Notice of Regular
The Board of Trustees
Granbury ISD
Monday, November 16, 2015
5:00 PM

A Regular of the Board of Trustees of Granbury ISD will be held Monday, November 16, 2015, beginning at 5:00 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. Consider Staff Appointments
    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 FIRST Rating 3
5. Moment of Silence/Invocation
6. Pledges - U.S. Flag & Texas Flag
7. Achievement Spotlight
    a. Granbury ISD Education Foundation
8. Public comments/audience participation
9. Discussion/Action
    a. Canvas Results of November 3, 2015 Board of Trustee Special Election for Unexpired Term Place 6 40
    b. Administer Oath of Office for Place 3 and 4 Unopposed Trustees and Place 6 Trustee Unexpired Term
    c. Consider Consent Agenda Items
        1. Minutes of the October 19, 2015 Regular Meeting 51
        2. Consider Budget Amendments 54
        3. Consider New Proposal for Copy Paper CSP 2016-01 57
    d. Consider Voting for Nominations to the Hood County Appraisal District Board of Directors 60
    e. Consider Voting for Nominations to the Johnson County Appraisal District Board of Directors 62
    f. Consider Voting for Nominations to the Parker County Appraisal District Board of Directors 65
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    h. Consider Classroom Size Waiver 71
    i. Consider Purchase of Auditorium Furniture 72
    j. Discuss Possible Changes to Board Policy CH (LOCAL) in Regard to Purchasing Authority and Board Approval 74
    k. Consider Fuel Co-Op With Texas Association of School Board Approval 77
    l. Consider Resolution Regarding New Commissioner of Education 79
    m. Elect Board Officers for 2015-2016
10. Reports
    a. Superintendent's Report
        1. Facilities Report
    b. Policy Update 103 81
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    d. Transportation Report 131
    e. Cash Flow and Investment Report 133
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g. Bond Expenditures Monthly Update 138

11. Consider action on items discussed in closed session
    a. Consider Staff Appointments
    b. Consider purchase, exchange, lease or value of real property
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, November 13, 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.

_____

Superintendent or Designee (For the Board of Trustees)



GRANBURY ISD

2015 Schools FIRST Rating

(2013-14 District Status)

November 16, 2015

Schools FIRST Overview

- What is Schools FIRST?
  - Schools FIRST (Financial Integrity Rating System of Texas), is a financial accountability system for Texas school districts developed by the Texas Education Agency in response to Senate Bill 875 of the 76th Texas Legislature in 1999
  - The primary goal of Schools FIRST is to achieve quality performance in the management of school district financial resources

- Recent Changes to Schools FIRST Authorized by HB 5 in the 83rd Legislative Session in 2013
  - Implemented by TEA in August 2015
  - Changes to be phased in over a 3 year period

Overview Continued

- Rating Year 2014-15 will be based on 7 indicators and Rating Years 2015-16, 2016-17 and subsequent years will be based on 15 indicators

- Rating Year 2016-17 will require higher scores than Rating Year 2015-16

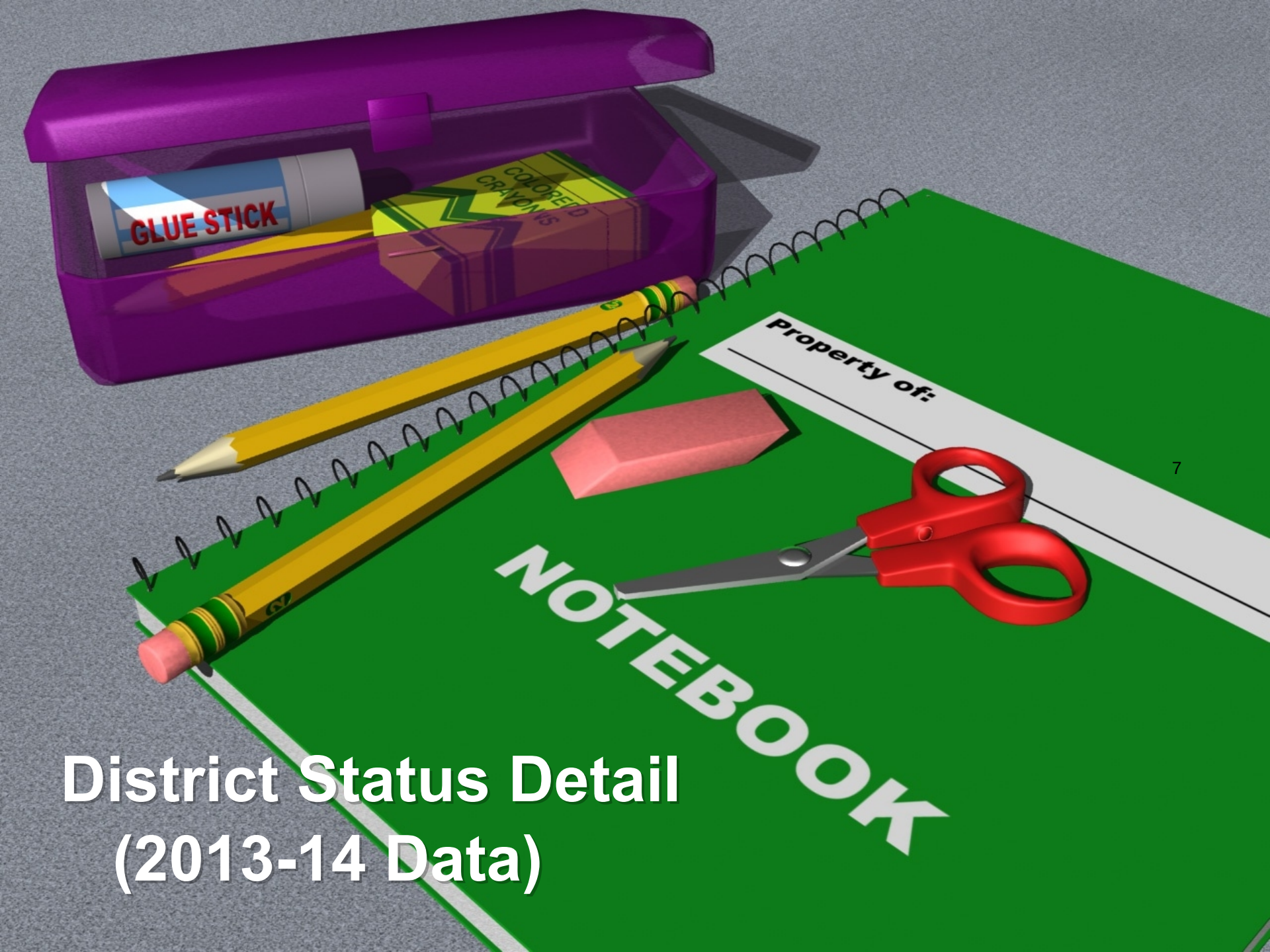
- New FIRST system now assigns only two ratings to Texas school districts

  - ✓ Pass – If the district receives a score in the range of 16 – 30 and does not answer "No" to indicators 1,2,3 or 4

  - ✓ Substandard Achievement – If district scores below 16 or answers "No" to any indicator 1,2,3 or 4

Overview Continued

- 2014-15 Ratings are Based on 2013-14 Data
  - Published on TEA website
  - Rating document referred to as the District Status Detail
- Additional Requirements of Schools FIRST Report Established by Title 19, TAC, Section 109.1005
  - Report must include a copy of the Superintendent's current contract if it is not posted on the district website
  - Report must include summary financial disclosures pertaining to the superintendent and school board



District Status Detail (2013-14 Data)

2013-14 District Status Detail

1. Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the January 28 deadline? **Yes**
2. Was there an unmodified opinion in the AFR on the financial statements as a whole? **Yes**
3. Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? **Yes**
4. Was the total unrestricted net asset balance (net of the accretion of interest for capital appreciation bonds) in the governmental activities column of the Statement of Net Assets greater than zero? **Yes**

2013-14 District Status Detail

5. Was the school district's administrative cost ratio less than the threshold ratio? **Yes**

6. Did the comparison of the Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a variance of less than 3 percent of all expenditures by function? **Yes**

