ 31,358	$ 14,173		$ -	$ -	$ -	$ -		$ 16,263,135
															$ -
BOND PAYMENT			$ -												$ -
OPERATING EXPENSES		$ (1,222,986)	$ -	$ (4,157,526)		$ (1,944,949)	$ (26,959)	$ (10,139)	$ (70,191)	$ -					$ (7,432,749)
PAYROLL		$ (3,505,126)		$ -	$ (4,017,817)				$ (100,567)						$ (7,623,510)
TEA RECAPTURE		$ (877,100)	$ -			$ -									$ (877,100)
TRANSFERS OUT		$ -	$ -	$ -						$ (6,265,600)	$ (4,000,000)	$ -	$ (713,101)	$ -	$ (10,978,701)
MONTHLY INTEREST EARNED AND PAID		$ 561	$ 438	$ 562	$ 252	$ 60	$ 103	$ 5	$ 95	$ 396	$ 7,280	$ 1	$ 85	$ 7,642	$ 17,479
ACCRUED INTEREST PAID														$ 4,819	$ 4,819
ENDING BALANCE-JUNE 30, 2015		$ 4,411,611	$ 2,699,032	$ 3,826,184	$ 1,209,672	$ 103,435	$ 626,062	$ 34,636	$ 575,750	$ 494,544	$ 55,601,514	$ 14,572	$ 11,986,335	$ 12,613,343	$ 94,196,691
INTEREST ACCRUED, NOT PAID AT MONTHS END														$ -	$ -
WEIGHTED AVERAGE MATURITY		1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	43 Days	44 Days	36 Days	32 Days	266 Days	
CURRENT MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.133%	0.160%	0.064%	0.090%		
PRIOR MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.112%	0.150%	0.055%	0.090%	Various	
													CDs Various		

I, the approved Investment Officer of Granbury ISD, hereby certify that the above Investment Report represents the investment position of the District (as of the end of the month indicated at the top of this investment form) in accordance with the Board approved Investment Funds Policy, the Public Funds Investment Act (Texas Government Code 2256), and Generally Accepted Accounting Principals (GAAP).

L.O. "Dobie" Williams
Assistant Superintendent for Finance and Operations

2014-15 INTEREST

ACCRUED (as of 6/30/15)

Sep-14	$ 30,873.95	Mar-15	$ 41,053.21
Oct-14	$ 2,771.66	Apr-15	$ 10,779.77
Nov-14	$ 3,632.79	May-15	$ 10,719.69
Dec-14	$ 31,192.05	Jun-15	$ 22,298.08
Jan-15	$ 5,835.91	Jul-15	
Feb-15	$ 5,441.53	Aug-15	
		TOTAL	$ 164,598.64

JUNE INTEREST ACCRUED	$ -
JUNE INTEREST EARNED & PD	$ 22,298.08
JUNE TOTAL INTEREST	$ 22,298.08

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 24, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 17, 2015
RE: Bond Expenditure Update
As of July 31, 2015

SUMMARY:

Attached are bond expenditures through the period ended July 31, 2015. Expenditures are divided into two categories - "Construction" and "Other Areas". The Construction category includes expenditures related to the construction or renovation/remodeling of buildings. The Construction category also includes a breakdown of expenditures by vendor. The Other Areas category includes expenditures for non-construction related expenditures from bond funds.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Karen Johnson

Date Submitted: August 17, 2015

GRANBURY ISD

Bond Project Status

Budget, Commitments, Expenditures, Construction Contracts (thru 07/31/15)

Summary Status - Construction

Description	Budgeted	Committed	Expended
Soft Cost	$ 5,819,639.00	$ 100,272.12	$ 3,802,358.86
Hard Cost	$ 54,186,317.00	$ 33,272,666.34	$ 19,554,096.66
Contingency	$ 3,704,480.00	$ 69,212.73	$ 410,338.84
Construction Total	***$ 63,710,436.00***	***$ 33,442,151.19***	***$ 23,766,794.36***

Summary Status - Other Areas

Description	Budgeted	Committed	Expended
Band Equip	$ 400,000.00	$ 29,353.66	$ 230,432.92
Bus Replacement	$ 1,600,000.00	$ -	$ 1,234,799.00
Classroom Furniture	$ 1,000,000.00	$ -	$ 211,738.67
Furniture, Fixture, Equip	$ 4,461,564.00	$ 449,747.10	$ 7,135.38
Technology	$ 10,800,000.00	$ 1,449,809.28	$ 2,820,553.11
Other Areas Total	***$ 18,261,564.00***	***$ 1,928,910.04***	***$ 4,504,659.08***