7. Did the external auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? **Yes**

FIRST Report



Additional Requirements Established by Title 19, TAC, Section 109.1005

Additional Requirements

- A Copy of the Superintendent's Current Contract Must be Attached to the FIRST Report or Posted on District Website
  - ➢ The superintendent's current contract is posted on the Granbury ISD website

- Report must Include summary financial disclosures pertaining to the superintendent and school board
  - ➢ Financial disclosures included

Reimbursements Received by Superintendent and Board of Trustees

For the Twelve-month Period Ended August 31, 2014 Description of Reimbursements	Supt James Largent	Nancy Alana	Barbara Herrington	Mark Jackson	B. J. Wallace	Don Walton	Mickey Shearon	Wade Rails-back	Joe Jones
Meals	$ 414.00	$	$ 72.00	$ 14.25	$	$	$	$	$
Lodging	2,124.94		246.66	154.10					
Transportation	2,995.62	16.38	121.47	143.52	77.30	16.38	91.84	16.38	16.38
Motor Fuel									
Other	2,653.30	350.00	685.00	719.00	400.00	335.00	20.00		390.00
Total	$ 8,187.86	$ 366.38	$ 1,125.13	$ 1,030.87	$ 477.30	$351.38	$ 111.84	$16.38	$ 406.38

Note – The spirit of the rule is to capture all "reimbursements" for fiscal year 2013, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order. Reimbursements to be reported per category include:
Meals – Meals consumed off of the school district's premises, and in-district meals at area restaurants (excludes catered meals for board meetings).
Lodging - Hotel charges.
Transportation - Airfare, car rental (can include fuel on rental), taxis, mileage reimbursements, leased cars, parking and tolls.
Motor fuel – Gasoline.
Other - Registration fees, telephone/cell phone, internet service, fax machine, and other reimbursements (or on-behalf of) to the superintendent and board member not defined above.

Outside Compensation, Gifts and Business Transactions

Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services in Fiscal Year 2014

For the Twelve-Month Period Ended August 31, 2014	
Name(s) of Entity(ies)	
	$ -0-
Total	$ -0-

Note – Compensation does not include business revenues from the superintendent's livestock or agricultural-based activities on a ranch or farm. Report gross amount received (do not deduct business expenses from gross revenues). Revenues generated from a family business that have no relationship to school district business are not to be disclosed.

Gifts Received by the Executive Officer(s) and Board Members (and First Degree Relatives, if any) in Fiscal Year 2014

For the Twelve-Month Period August 31, 2014									
	Supt Largent	Alana	Herrington	Jackson	Wallace	Walton	Shearon	Railsback	Jones
Summary Amounts	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-

Note – An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification. (Any gifts received by their immediate family as described in Government Code, Chapter 573, Subchapter B, Relationships by Consanguinity or by Affinity will be reported under the applicable school official.)

Business Transactions Between School District and Board Members for Fiscal Year 2014

For the Twelve-Month Period Ended August 31, 2014	Alana	Herrington	Jackson	Wallace	Walton	Shearon	Railsback	Jones
Summary Amounts	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-

Note - The summary amounts reported under this disclosure are not to duplicate the items reported in the summary schedule of reimbursements received by board members.

So How Did We Do?

- "Yes" on Indicators 1,2,3 and 4
- 30 Points on Indicators 5,6 and 7
- Highest points and rating possible under current Schools FIRST system

Pass

Questions or Comments?



GRANBURY ISD

Schools FIRST Rating

FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS 2015 FINANCIAL MANAGEMENT REPORT

(2013-2014 DATA)

CONTENTS

- **WHAT IS SCHOOLS FIRST?**
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- **HOW RATINGS ARE ASSESSED**
- **GLOSSARY OF TERMS**
- **REQUIRED DISCLOSURES**
  1. **Current Superintendent's Contract (published on District website)**
  2. **Reimbursements Received by the Superintendent and Board Members for Fiscal Year 2014**
  3. **Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services for Fiscal Year 2014**
  4. **Gifts Received by the Executive Officer(s) and Board Members (and first degree relatives, if any) in Fiscal Year 2014**
  5. **Business Transactions Between School District and Board Members for Fiscal Year 2014**
  6. **Other Information**

What is Schools FIRST?

The Schools FIRST (Financial Integrity Rating System of Texas), is a financial accountability system for Texas school districts developed by the Texas Education Agency in response to Senate Bill 875 of the 76th Texas Legislature in 1999. The primary goal of Schools FIRST is to achieve quality performance in the management of school district financial resources, a goal made more significant due to the complexity of accounting associated with the Texas school finance system.

Most recently, major changes to Schools FIRST were authorized by HB 5, Section 49 in the 83rd Texas Legislature regular session in 2013. These changes were implemented by the Texas Education Agency in August 2015 and are being phased-in over three years. During the phase-in period, the new Schools FIRST system has separate worksheets for rating years 2014-2015, 2015-2016, and 2016-2017 and subsequent years. The worksheet for rating year 2014-2015 contains only 7 indicators and the worksheets for rating years 2015-2016 and 2016-2017 will contain 15 indicators. Also, the worksheet for rating year 2016-2017 will require higher scores for select ratings compared to the worksheet for rating year 2015-2016.

In addition, the new Schools FIRST accountability rating system now assigns only two financial accountability ratings to Texas school districts; either "Pass" or "Substandard Achievement". To receive the "Pass" rating under the current system the district must have a score in the range 16 to 30 and the District must not answer "No" to Indicators 1, 2, 3 or 4.

The 2014-15 ratings are based on 2013-14 data and are published by TEA on their website in a document referred to as the District Status Detail. The 2014-15 Ratings Based on 2013-14 Data - District Status Detail is included in this report. The report contains each indicator and the result for the district.

Lastly, rules established by Title 19, TAC, Section 109.1005 also require this report to include summary financial disclosures pertaining to the superintendent and school board as well as a copy of the superintendent's current contract if it is not published on the District Website.

This information is being reported in the format recommended by the Texas Education Agency.

GRANBURY INDEPENDENT SCHOOL DISTRICT FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS

2015 FINANCIAL MANAGEMENT REPORT FOR FISCAL YEAR 2013-2014

Granbury ISD received the official notification from The Texas Education Agency of the district's rating under the Financial Integrity Rating System of Texas (FIRST) on October 22, 2015. Granbury ISD's rating for fiscal year 2013-2014 is:

Pass

The following financial management report is prepared in accordance with Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System. Please contact Dobie Williams, Assistant Superintendent for Finance and Operations, with questions regarding the Financial Management Report after the required public hearing. The address is 600 W. Pearl Street., Granbury, TX 76048 or call Mr. Williams at 817-408-4015.

RATING YEAR 2014-2015 ▼ Select An Option ▼ Help Home



Financial Integrity Rating System of Texas

2014-2015 RATINGS BASED ON SCHOOL YEAR 2013-2014 DATA - DISTRICT STATUS DETAIL

Name: **GRANBURY ISD**(**111901**)	**Publication Level 1:** 8/20/2015 11:24:40 AM
Status: **Passed**	**Publication Level 2:** 8/20/2015 11:24:40 AM
Rating: Pass	**Last Updated:** 8/20/2015 11:24:40 AM
District Score: 30	**Passing Score:** 16

#	Indicator Description	Updated	Score
1	Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?	4/6/2015 2:54:34 PM	Yes
2	Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)	4/6/2015 2:54:34 PM	Yes
3	Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)	4/6/2015 2:54:34 PM	Yes
4	Was the total unrestricted net asset balance (Net of the accretion of interest for capital appreciation bonds) in the governmental activities column in the Statement of Net Assets greater than zero? (If the school district's change of students in membership over 5 years was 10 percent or more, then the school district passes this indicator.)	7/30/2015 12:22:21 PM	Yes
			1 Multiplier Sum
5	Was the school district's administrative cost ratio equal to or less than the threshold ratio? (See ranges below.)	7/15/2015 11:55:59 AM	10
6	Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function?	8/17/2015 5:52:02 PM	10

7	Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)	4/6/2015 2:54:36 PM	10
			30 Weighted Sum
			1 Multiplier Sum
			30 Score

DETERMINATION OF RATING

A.	Did The District Answer '**No**' To Indicators 1, 2, 3, Or 4? If So, The District's Rating Is **Substandard Achievement**.	
B.	Determine Rating By Applicable Range For Summation of the Indicator Scores (Indicators 5-7)	
	Pass	16-30
	Substandard Achievement	<16

Granbury ISD SCHOOLS FIRST RATING PRIOR YEAR COMPARISON

2013-14 Data

#	Indicator Description	Explanation	13/14 Result 13/14 Measure
1	Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?	TEA received the 2014 GISD audit on January 26, 2015	**Yes-Passed**
2	Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)	The district received a "clean audit" (unmodified opinion).	**Yes-Passed**
3	Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in the following years if the school district is current on its forbearance or payment plan with the lender and the payments are being made on schedule for the fiscal year being rated. Also exempted are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of the debt covenant , contract, or master promissory note even though the payments to the lender, trust, or sinking fund are current. A debt agreement is the legal agreement between a debtor (person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)	There were no disclosures in the AFR and/or other sources of information conscerning default on bonded indebtedness obligations. The district was able to make all bond payments.	**Yes-Passed**
4	Was the total unrestricted net asset balance (net of the accretion of interest for capital appreciation bonds) in the governmental activities column of the Statement of Net Assets greater than zero? (If the school district's change of students in membership over 5 years was 10 percent or more, then the school district passes this indicator.)	The sum of the Total Unrestricted Net Asset Balance in the governmental activities column in the Statement of Net Assets (net of accretion of interest for capital apprectiation bonds) was $26,808,356	**Yes-Passed**
5	Was the school district's administrative cost ratio less than the threshold ratio?	The acceptable range for the administrative cost ratio is < 0.1000 to > 0.2000 with points awarded from 10 to 0 respectively. GISD was at .0765, well below the minimum threshold.	**Yes-Passed** **10 Points**
6	Did the comparison of the Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a variance of less than 3 percent of all expenditures by function?	The sum of differences was $529 or 0.00089 percent.	**Yes-Passed** **10 Points**
7	Did the external auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)	The district had no instance(s) of material control reported in the AFR.	**Yes-Passed** **10 Points**

Granbury ISD SCHOOLS FIRST RATING PRIOR YEAR COMPARISON

2013-14 Data

	District Rating		Pass
	Total Points		**30 POINTS**
A.	Did the district answer '**No**' to indicators 1, 2, 3 or 4? If so, the district's rating is **Substandard Schievement**.		
B.	Determine rating by applicable range for summation of the indicator scores.		
	Pass	16-30	
	Substandard Achievement	<16	

Granbury ISD SCHOOLS FIRST RATING PRIOR YEAR COMPARISON

2012-13 Data

#	Indicator Description	Explanation	12/13 Result 12/13 Measure
	Default Indicators		
1	Was the total fund balance less non-spendable and restricted fund balance greater than zero in the General Fund?		**Yes-Passed** **$13,822,254**
2	Was the Total Unrestricted Net Asset Balance in the Government Activities Column in the Statement of Net Assets Greater than Zero?		**Yes-Passed** **$25,967,228**
3	Were there no disclosures in the Annual Financial Report and/or other sources of information concerning default on bonded indebtedness obligations?		**Yes-Passed**
4	Was the Annual Financial Report filed within one month after November 27th or January 28th deadline depending upon the district's fiscal year end date (June 30th or August 31st)?	TEA received the 2013 GISD audit on January 24, 2014	**Yes-Passed**
5	Was there an unqualified opinion in the Annual Financial Report?	Unqualified is a premium opinion.	**Yes-Passed**
6	Did the Annual Financial Report not disclose any instance(s) of material weaknesses in internal controls?		**Yes-Passed**
	Fiscal Responsibility		
7	Was the three year average percent of total tax collections (including delinquent) greater than 98%?		**Yes** **99.62%** **5 Points**
8	Did the comparison of PEIMS data to like information in Annual Financial Report result in an aggregate variance of less than 3 percent of expenditures per Fund Type (Data Quality Measure)?	January PEIMS submission must match numbers in annual audit.	**Yes** **5 Points**
9	Were debt related expenditures (net of IFA and/or EDA allotment) less than $350.00 per student? (if the district's 5 year percent change = or > 7%, or if property tax collections per penny of tax > $200,000 per student)	The District's debt related expenditures were in excess of $350 per student. However, GISD tax collections per penny of tax are $470,220.41 which is greater than $200,000 per student	**Yes** **$759.19** **5 Points**
10	Was there no disclosure in the Annual Audit Report of material noncompliance?		**Yes** **5 Points**
11	Did the district have full accreditation status in relation to financial management practices?		**Yes** **5 Points**
	Budgeting Indicators		
12	Was the aggregate of budgeted expenditures and other uses less than the aggregate of budgeted total revenues and other resources and fund balance in General Fund?		**Yes** **5 Points**
13	If the district's aggregate fund balance in the General Fund and Capital Projects Fund was less than zero, were construction projects adequately financed?		**Yes** **5 Points**
14	Was ratio of cash & investments to deferred revenues (excluding amount equal to net delinquent taxes receivable) in the General Fund greater than or equal to 1:1? (if deferred revenues < net delinquent taxes receivable)	Cash and investments = $16,056,636 Def Rev-Net Del Taxes = ($59,094)	**Yes** **5 Points**

2012-13 Data

	Personnel Indicators		
15	Was the administrative cost ratio less than the threshold ratio?	Maximum administrative cost ratio for a district between 5,000 and 9,999 ADA (average daily attendance) is 0.1250. GISD 58.4% of threshold ratio.	**Yes** **0.0734** **5 Points**
16	Was the ratio of students to teachers within the ranges shown according to district size? (>13 and < 22)	Lower Limit=13:1 Upper Limit= 22:1 Students in 12/13 = 6,510 Teachers FTEs in 12/13 = 437.4862	**Yes** **14.8805** **5 Points**
17	Was the ratio of students to total staff within the ranges shown according to district size? (>6.8 and <14)	Lower Limit=6.8:1 Upper Limit=14:1 Students in 12/13 = 6,510 Total Staff FTEs in 12/13 = 902.238	**Yes** **7.2154** **5 Points**
	Cash Management Indicators		
18	Was the decrease in undesignated unreserved fund balance less than 20% over two fiscal years? (If total revenues > operating expenditures in General Fund, then district receives 5 points)	General Fund Rev: $60,548,594 General Fund Exp: $51,770,371	**Yes** **5 Points**
19	Was the aggregate total of cash and investments in the General Fund more than $0?		**Yes** **$17,347,135** **5 Points**
20	Did investment earnings in all funds (excluding debt service and projects fund) meet or exceed the 3-month treasury bill rate?	Investment Earnings: $38,629	**Yes** **5 Points**
	District Rating		**Superior**
	Total Points		**70 POINTS**
A.	Did the district answer No to indicators 1, 2, 3 or 4? Or did the district answer No to both 5 and 6? If so, the district's rating is substandard achievement.		
B.	Determine rating by applicable range for summation of the indicator scores.		
	Superior Achievement:	64-70	
	Above Standard Achievement:	58-63	
	Standard Achievement:	52-57	
	Substandard Achievement:	<52 or No to indicators 1, 2, 3 or 4 OR No to both 5 and 6	

How Ratings are Assessed

Rating Worksheet

Preliminary ratings are released by Texas Education Agency every calendar year during the summer. The Commissioner's Rules for School FIRST are contained in Title 19, Texas Administrative Code, Chapter 109, Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System.

The School FIRST Communications Kit was updated in August 2015 to include major changes in the Commissioner's Rule for School FIRST that were finalized in August 2015. The changes in the Commissioner's Rule were authorized by HB 5, Section 49, 83rd Texas Legislature, Regular Session, 2013. House Bill 5 amended Section 39.082 Texas Education Code to require the commissioner of education to include processes in the financial accountability rating system for anticipating the future financial solvency of each school district and open-enrollment charter school.

The changes to the School FIRST system implemented by the Texas Education Agency in August 2015 are being phased-in over three years. During the phase-in period, the new School FIRST system has separate worksheets for rating years 2014-2015, 2015-2016, and 2016-2017 and subsequent years.

The questions a school district must address in completing the worksheet used to assess its financial management system can be confusing to non-accountants. The following is a layman's explanation of what the questions mean—and what your district's answers can mean to its rating.

1. Was the complete annual financial report (AFR) and data submitted to the TEA within 30 days of the November 27 or January 28 deadline depending on the school district's fiscal year end date of June 30 or August 31, respectively?