Construction Vendor Status

Contract / Service	Paid to Date	Description
Alliance Geotech	$ 135,343.13	*Materials Testing*
Buford-Thompson	$ 19,811,528.66	*Construction Mgr*
City of Granbury	$ 168,789.55	*Permits*
DFW Waste Oil	$ 650.00	*Oil Disposal - GHS Auto Shop*
Elliott Electric	$ 9,225.20	*CTE Move to Ag Complex*
ERI Consulting	$ 4,000.00	*Asbestos Abatement Consultant GHS*
GCA Services	$ -	*Scrub & Finish New VCT - GHS*
G&G Electric	$ 6,678.00	*AG Complex Welder Plugs*
Gomez Floor	$ 1,300.53	*Dressing Rm Floors (due to abatement)*
Granbury Winnelson	$ 281.16	*Rods for Band & Choir Uniform Storage*
HC News	$ 196.50	*Public Notice Ad*
HD Snow House Moving	$ 13,600.00	*Move Portables*
Home Depot	$ 2,347.13	*Ramps to Portables; Misc.*
Huckabee	$ 3,430,451.18	*Architect*
IESI	$ 7,870.66	*Temporary Roll-Off*
JPH Land Surveying	$ 44,900.00	*Survey*
JSK Company	$ 3,740.00	*Video Surveillance Supplies - GHS*
Mark's Plumbing	$ 392.48	*Temporary Training Rm*
Mobile Modular	$ 6,414.20	*Pods - GHS*
1 Priority	$ 10,100.00	*Abatement - GHS*
Print One	$ 133.25	*Signage - OW*
Quality Sound	$ 28,100.00	*PA System Upgrade - BIS, OWS*
School Specialty	$ 367.71	*White Board - OW*
STS360	$ 38,614.52	*Video Surveillance Upgrade - GHS*
TASB	$ 18,632.00	*Asbestos Testing - All campuses*
The Rios Group	$ 22,875.00	*Subsurface Utility*
TX Dept of State Health Svc	$ 181.00	*Asbestos Abatement Notification Fee*
Woodard Builders	$ 82.50	*Glass in Receptionist Door - BES*

Construction Vendor Total $ 23,766,794.36

OFFICE OF THE ASSISTANT SUPERINTENDENT

For:	**Board of Trustees**
Date:	**08/19/15**
Action:	**Report**

To:	**Dr. James Largent, Superintendent**	**From:**	**Ron Holmgreen**
		Date:	**08/19/14**
		RE:	**Texas Accountability Summary**

SUMMARY: The Texas Accountability Report was made available to districts and has been placed on the district's website for the public to view. A summary of the report will be presented to the Board of Trustees.

RECOMMENDATION: Information Item Only

Respectfully submitted,

Ron Holmgreen

Ron Holmgreen
Assistant Superintendent

2014-2015 Accountability Summary
August 24, 2015

Ron Holmgreen
Assistant Superintendent

2015 Accountability System

- Current Accountability System was mandated in 2009 (HB 3); there will be changes next year
- HB 5 had substantial impact to the system
- Accountability Summary released August 7
- Public reporting is required but systems are not released simultaneously
- PBMAS (Performance Based Monitoring Analysis System) is released but not staged (will stage late November/December)
- TAPR (Texas Academic Performance Reports) will release in December; info on demographics, district staff, programs, etc.
- State and Federal passing standards are different

There are more than 8,000 public schools in Texas.

How do you know how your child's school is doing compared to others in the state?

Texas Education Agency Accountability Rating System

Every school gets one of two ratings: MET STANDARD or IMPROVEMENT REQUIRED.

The Texas Education Agency looks at four areas in determining a school or district's accountability rating:

Student Achievement



STAAR test scores for the year

Student Progress



Progress in subjects like math and reading from year-to-year

Closing Performance Gaps



Emphasis on high-level achievement of lowest performing students

Postsecondary Readiness



Graduation rates and diploma plans

Schools receiving the MET STANDARD rating may qualify for special honors called Distinctions. There are 7 possible distinctions:



- Academic Achievement in Reading/English Language Arts
- Academic Achievement in Mathematics
- Academic Achievement in Science
- Academic Achievement in Social Studies
- Top 25 Percent: Student Progress
- Top 25 Percent: Closing Performance Gaps
- Postsecondary Readiness



Want to learn more?

Visit the Texas Education Agency online at www.tea.state.tx.us.