A simple indicator. Was your Annual Financial Report filed by the deadline?

2. Was there an unmodified opinion in the AFR on the financial statements as a whole? (The American Institute of Certified Public Accountants (AICPA) defines unmodified opinion. The external independent auditor determines if there was an unmodified opinion.)?

A "modified" version of the auditor's opinion in your annual audit report means that you need to correct some of your reporting or financial controls. A district's goal, therefore, is to receive an "unmodified opinion" on its Annual Financial Report. This is a simple "Yes" or "No" indicator.

3. Was the school district in compliance with the payment terms of all debt agreements at fiscal year end? (If the school district was in default in a prior fiscal year, an exemption applies in following years if the school district is current on its forbearance or payment plan with the lender and the payments are made on schedule for the fiscal year being rated. Also exempted

are technical defaults that are not related to monetary defaults. A technical default is a failure to uphold the terms of a debt covenant, contract, or master promissory note even though payments to the lender, trust, or sinking fund are current. A debt agreement is a legal agreement between a debtor (person, company, etc. that owes money) and their creditors, which includes a plan for paying back the debt.)

This indicator seeks to make certain that your district has paid your bills/obligations on financing arrangements to pay for school construction, school buses, photocopiers, etc.

4. Was the total unrestricted net asset balance (Net of the accretion of interest for capital appreciation bonds) in the governmental activities column in the Statement of Net Assets greater than zero? (If the school district's change of students in membership over 5 years was 10 percent or more, then the school district passes this indicator.)?

This indicator simply asks, "Did the district's total assets exceed the total amount of liabilities (according to the very first financial statement in the annual audit report)?" Fortunately this indicator recognizes that high-growth districts incur large amounts of debt to fund construction, and that total debt may exceed the total amount of assets under certain scenarios.

5. Was the school district's administrative cost ratio equal to or less than the threshold ratio

This indicator measures the percentage of their budget that Texas school districts spent on administration. Did you exceed the cap in School FIRST for districts of your size?

6. Did the comparison of Public Education Information Management System (PEIMS) data to like information in the school district's AFR result in a total variance of less than 3 percent of all expenditures by function (Data Quality Measure)?

This indicator measures the quality of data reported to PEIMS and in your Annual Financial Report to make certain that the data reported in each case "matches up." If the difference in numbers reported in any fund type is 3 percent or more, your district "fails" this measure.

7. Did the external independent auditor report that the AFR was free of any instance(s) of material weaknesses in internal controls over financial reporting and compliance for local, state, or federal funds? (The AICPA defines material weakness.)
?

A clean audit of your Annual Financial Report would state that your district has no material weaknesses in internal controls. Any internal weaknesses create a risk of your District not being able to properly account for its use of public funds, and should be immediately addressed.

GLOSSARY

Accounting: A standard school fiscal accounting system must be adopted and installed by the board of trustees of each school district. The accounting system must conform to generally accepted accounting principles. This accounting system must also meet at least the minimum requirements prescribed by the state board of education, subject to review and comment by the state auditor.

Ad Valorem Property Tax: Literally the term means "according to value." Ad valorem taxes are based on a fixed proportion of the value of the property with respect to which the tax is assessed. They require an appraisal of the taxable subject matter's worth. General property taxes are almost invariably of this type. Ad valorem property taxes are based on ownership of the property, and are payable regardless of whether the property is used or not and whether it generates income for the owner (although these factors may affect the assessed value).

Adopted Tax Rate: The tax rate set by the school district to meet its legally adopted budget for a specific calendar year.

All Funds: A school district's accounting system is organized and operated on a fund basis where each fund is a separate fiscal entity in the school district much the same as various corporate subsidiaries are fiscally separate in private enterprise. All Funds refers to the combined total of all the funds listed below:

- The General Fund
- Special Revenue Funds (Federal Programs, Federally Funded Shared Services, State Programs, Shared State/Local Services, Local Programs)
- Debt Service Funds
- Capital Projects Funds
- Enterprise Funds for the National School Breakfast and Lunch Program

Assessed Valuation: A valuation set upon real estate or other property by a government as a basis for levying taxes.

Assigned Fund Balance: The assigned fund balance represents tentative plans for the future use of financial resources. Assignments require executive management (per board policy to assign this responsibility to executive management prior to end of fiscal year) action to earmark fund balance for bona fide purposes that will be fulfilled within a reasonable period of time. The assignment and dollar amount for the assignment may be determined after the end of the fiscal year when final fund balance is known.

Auditing: Accounting documents and records must be audited annually by an independent auditor. Texas Education Agency (TEA) is charged with review of the independent audit of the local education agencies.

Beginning Fund Balance: The General Fund balance on the first day of a new school year. For most school districts this is equivalent to the fund balance at the end of the previous school year.

Budget: The projected financial data for the current school year. Budget data are collected for the general fund, food service fund, and debt service fund.

Budgeting: Not later than August 20 of each year, the superintendent (or designee) must prepare a budget for the school district if the fiscal year begins on September 1. (For those districts with fiscal years beginning July 1, this date would be June 20.) The legal requirements for funds to be budgeted are included in the Budgeting module of the TEA Resource Guide. The budget must be adopted before expenditures can be made, and this adoption must be prior to the setting of the tax rate for the budget year. The budget must be itemized in detail according to classification and purpose of expenditure, and must be prepared according to the rules and regulations established by the state board of education. The adopted budget, as necessarily amended, shall be filed with TEA through the Public Education Information Management System (PEIMS) as of the date prescribed by TEA.

Capital Outlay: This term is used as both a Function and an Object. Expenditures for land, buildings, and equipment are covered under Object 6600. The amount spent on acquisitions, construction, or major renovation of school

district facilities are reported under Function 80.

Capital Project Funds: Fund type used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds.)

Cash: The term, as used in connection with cash flows reporting, includes not only currency on hand, but also demand deposits with banks or other financial institutions. Cash also includes deposits in other kinds of accounts or cash management pools that have the general characteristics of demand deposit accounts in that the governmental enterprise may deposit additional cash at any time and also effectively may withdraw cash at any time without prior notice or penalty.

Chapter 41: A key "equity" chapter in the Texas Education Code (TEC) is Chapter 41. This chapter is devoted to wealth equalization through the mechanism of recapture, the recovery of financial resources from districts defined by the state as high property wealth. Resources are recovered for the purpose of sharing them with low-wealth districts. Districts that are subject to the provisions of Chapter 41 must make a choice among several options in order to reduce their property wealth and share financial resources.

Committed Fund Balance: The committed fund balance represents constraints made by the board of trustees for planned future use of financial resources through a resolution by the board, for various specified purposes including commitments of fund balance earned through campus activity fund activities. Commitments are to be made as to purpose prior to the end of the fiscal year. The dollar amount for the commitment may be determined after the end of the fiscal year when final fund balance is known.

Comptroller Certified Property Value: The district's total taxable property value as certified by the Comptroller's Property Tax Division (Comptroller Valuation).

Debt Service Fund: Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Debt Services: Two function areas (70 and 71) and one Object (6500) are identified using this terminology "debt services." Function 70 is a major functional area that is used for expenditures that are used for the payment of debt principal and interest including Function 71. Expenditures that are for the retirement of recurring bond, capital lease principal, and other debt, related debt service fees, and for all debt interest fall under Function 71. Object 6500 covers all expenditures for debt service.

Deferred Revenue: Resource inflows that do not yet meet the criteria for revenue recognition. Unearned amounts are always reported as deferred revenue. In governmental funds, earned amounts also are reported as deferred revenue until they are available to liquidate liabilities of the current period.

Effective Tax Rate: Provides the unit with approximately the same amount of revenue it had the year before on properties taxes in both years. A comparison of the effective tax rate to the taxing unit's proposed tax rate shows if there will be a tax increase.

Ending Fund Balance: The amount of unencumbered surplus fund balance reported by the district at the end of the specified school year. For most school districts this will be equivalent to the fund balance at the beginning of the next school year.

Excess (Deficiency): Represents receivables due (excess) or owed (deficiency) at the end of the school year. This amount is recorded as Asset Object 1200.

Existing Debt Allotment (EDA): Is the amount of state funds to be allocated to the district for assistance with existing debt.