TEA

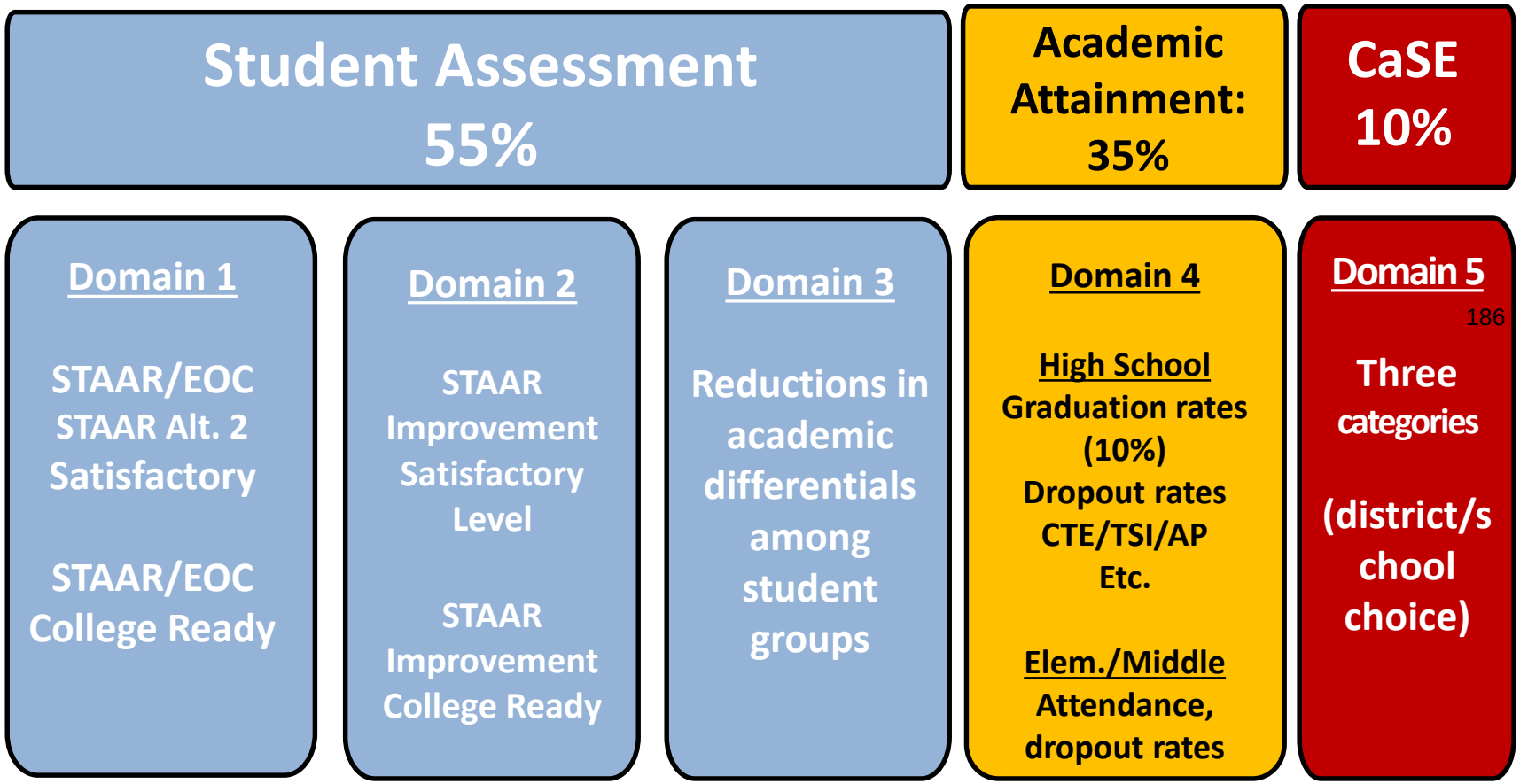
HB 2804
Accountability Reform (Next Year)

Five domains will be used to determine school and district accountability ratings

- **Domain 1:** Standards at satisfactory & college ready levels on STAAR
- **Doman 2:** Progress/Improvement toward meeting levels on STAAR
- **Domain 3:** Closing achievement gaps on STAAR
- **Domain 4:** Academic Attainment (attendance, dropout/grad rates, etc.)
- **Domain 5:** Community and Student Engagement

185

HB 2804
Accountability Reform (Next Year)



State Accountability System

- Four Index
  - Index 1 – Student Achievement *
  - Index 2 – Student Progress *
  - Index 3 – Closing Performance Gap *
  - Index 4 – Post Secondary Readiness +
- Distinction Designations
  - Top Quartile scores for campus comparison group
- System Safeguards
  - Federal Standards for Performance/Participation/Graduation/Alternative Tests

*All data from STAAR tests

+ Partial data from STAAR tests

TEXAS EDUCATION AGENCY
2015 Accountability Summary
GRANBURY ISD (111901)

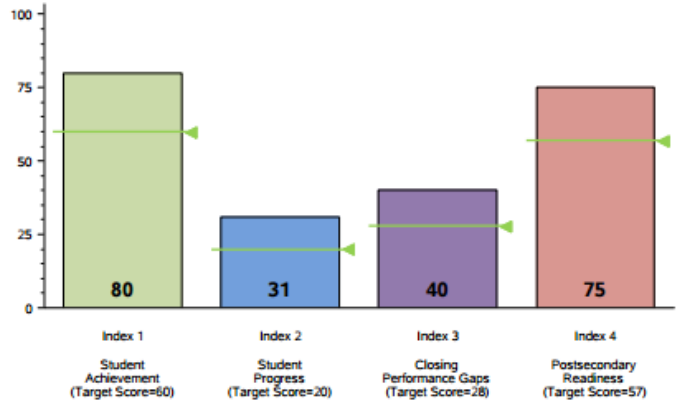
Accountability Rating

Met Standard

Met Standards on	Did Not Meet Standards on
- Student Achievement	- NONE
- Student Progress	
- Closing Performance Gaps	
- Postsecondary Readiness	

In 2015, to receive a Met Standard or Met Alternative Standard rating, districts and campuses must meet targets on three indexes: Index 1 **or** Index 2 **and** Index 3 **and** Index 4.

Performance Index Report



Distinction Designation

Postsecondary Readiness
Percent of Eligible Measures in Top Quartile 4 out of 17 = 24%
NO DISTINCTION EARNED

Performance Index Summary

Index	Points Earned	Maximum Points	Index Score
1 - Student Achievement	5,954	7,484	80
2 - Student Progress	438	1,400	31
3 - Closing Performance Gaps	806	2,000	40
4 - Postsecondary Readiness			
STAAR Score	8.9		
Graduation Rate Score	23.2		
Graduation Plan Score	20.6		
Postsecondary Component Score	22.0		75

State System Safeguards

Number and Percent of Indicators Met	
Performance Rates	21 out of 30 = 70%
Participation Rates	13 out of 13 = 100%
Graduation Rates	5 out of 5 = 100%
Total	**39 out of 48 = 81%**

System Design

- System rates schools as either “Met Standard” or “Improvement Required”
- System compares campuses (schools) to 39 other “similar” campuses
- Grade Span/Enrollment/% ECD/% ELL/Mobility define “similar”
- Quartile scores are used for campus comparison (Q1-Q4) to define Distinctions
  - District’s Distinction is for Post Secondary only
  - Campuses have up to seven possible distinctions
- Index scores theoretically compare across the state

Distinction Designations

- Academic Achievement in Reading/ELA
- Academic Achievement in Mathematics
- Academic Achievement in Science
- Academic Achievement in Social Studies
- Top 25 Percent Student Progress
- Top 25 Percent Closing Performance Gaps
- Postsecondary Readiness

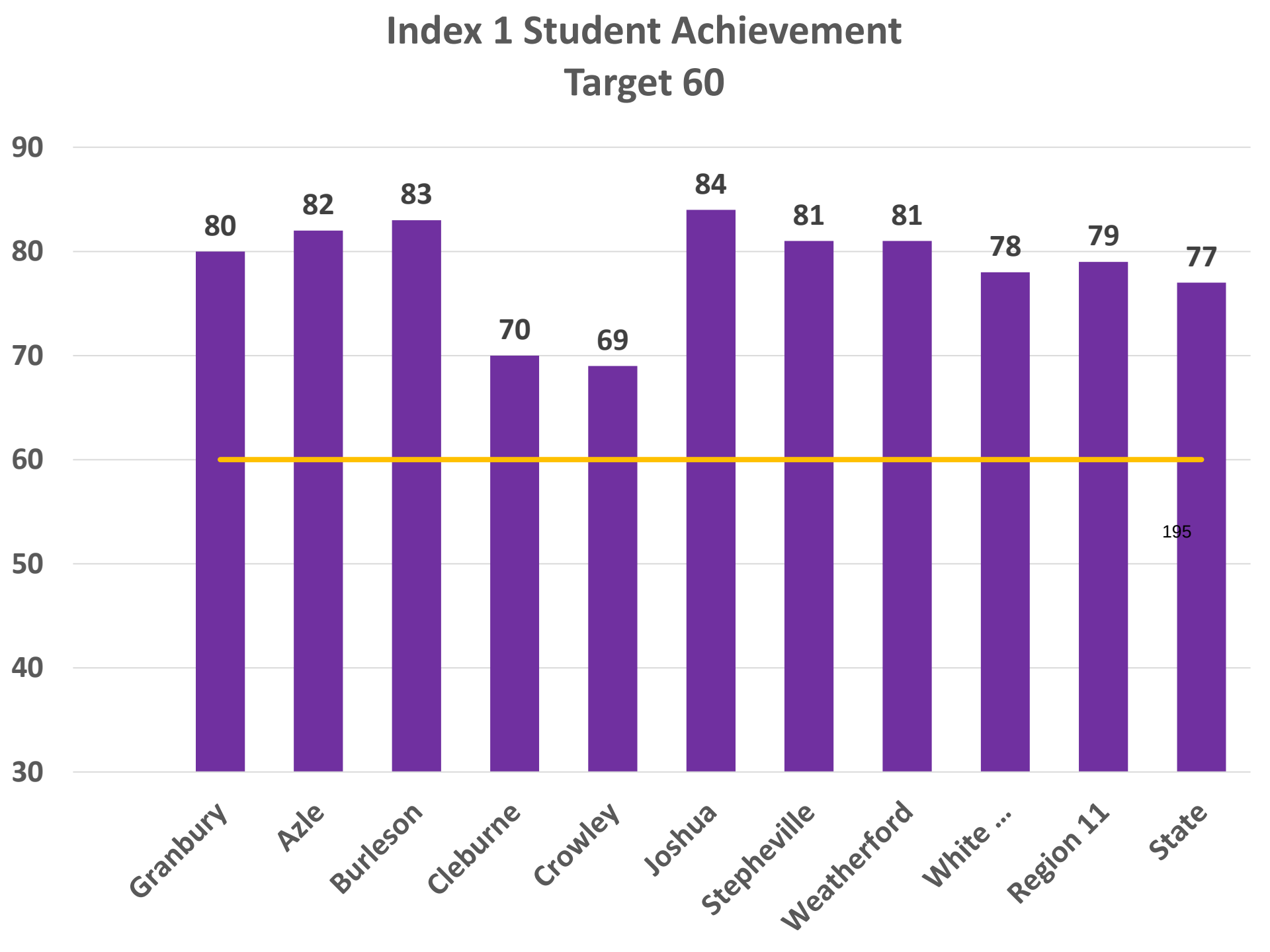
District/Campus	Accountability Rating	Distinction Designations
Granbury ISD	Met Standard	
Acton Elementary School	Met Standard	
Acton Middle School	Met Standard	Academic Achievement in Science
Baccus Elementary School	Met Standard	Postsecondary Readiness
Brawner Intermediate School (paired campus - Roberson Elementary School)	Met Standard	Top 25 Percent Student Progress
Crossland Ninth Grade Center	Met Standard	Academic Achievement in Reading/ELA Top 25 Percent Closing Performance Gaps Top 25 Percent Student Progress
Granbury High School	Met Standard	Academic Achievement in Reading/ELA Academic Achievement in Science
Granbury Middle School	Met Standard	
Mambrino School	Met Standard	Top 25 Percent Student Progress
Oak Woods School	Met Standard	Academic Achievement in Reading/ELA Academic Achievement in Science Postsecondary Readiness
STARS Accelerated High School	Met Alternative Standard	Not Applicable