Federal Revenues: Revenues paid either directly to the district or indirectly though a local or state government entity for Federally-subsidized programs including the School Breakfast Program, National School Lunch Program, and School Health and Related

Services Program. This amount is recorded as Revenue Object 5900.

Fiscal Year: A period of 12 consecutive months legislatively selected as a basis for annual financial reporting, planning, and budgeting. The fiscal year may run September 1 through August 31 or July 1 through June 30.

Foundation School Program (FSP) Status: The Foundation School Program (FSP) is the shared financial arrangement between the state and the school district, where property taxes are blended with revenues from the state to cover the cost of basic and mandated programs. The nature of this arrangement falls in one of the following status categories: Regular, Special Statutory, State Administered, Education Service Center, or Open Enrollment Charter School District.

FTE: **Full-Time Equivalent** measures the extent to which one individual or student occupies a full-time position or provides instruction, e.g., a person who works four hours a day or a student that attends a half of a day represents a .5 FTE.

Function: Function codes identify the expenditures of an operational area or a group of related activities. For example, in order to provide the appropriate atmosphere for learning, school districts transport students to school, teach students, feed students and provide health services. Each of these activities is a function. The major functional areas are:

- Instruction and Instructional-Related Services
- Instructional and School Leadership
- Support Services - Student
- Administrative Support Services
- Support Services; Non-Student Based
- Ancillary Services
- Debt Service
- Capital Outlay
- 90 Intergovernmental Charges

Fund Balance: The difference between assets and liabilities reported in a governmental fund.

General Administration: The amount spent on managing or governing the school district as an overall entity. Expenditures associated with this functional area are reported under Function 41.

General Fund: This fund finances the fundamental operations of the district in partnership with the community. All revenues and expenditures not accounted for by other funds are included. This is a budgeted fund and any fund balances are considered resources available for current operations.

I&S Tax Rate: The tax rate calculated to provide the revenues needed to cover Interest and Sinking (I&S) (also referred to as Debt Service). I&S includes the interest and principal on bonds and other debt secured by property tax revenues.

Incremental Costs: The amount spent by a school district with excess wealth per WADA on the purchase of attendance credits either from the state or from other school district(s). Expenditures associated with this functional area are reported under Function 92.

Instruction: The amount spent on direct classroom instruction and other activities that deliver, enhance or direct the delivery of learning situations to students regardless of location or medium. Expenditures associated with this functional area are reported under Function 11.

Instructional Facilities Allotment (IFA): (State Aid) Provides assistance to school districts in making debt service payments on qualifying bonds and lease-purchase agreements. Proceeds must be used for the construction or renovation of an instructional facility.

Intergovernmental Charges: "Intergovernmental" is a classification used when one governmental unit transfers resources to another. In particular, when a Revenue Sharing District purchases WADA or where one school district pays another school district to educate transfer students. Expenditures associated with this functional area are reported under Function 90.

Investments in Capital Assets, Net of Related Debt: One of three components of net assets

that must be reported in both government-wide and proprietary fund financial statements. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the government.

Local & Intermediate Revenues: All revenues from local taxes and other local and intermediate revenues. For specifics, see the definitions for Local Tax and Other Local & Intermediate Revenues. This amount is recorded under Object 5700.

Local Tax: This is all revenues from local real and personal property taxes, including recaptured funds from 1) Contracted Instructional Services Between Public Schools (Function 91) and
2) Incremental Costs associated with Chapter 41 of the Texas Education Code (Function 92).

M&O Tax Rate: The tax rate calculated to provide the revenues needed to cover Maintenance & Operations (M&O). M&O includes such things as salaries, utilities, and day-to-day operations.

Modified Opinion: Term used in connection with financial auditing. A modification of the independent auditor's report means there exists one or more specific exceptions to the auditor's general assertion that the district's financial statements present fairly the financial information contained therein according to generally accepted accounting principles.

Nonspendable Fund Balance: The portion of fund balance that is in non-liquid form, including inventories, prepaid items, deferred expenditures, long-term receivables and encumbrances (if significant). Nonspendable fund balance may also be in the form of an endowment fund balance that is required to remain intact.

Object: An object is the highest level of accounting classification used to identify either the transaction posted or the source to which the associated monies are related. Each object is assigned a code that identifies in which of the following eight major object groupings it belongs:

- 1000 Assets
- 2000 Liabilities
- 3000 Fund Balances
- 5000 Revenue
- 6000 Expenditures/Expenses
- 7000 Other Resources/NonOperating Revenue/Residual Equity Transfers In
- 8000 Other Uses/NonOperating Revenue/Residual Equity Transfers Out

Operating Expenditures: A wide variety of expenditures necessary to a district's operations fall into this category with the largest portion going to payroll and related employee benefits and the purchase of goods and services.

Operating Expenditures/Student: Total Operating Expenditures divided by the total number of enrolled students.

Operating Revenues and Expenses: Term used in connection with the proprietary fund statement of revenues, expenses, and changes in net assets. The term is not defined as such in the authoritative accounting and financial reporting standards, although financial statement preparers are advised to consider the definition of operating activities for cash flows reporting in establishing their own definition.

Other Local & Intermediate Revenues: All local and intermediate revenues NOT from local real and personal property taxes including:

- Revenues Realized as a Result of Services Rendered to Other School Districts
- Tuition and Fees
- Rental payments, interest, investment income
- Sale of food and revenues from athletic and extra/co-curricular activities
- Revenues from counties, municipalities, utility districts, etc.

Other Operating Costs: Expenditures necessary for the operation of the school district that are NOT covered by Payroll Costs, Professional and Contracted Services, Supplies and Materials, Debt Services, and Capital Outlay

fall into this category and include travel, Insurance and bonding costs, election costs, and depreciation. This amount is recorded as Expenditure/Expense Object 6400.

Other Resources: This amount is credited to total actual other resources or non-operating revenues received or residual equity transfers in. This amount is recorded under Object 7020.

Payments for Shared Services Arrangements: Payments made either from a member district to a fiscal agent or payments from a fiscal agent to a member district as part of a Shared Services Arrangement (SSA). The most common types of SSAs relate to special education services, adult education services, and activities funded by the Elementary and Secondary Education Act (ESEA). Expenditures associated with this functional area are reported under Function 93.

Payroll: Payroll costs include the gross salaries or wages and benefit costs for services or tasks performed by employees at the general direction of the school district. This amount is recorded as Expenditure/Expense Object 6100. *(NOTE: Payroll amounts do not include salaries for contract workers, e.g., for food service and maintenance. Therefore, this figure will vary significantly between districts and campuses that use contract workers and those that do not.)*

PEIMS: A state-wide data management system for public education information in the State of Texas. One of the basic goals of PEIMS, as adopted by the State Board of Education in 1986, is to improve education practices of local school districts. PEIMS is a major improvement over previous information sources gathered from aggregated data available on paper reports. School districts submit their data via standardized computer files. These are defined in a yearly publication, the PEIMS Data Standards.

Plant Maintenance & Operations: The amount spent on the maintenance and operation of the physical plant and grounds and for warehousing and receiving services. Expenditures associated with this functional area are reported under Function 51.

Property /Refined ADA: The district's Comptroller Certified Property Value divided by its total Refined ADA.

Property/WADA: The district's Comptroller Certified Property Value divided by its total WADA.

Refined ADA: Refined Average Daily Attendance (also called RADA) is based on the number of days of instruction in the school year. The aggregate eligible days attendance is divided by the number of days of instruction to compute the refined average daily attendance.

Restricted Fund Balance: This is the portion of fund balance that has externally enforceable constraints made by outside parties.

Revenues: Any increase in a school district's financial resources from property taxes, foundation fund entitlements, user charges, grants, and other sources. Revenues fall into the three broad sources of revenues: Local & Intermediate; State; and Federal.

Robin Hood Funds: See Wealth Equalization Transfer.

Rollback Tax Rate: Provides governments other than school districts with approximately the same amount of tax revenue it spent the previous year for day-to-day operations plus an extra 8 percent cushion, and sufficient funds to pay its debts in the coming year. For school districts, the M&O portion of the rollback tax rate allows school districts to add four cents ($0.04) to the lesser of the prior tax year compressed operating tax rate or the effective M&O rate to generate operating funds. School districts will get to add to the compressed operating rate any additional cents approved by voters at a 2006 or subsequent rollback election, not 8 percent. The rollback rate is the highest rate that the taxing unit may adopt before voters can petition for an election to roll back the adopted rate to the rollback rate. For school districts, no petition is

required; it's an automatic election if the adopted rate exceeds the rollback rate.