TEA DISTRICT ACCOUNTABILITY RATINGS	2015	
	Count	Percent
Met Standard/Alternative	983	96%
Improvement Required	40	3.9%
Not Rated	1	.1%
Total	1,025	100.0%

TEA CAMPUS ACCOUNTABILITY RATING	2015	
	Count	Percent
Met Standard/Alternative	**7,003**	**87.2%**
Met Standard	6,836	85.1%
Met Alternative Standard	167	2.1%
Improvement Required	**541**	**6.7%**
Not Rated	**489**	**6.1%**
Total	**8,033**	**100.0%**

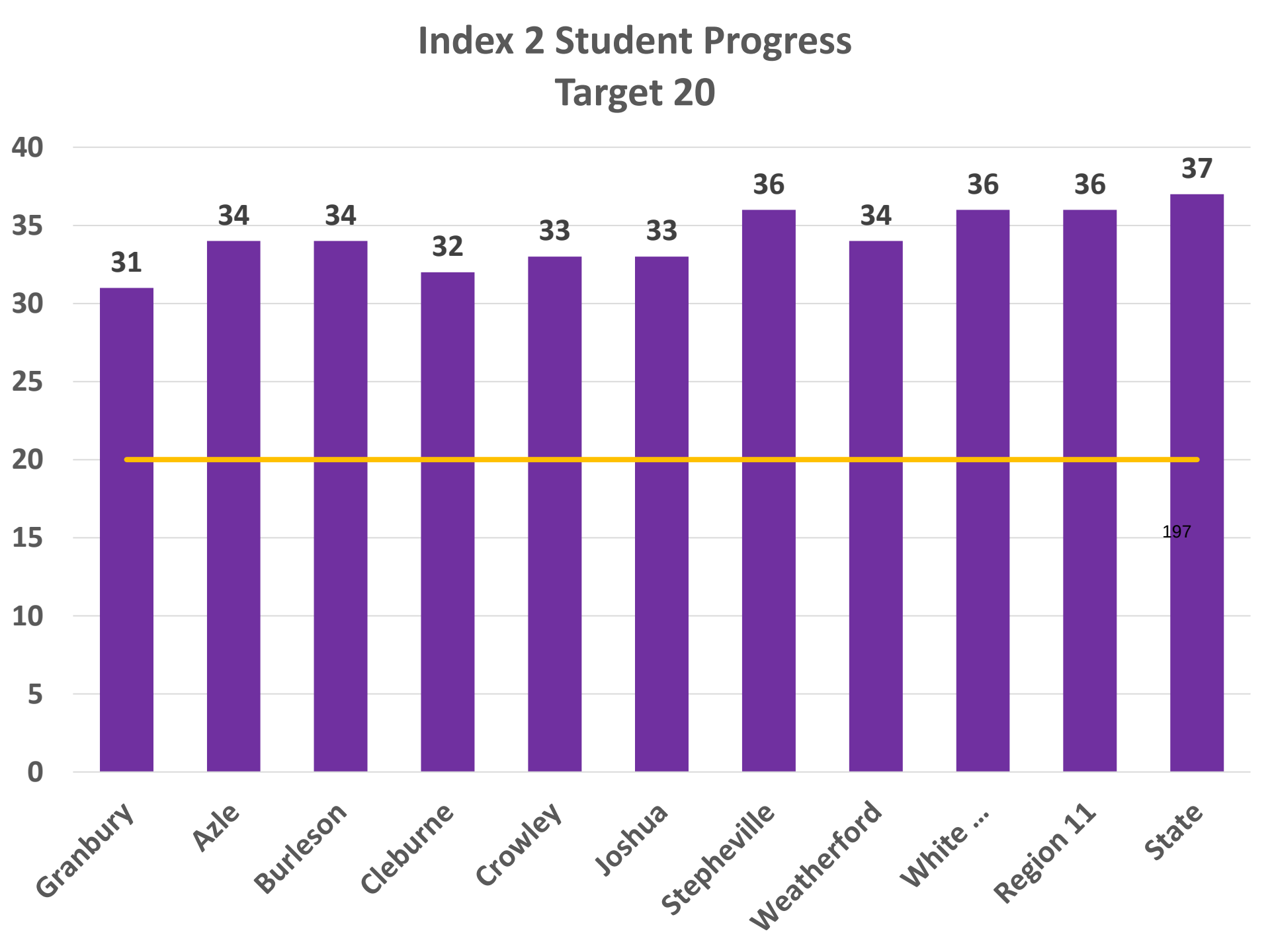
Index I – Student Achievement

- State target was 60
- 3rd-8th Math and STAAR-A did Not calculate
- Grades 3,4,5,6,7,8, Reading
- Grades 4 & 7 Writing
- Grade 5 & 8 Science
- Grade 8 Social Studies
- EOC (Eng 1, Eng 2, Alg 1, Biology, and US History)
- 7,484 tests were used in the calculation at GISD


Index 1 Student Achievement
Target 60
90
80
70
60
50
40
30
80
82
83
70
69
84
81
81
78
79
77
195
Granbury
Azle
Burleson
Cleburne
Crowley
Joshua
Stephenville
Weatherford
White ...
Region 11
State

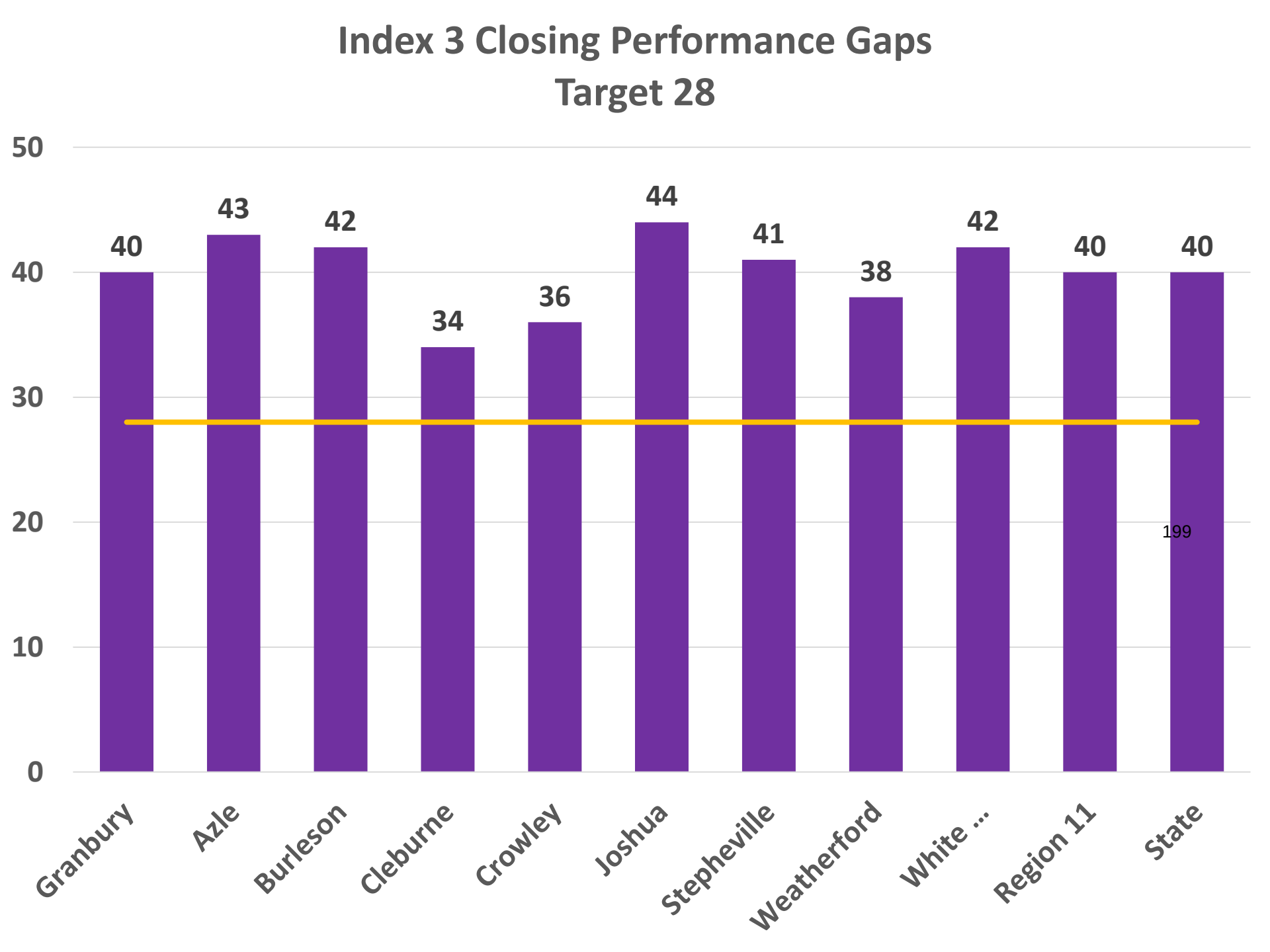
Index 2 – Student Progress

- State target was 20
- Reminder that 3-8 Math and STAAR-A were not calculated
- Progress is measured in Reading/Alg 1/Writing
- AMS/GMS English 1 testers were not eligible for progress (Unique to GISD – creates a slightly negative skew)
- 3,267 tests were used in the calculation at GISD