School Year: The twelve months beginning September 1 of one year and ending August 31 of the following year or beginning July 1 and ending June 30. Districts now have two options.

Special Revenue Fund: A governmental fund type used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specified purposes.

State Revenues: Revenues realized from the Texas Education Agency, other state agencies, shared services arrangements, or allocated on the basis of state laws relating to the Foundation School Program Act. This amount is recorded as Revenue Object 5800.

Unassigned Fund Balances: Available expendable financial resources in a governmental fund that are not the object of tentative management plans (i.e., committed or assigned). One primary criterion of rating agencies for school bonds is the relative amount of unassigned fund balance. Bond rating agencies view unassigned fund balances as a reflection of the financial strength of school districts and show concern when district fund balances decrease.

Unmodified Opinion: Term used in connection with financial auditing. An unmodified independent auditor's opinion means there are no stated exceptions to the auditor's general assertion that the district's financial statements present fairly the financial information contained according to generally accepted accounting principles.

Unrestricted Net Asset Balance: The term net asset refers to the amount of total assets less total liabilities. Unrestricted net asset balance refers to the portion of total net assets that is neither invested in capital assets nor restricted.

WADA: A Weighted Average Daily Attendance (WADA) is used to measure the extent students are participating in special programs. The concept of WADA in effect converts all of a school district's students with their different weights to a calculated number of regular students required to raise the same amount of revenue. The greater the number of students eligible for special entitlements, the greater a school district's WADA will be.

Wealth Equalization Transfer: The amount budgeted by districts for the cost of reducing their property wealth to the required equalized wealth level (Function 91). Sometimes referred to as Robin Hood Funds.

DISCLAIMER

All of the information provided is believed to be accurate and reliable; however, TASBO and TSPRA assume no responsibility for any errors, appearing in this information or otherwise. Further, TASBO and TSPRA assume no responsibility for the use of the information provided.

Disclosures

Reporting requirements for the financial management report for Schools FIRST public hearing are found in **Title 19 Texas Administrative Code Chapter 109, Budgeting, Accounting, and Auditing, Subchapter AA, Commissioner's Rules Concerning Financial Accountability Rating System.** This rule describes requirements for the five (5) disclosures explained below that are to be presented as appendices in the Schools FIRST financial management report.

1. Superintendent's Employment Contract

The school district is to provide a copy of the superintendent's employment contract that is effective on the date of the Schools FIRST hearing in calendar year 2015. In lieu of publication in the Schools FIRST financial management report, the school district may chose to publish the superintendent's employment contract on the school district's Internet site. **If published on the Internet**, the contract is to remain accessible for twelve months.

The superintendent's current employment contract is published on the Granbury ISD website.

Disclosures

2. Reimbursements Received by the Superintendent and Board Members for Fiscal Year 2014

For the Twelve-month Period Ended August 31, 2014 Description of Reimbursements	Supt James Largent	Nancy Alana	Barbara Herrington	Mark Jackson	B. J. Wallace	Don Walton	Mickey Shearon	Wade Rails-back	Joe Jones
Meals	$ 414.00	$	$ 72.00	$ 14.25	$	$	$	$	$
Lodging	2,124.94		246.66	154.10					
Transportation	2,995.62	16.38	121.47	143.52	77.30	16.38	91.84	16.38	16.38
Motor Fuel									
Other	2,653.30	350.00	685.00	719.00	400.00	335.00	20.00		390.00
Total	$ 8,187.86	$ 366.38	$ 1,125.13	$ 1,030.87	$ 477.30	$351.38	$ 111.84	$16.38	$ 406.38

Note – The spirit of the rule is to capture all "reimbursements" for fiscal year 2014, regardless of the manner of payment, including direct pay, credit card, cash, and purchase order. Reimbursements to be reported per category include:
Meals – Meals consumed off of the school district's premises, and in-district meals at area restaurants (excludes catered meals for board meetings).
Lodging - Hotel charges.
Transportation - Airfare, car rental (can include fuel on rental), taxis, mileage reimbursements, leased cars, parking and tolls.
Motor fuel – Gasoline.
Other - Registration fees, telephone/cell phone, internet service, fax machine, and other reimbursements (or on-behalf of) to the superintendent and board member not defined above.

Disclosures

3. Outside Compensation and/or Fees Received by the Superintendent for Professional Consulting and/or Other Personal Services in Fiscal Year 2014

For the Twelve-Month Period Ended August 31, 2014	
Name(s) of Entity(ies)	
	$ -0-
Total	$ -0-

Note – Compensation does not include business revenues from the superintendent's livestock or agricultural-based activities on a ranch or farm. Report gross amount received (do not deduct business expenses from gross revenues). Revenues generated from a family business that have no relationship to school district business are not to be disclosed.

Disclosures

4. Gifts Received by the Executive Officer(s) and Board Members (and First Degree Relatives, if any) in Fiscal Year 2014

For the Twelve-Month Period August 31, 2014									
	Supt Largent	Alana	Herrington	Jackson	Wallace	Walton	Shearon	Railsback	Jones
Summary Amounts	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-

Note – An executive officer is defined as the superintendent, unless the board of trustees or the district administration names additional staff under this classification. (Any gifts received by their immediate family as described in Government Code, Chapter 573, Subchapter B, Relationships by Consanguinity or by Affinity will be reported under the applicable school official.)

Disclosures

5. Business Transactions Between School District and Board Members for Fiscal Year 2014

For the Twelve-Month Period Ended August 31, 2014	Alana	Herrington	Jackson	Wallace	Walton	Shearon	Railsback	Jones
Summary Amounts	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-	$ -0-

Note - The summary amounts reported under this disclosure are not to duplicate the items reported in the summary schedule of reimbursements received by board members.



Disclosures

Item 6 Other Information.

6. Any other information the board of trustees of the school district or open-enrollment charter school determines to be useful.

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

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

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

Place 6 – number of votes received:

Mark Shackelford	2434
Barbara Townsend	2851

Barbara Townsend as duly elected Trustee to serve the unexpired term of Place 6 Trustee of the Granbury Independent School District for the term of November 2013- 2016.

Official Results - Granbury ISD School Board Election

	Johnson	Hood	Parker	Somervell	Total	
PLACE 6 UNEXPIRED TERM						
Mark Shackelford	12	2,355	64	3	**2,434**	**46.05%**
Barbara Townsend	19	2,759	66	7	**2,851**	**53.95%**
TOTAL	**31**	**5,114**	**130**	**10**	**5,285**	

Office of Elections Administration
Hood County, Texas

Jenise Miller
Elections Administrator

(817) 408-2525

CANVASS

I, Jenise Miller, Elections Administrator for Hood County Texas, do certify that the following are a true and accurate statement of the votes cast in the various precincts of Hood County for the General Election held on November 3, 2015 on behalf of the Granbury Independent School District.

Dated: November 10, 2015

Jenise Miller
Elections Administrator
Hood County, Texas

Hood County Annex 1 Building
1410 W Pearl St, Granbury, Texas 76048
e-mail address: jmiller@co.hood.tx.us

NOVEMBER 3, 2015 GRANBURY ISD OFFICIAL RESULTS

EARLY VOTING

TRUSTEE, PLACE 6		PCT 1	PCT 2	PCT 3	PCT 4	PCT 5/6	PCT 8	PCT 9	PCT 10	PCT 11	PCT 12	PCT 13	PCT 14	PCT 15	PCT 16	ABSENTEE	TOTAL
MARK SHACKELFORD		35	66	64	35	5	68	79	88	23	21	127	70	1	181	20	883
BARBARA TOWNSEND		62	90	100	76	4	87	138	105	26	26	234	82	2	186	22	1240

ELECTION DAY

TRUSTEE, PLACE 6	EARLY	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5/6	PCT 8	PCT 9	PCT 10	PCT 11	PCT 12	PCT 13	PCT 14	PCT 15	PCT 16	PROV	TOTAL
MARK SHACKELFORD	883	34	92	77	64	3	131	116	242	42	46	95	119	6	405	0	2355
BARBARA TOWNSEND	1240	42	104	72	71	5	111	161	267	39	28	140	137	7	334	1	2759

I, JENISE MILLER, HOOD COUNTY ELECTIONS ADMINISTRATOR, HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT COUNT FOR THE NOVEMBER 3, 2015 ELECTION.