Index 2 Student Progress
Target 20
40
35
30
25
20
15
10
5
0
31
34
34
32
33
33
36
34
36
36
37
197
Granbury
Azle
Burleson
Cleburne
Crowley
Joshua
Stepheville
Weatherford
White ...
Region 11
State

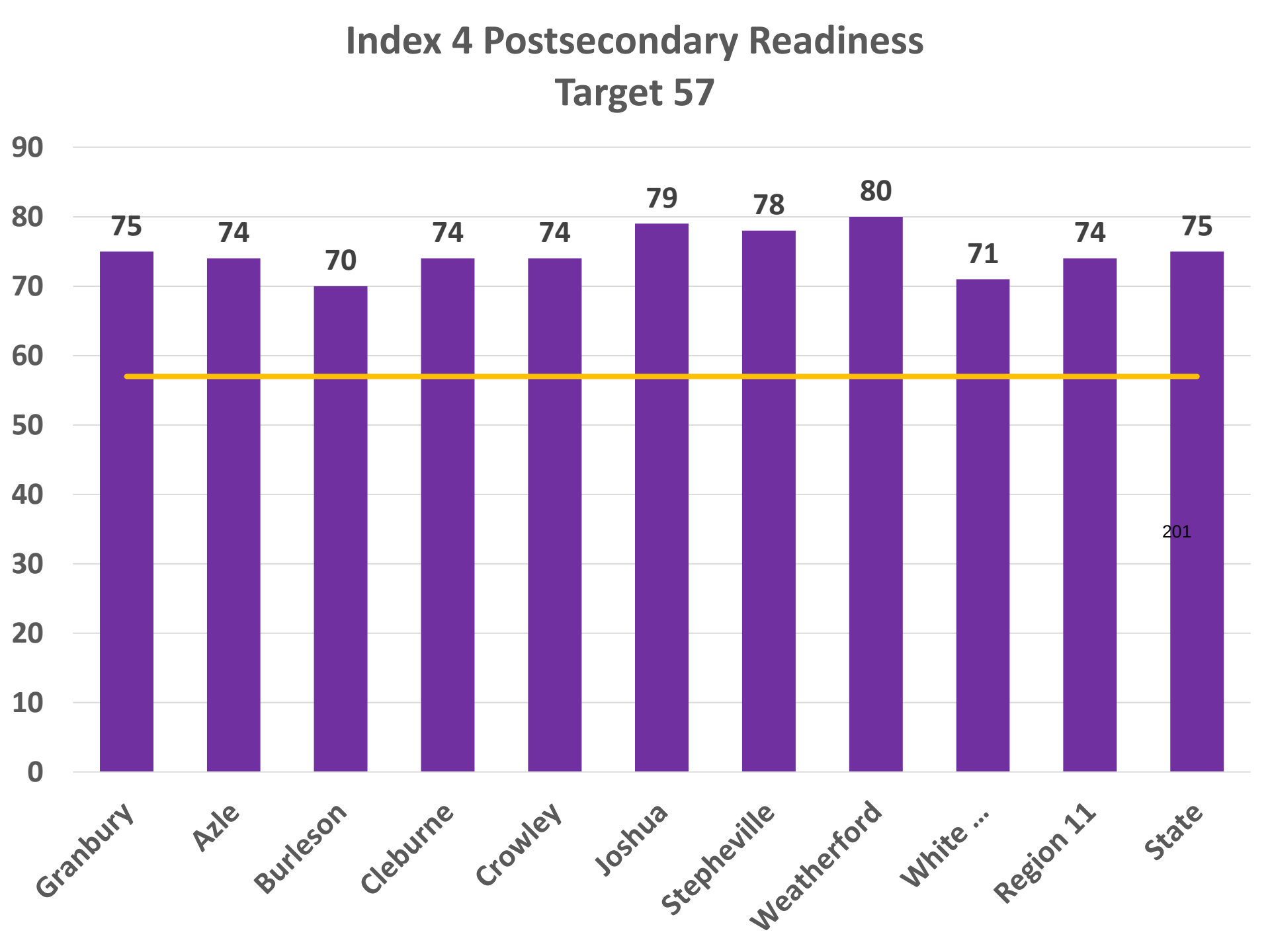
Index 3 – Closing Performance Gaps

- State target was 28
- Reminder 3-8 Math and STAAR-A not calculated
- Gap was measured for **Economically Disadvantaged and Hispanic** in Reading, Math, Writing, Science, and Social Studies for GISD
- 5,173 tests were used in this calculation (but some tests count in multiple categories)