JENISE MILLER, HOOD COUNTY ELECTIONS ADMINISTRATOR

JOHNSON COUNTY

PATTY BOURGEOIS
ELECTIONS ADMINISTRATOR

JOHNSON COUNTY ELECTIONS

JOY ADAMS
ASST. ELECTIONS ADMINISTRATOR

RESULTS
NOVEMBER 3, 2015
GRANBURY ISD
SPECIAL ELECTION

I, Patty Bourgeois, Johnson County Elections Administrator, do hereby certify the following totals to be true and correct list of ballots cast in the November 3, 2015 Granbury ISD Special Election held in the County of Johnson, State of Texas.

	EV	ED	TOTAL
Place 6			
Mark Shackelford	**6**	**6**	**12**
Barbara Townsend	**5**	**14**	**19**

Witness my hand and seal this 3rd day of November, 2015. Totals will not be official until canvassed by Granbury ISD.

Patty Bourgeois

Patty Bourgeois, E.A

PATTY BOURGEOIS ELECTIONS ADMINISTRATOR JOHNSON COUNTY, TEXAS

103 S. Walnut ST., Po Box 895 Cleburne, Texas 76033 (817) 556-6197 (817) 556-6048 Fax

SPECIAL ELECTION

PLACE 6		Pct1	Pct15	TOTAL	
	EDay	0	6	6	
	Early	0	6	6	
Mark Shackelford	Total	0	12	12	TOTAL
	EDay	0	14	14	
	Early	0	5	5	
Barbara Townsend	Total	0	19	19	TOTAL
		Pct1	Pct15		
TOTAL	EDay	0	20	20	
BALLOTS	Early	0	11	11	
CAST	Total	0	31	31	TOTAL
TOTAL REGISTERED VOTERS		44	209	253	

Cumulative Report — Official

PARKER COUNTY, TEXAS — CONSTITUTIONAL AMENDMENT ELECTION — November 03, 2015

OFFICIAL

11/10/2015 09:42 AM

Total Number of Voters : 11,006 of 0 = 0.00%

Precincts Reporting 74 of 74 = 100.00%

Party	Candidate	Absentee	Early	Election	Total
PROPOSITION 1, Vote For 1					
	FOR	104 92.86%	4,359 96.03%	5,948 94.83%	10,411 95.31%
	AGAINST	8 7.14%	180 3.97%	324 5.17%	512 4.69%
	Cast Votes:	112 100.00%	4,539 99.34%	6,272 99.16%	10,923 99.25%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	0 0.00%	30 0.66%	53 0.84%	83 0.75%
PROPOSITION 2, Vote For 1					
	FOR	101 91.82%	4,266 94.53%	5,986 95.90%	10,353 95.29%
	AGAINST	9 8.18%	247 5.47%	256 4.10%	512 4.71%
	Cast Votes:	110 98.21%	4,513 98.77%	6,242 98.69%	10,865 98.72%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	2 1.79%	56 1.23%	83 1.31%	141 1.28%
PROPOSITION 3, Vote For 1					
	FOR	82 73.87%	2,956 66.14%	4,343 70.41%	7,381 68.67%
	AGAINST	29 26.13%	1,513 33.86%	1,825 29.59%	3,367 31.33%
	Cast Votes:	111 99.11%	4,469 97.81%	6,168 97.52%	10,748 97.66%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	1 0.89%	100 2.19%	157 2.48%	258 2.34%
PROPOSITION 4, Vote For 1					
	FOR	75 68.18%	3,059 68.51%	4,289 69.67%	7,423 69.17%
	AGAINST	35 31.82%	1,406 31.49%	1,867 30.33%	3,308 30.83%
	Cast Votes:	110 98.21%	4,465 97.72%	6,156 97.33%	10,731 97.50%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	2 1.79%	104 2.28%	169 2.67%	275 2.50%
PROPOSITION 5, Vote For 1					
	FOR	85 76.58%	3,733 83.33%	5,263 85.29%	9,081 84.38%
	AGAINST	26 23.42%	747 16.67%	908 14.71%	1,681 15.62%
	Cast Votes:	111 99.11%	4,480 98.05%	6,171 97.57%	10,762 97.78%
	Over Votes:	0 0.00%	0 0.00%	0 0.00%	0 0.00%
	Under Votes:	1 0.89%	89 1.95%	154 2.43%	244 2.22%

Don Markum

Cumulative Report — Official
PARKER COUNTY, TEXAS — CONSTITUTIONAL AMENDMENT ELECTION — November 03, 2015

11/10/2015 09:42 AM

Total Number of Voters : 11,006 of 0 = 0.00%

Precincts Reporting 74 of 74 = 100.00%

Party	Candidate	Absentee		Early		Election		Total	
PROPOSITION 6, Vote For 1									
	FOR	92	82.14%	3,930	87.55%	5,495	88.82%	9,517	88.22%
	AGAINST	20	17.86%	559	12.45%	692	11.18%	1,271	11.78%
	Cast Votes:	112	100.00%	4,489	98.25%	6,187	97.82%	10,788	98.02%
	Over Votes:	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Under Votes:	0	0.00%	80	1.75%	138	2.18%	218	1.98%
PROPOSITION 7, Vote For 1									
	FOR	100	90.09%	3,754	83.53%	5,277	85.29%	9,131	84.61%
	AGAINST	11	9.91%	740	16.47%	910	14.71%	1,661	15.39%
	Cast Votes:	111	99.11%	4,494	98.36%	6,187	97.82%	10,792	98.06%
	Over Votes:	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Under Votes:	1	0.89%	75	1.64%	138	2.18%	214	1.94%
PROPOSTION 1 -1, Vote For 1									
	FOR	11	91.67%	1,168	89.57%	1,633	89.77%	2,812	89.70%
	AGAINST	1	8.33%	136	10.43%	186	10.23%	323	10.30%
	Cast Votes:	12	63.16%	1,304	90.37%	1,819	88.73%	3,135	89.27%
	Over Votes:	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Under Votes:	7	36.84%	139	9.63%	231	11.27%	377	10.73%
PROPOSITION 2 -1, Vote For 1									
	FOR	10	83.33%	1,160	88.96%	1,586	87.38%	2,756	88.02%
	AGAINST	2	16.67%	144	11.04%	229	12.62%	375	11.98%
	Cast Votes:	12	63.16%	1,304	90.37%	1,815	88.54%	3,131	89.15%
	Over Votes:	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Under Votes:	7	36.84%	139	9.63%	235	11.46%	381	10.85%
PROPOSITION 1 A-1, Vote For 1									
	FOR	0	0.00%	10	76.92%	112	86.15%	122	85.31%
	AGAINST	0	0.00%	3	23.08%	18	13.85%	21	14.69%
	Cast Votes:	0	0.00%	13	100.00%	130	99.24%	143	99.31%
	Over Votes:	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Under Votes:	0	0.00%	0	0.00%	1	0.76%	1	0.69%

Cumulative Report — Official
PARKER COUNTY, TEXAS — CONSTITUTIONAL AMENDMENT ELECTION — November 03, 2015

11/10/2015 09:42 AM

Total Number of Voters : 11,006 of 0 = 0.00%

Precincts Reporting 74 of 74 = 100.00%

Party	Candidate	Absentee		Early		Election		Total	
PROPOSITION 2 A-1, Vote For 1									
	FOR	0	0.00%	8	61.54%	100	77.52%	108	76.06%
	AGAINST	0	0.00%	5	38.46%	29	22.48%	34	23.94%
	Cast Votes:	0	0.00%	13	100.00%	129	98.47%	142	98.61%
	Over Votes:	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Under Votes:	0	0.00%	0	0.00%	2	1.53%	2	1.39%
PLACE 6, POSITION 1 Granbury ISD, Vote For 1									
	Mark Shackelford	0	0.00%	10	100.00%	54	100.00%	64	100.00%
	Cast Votes:	0	0.00%	10	50.00%	54	72.00%	64	67.37%
	Over Votes:	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Under Votes:	0	0.00%	10	50.00%	21	28.00%	31	32.63%
PLACE 6, POSITION 2 Granbury ISD, Vote For 1									
	Barbara Townsend	0	0.00%	14	100.00%	52	100.00%	66	100.00%
	Cast Votes:	0	0.00%	14	70.00%	52	69.33%	66	69.47%
	Over Votes:	0	0.00%	0	0.00%	0	0.00%	0	0.00%
	Under Votes:	0	0.00%	6	30.00%	23	30.67%	29	30.53%