Index 3 Closing Performance Gaps
Target 28
50
40
30
20
10
0
40
43
42
34
36
44
41
38
42
40
40
199
Granbury
Azle
Burleson
Cleburne
Crowley
Joshua
Stepheville
Weatherford
White ...
Region 11
State

Index 4 – Post Secondary Readiness

- State target was 57
- STAAR Level III for Elementary
- STAAR Level III for Middle School
- STAAR Level III for High School
- 3870 STAAR tests were used in this calculation for 25% of the score
- Four Year Graduation Rate for High School
- Four Year RSHP/DAP Rate for High School
- College-Ready Graduates for High School
- Advanced/Dual Enrollment Course Completion for High School
- SAT/ACT Participation for High School
- SAT/ACT Performance for High School
- AP Performance any Subject for High School
- AP Participation
- Coherent Sequence


Index 4 Postsecondary Readiness
Target 57
90
80
70
60
50
40
30
20
10
0
75
74
70
74
74
79
78
80
71
74
75
201
Granbury
Azle
Burleson
Cleburne
Crowley
Joshua
Stepheville
Weatherford
White ...
Region 11
State

Distinction Designations

- Academic Achievement in Reading/ELA
- Academic Achievement in Mathematics
- Academic Achievement in Science
- Academic Achievement in Social Studies
- Top 25 Percent Student Progress
- Top 25 Percent Closing Performance Gaps
- Postsecondary Readiness

Elementary Distinction Designations

- **Brawner**
  - Top 25% Student Progress
- **Mambrino**
  - Top 25% Student Progress
- **Nettie Baccus**
  - Postsecondary Readiness
- **Oak Wood**
  - Academic Achievement Reading/ELA
  - Academic Achievement Science
  - Post Secondary Readiness

Secondary Distinction Designations

- **Acton Middle School**
  - Academic Achievement Science
- **Crossland Ninth Grade Center**
  - Academic Achievement in Reading/ELA
  - Top 25% Closing Performance Gap
  - Top 25% Student Progress
- **Granbury High School**
  - Academic Achievement in Reading/ELA
  - Academic Achievement Science
  - Post Secondary Readiness

Systems Safeguards

- Performance
- Participation
- Graduation
- Met Federal Limits

❖ Met 39 of 48 Indicators = 81%

Safeguard Focus

- Student group performance in SPED, ESL, NCLB to meet State standard
- 7 of our campuses and the district must address safeguards by the Targeted Improvement Plan
- Address PBM performance levels in Targeted Improvement Plan

Community and Student Engagement

- New requirement for Accountability
- Items were selected by the State but criterion identified by local community group (DAC)
- Item ratings were made by campus (CLT)
- District rating was derived from campus scores

Community and Student Engagement

Campus	Fine Arts Rating	Wellness Rating	Community Parental Invoment	21st Century Workforce Rating	Second Language Acquisition	Digital Learning Rating	Dropout Prevent Strategies Rating	Educational PGM for GT Students	Overall Rating	Statutory Reporting/ Policy Compliance
GISD	Rec	Acc	Exmp	Rec	Rec	Exmp	Exmp	Rec	Rec	Yes
GHS	Exmp	Rec	Expm	Exmp	Exmp	Exmp	Exmp	Rec	Exmp	Yes
STARS	Acc	Rec	Rec	Rec	Exmp	Exmp	Exmp	Unacc	Acc	Yes
CNGC	Exmp	Rec	Exmp	Rec	Exmp	Rec	Exmp	Exmp	Exmp	Yes
GMS	Exmp	Rec	Exmp	Rec	Rec	Rec	Exmp	Rec	Rec	Yes
AMS	Exmp	Rec	Exmp	Rec	Exmp	Exmp	Rec	Rec	Exmp	Yes
AES	Rec	Rec	Exmp	Exmp	Rec	Exmp	Exmp	Exmp	Exmp	Yes
Emma	Exmp	Rec	Exmp	Exmp	Exmp	Exmp	Exmp	Rec	Exmp	Yes
Baccus	Exmp	Rec	Exmp	Rec	Rec	Exmp	Exmp	Rec	Rec	Yes
OW	Exmp	Rec	Exmp	Rec	Exmp	Rec	Exmp	Exmp	Exmp	Yes
Mambrino	Rec	Rec	Exmp	Rec	Rec	Exmp	Rec	Rec	Acc	Yes
Brawner	Exmp	Exmp	Exmp	Exmp	Exmp	Exmp	Exmp	Exmp	Exmp	Yes

GISD Accountability Summary

- Campuses had many areas in Q1 and Q2
- Several campuses missed a distinction by 1-6 students
- Improvement in performance in post secondary indicators for high school campuses
- Need to continue focus in reading in grades 3-8
- Need to increase rigor at the elementary level
- Need to increase attention at middle schools for performance and rigor
- Need increased performance in writing at all levels

GISD Unique Issues

- Index 2 - Student Progress impacted by high school courses at MS level (Eng 1/Alg 1)
- Index 4 –impacted by CNGC/GHS split campuses and Eng 1 offering at MS level

2014-2015 Accountability Summary
August 24, 2015

Ron Holmgreen
Assistant Superintendent