STATE OF TEXAS
COUNTY OF SOMERVELL
Christy Barclay Elections Administrator, 107 NE Vernon St, PO Box 1355 Glen Rose Tx, 76043
Phone: 254-897-9470; Fax 254-897-7903; Email: elections@co.somervell.tx.us

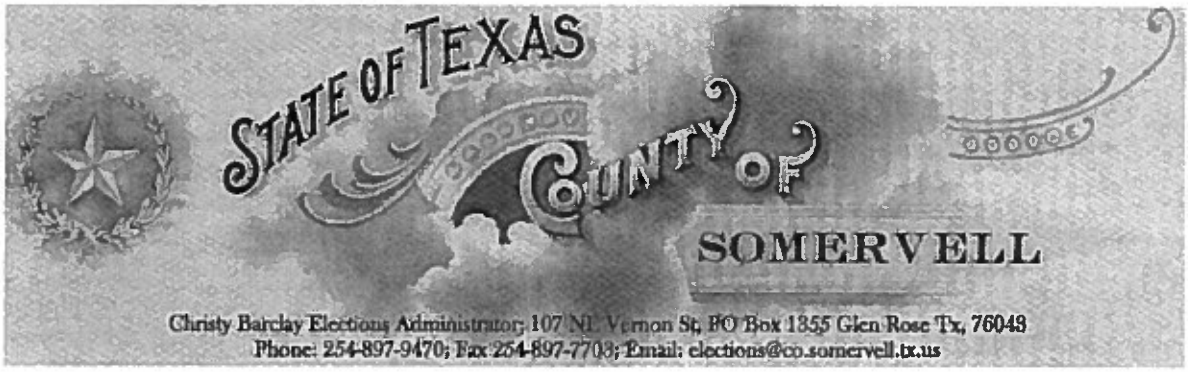
CANVASS

I, Christy Barclay, Elections Administrator for Somervell County Texas, do certify that the following are a true and accurate statement of the votes cast in Precinct 3 of Somervell County for the General Election held on November 3, 2015 on behalf of the Granbury Independent School District.

Dated: November 10, 2015

Christy Barclay

Christy Barclay
Elections Administrator
Somervell County



GRANBURY INDEPENDENT SCHOOL DISTRICT

OFFICIAL ELECTION RESULTS

NOVEMBER 3, 2015

I, Christy Barclay, Somervell County Elections Administrator, do hereby certify the following totals to be true and correct list of ballots cast in the November 3, 2015 Granbury ISD Special Election held in the County of Somervell, State of Texas

Place 6	EV	ED	TOTAL
Mark Shackelford	2	1	3
Barbara Townsend	4	3	7

Witness my hand and seal this 10th day of November 2015. Totals will not be official until canvassed by Granbury ISD.

Christy Barclay

Christy Barclay
Election Administrator
Somervell County

Granbury ISD
Board of Trustees
Minutes of Regular Meeting
October 19, 2015

A Regular of the Board of Trustees of Granbury ISD was held Monday, October 19, 2015, beginning at 6:00 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

School Officials Present

Dr. James M. Largent Ed.D., Superintendent
Ron Holmgreen, 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
Faith Barnes, 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 5:01 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 6:00 p.m.

Moment of Silence/Invocation

Nancy Alana led the invocation.

Pledge - U.S. Flag and Texas Flag

Trace and Trevin Coker from Emma Roberson Elementary School led the pledges.

Achievement Spotlight

Granbury High School Principal Jeremy Ross presented Claudia Hurst, counselor at Granbury High School, as the Texas School Counseling Association's Secondary Counselor of the Year.

Athletic Director Dwight Butler recognized Lady Pirate Volleyball Coach Tammy Clark for reaching her 300-Win Milestone.

F1 Affinity Sponsor Todd Gibson presented the F1 in Schools World Finals Contestants-Team Affinity: Kayla Curtis, Tommy Wallace, Daniel Valdez, and Clay Walters - Granbury High School.

J.C. Cambell and campus principals presented the Veterans Day Essay Contest Campus Winners: Laura Burch (GMS), Kinsey Brawner (Crossland), Kasey Ludwig (GHS), and Dayna Sklark (AMS).

Public comments/audience participation
None

Discussion/Action

Consider Consent Agenda Items
A Motion was made by Micky Shearon and seconded by Nancy Alana to approve Consent Items as presented: 1. Minutes of the September 21, 2015 Regular Meeting; 2.Consider Budget Amendments; 3. Consider Approving Grounds Supplies and Equipment and Grounds Equipment Repair Services CSP 2015-14; 4.Consider Renewal of Charter Bus Services CSP 2014-07; 5. Consider Renewal of General Merchandise CSP 2014-19; 6.Consider Purchase of Four Buses with Bond Funds.
Motion Carried: 6 Yes - 0 No

Consider Approval of Education Services Center Region 10 Master Interlocal Agreement
A Motion was made by Barbara Herrington and seconded by Chris Tackett to approve the Education Services Center Region 10 Master Interlocal Agreement as presented.
Motion Carried: 6 Yes - 0 No

Consider Approval of Education Services Center Region 10 Master Interlocal Agreement
A Motion was made by Barbara Herrington and seconded by Chris Tackett to approve the Education Services Center Region 10 Master Interlocal Agreement as presented.
Motion Carried: 6 Yes - 0 No

Consider Approval of the Education Service Center Region 20 PACE Interlocal Agreement
A Motion was made by Barbara Herrington and seconded by Nancy Alana to approve the Education Service Center Region 20 PACE Interlocal Agreement as presented.
Motion Carried: 6 Yes - 0 No

Consider Approval of The Municipal Investment Advisory Services Agreement for the Managed Asset Portfolio Program (MAPP) with Total Compensation Group Investment Advisory Services, LP and Specifically authorize a longer maturity of up to two years for any given investments, within legal limits
A Motion was made by Barbara Herrington and seconded by Nancy Alana to approve The Municipal Investment Advisory Services Agreement for the Managed Asset Portfolio Program (MAPP) with Total Compensation Group Investment Advisory Services, LP and Specifically authorize a longer maturity of up to two years for any given investments, within legal limits as presented. **Motion Carried:** 6 Yes - 0 No

Consider Approval of the Resolution Stating Review of Investment Policy, Designation of Investment Officers and Approval of Independent Sources of Investment Training
A Motion was made by Nancy Alana and seconded by Micky Shearon to approve the Resolution Stating Review of Investment Policy, Designation of Investment Officers and Approval of Independent Sources of

Investment Training as presented.
Motion Carried: 6 Yes - 0 No

Consider Approval of the District Improvement Plan
A Motion was made by Micky Shearon and seconded by Nancy Alana to approve the District Improvement Plan as presented. **Motion Carried:** 6 Yes - 0 No

Consider Revision to Policy DEC (LOCAL)
A Motion was made by Barbara Herrington and seconded by Micky Shearon to approve the revision to Policy DEC (LOCAL) as presented.
Motion Carried: 6 Yes - 0 No

Consider Nomination for TASB Region 11, Position A
No action taken.

Reports

Superintendent's Report

Strategic Plan Update
Superintendent Dr. James Largent reviewed implementation of the G2020 strategic plan. Documents are available on the district website at www.granburyisd.org/2020.

Booster Club Guidelines
Superintendent Dr. James Largent presented draft guidelines for booster clubs and parent-teacher organizations. The administration plans to review the guidelines with club and PTO leaders during meetings set throughout the year.

Financial Statements for Period Ending September 30, 2015
Assistant Superintendent Dobie Williams presented the Financial Statements for Period Ending September 30, 2015.

Cash Flow and Investment Reports for Period Ending September 30, 2015
Assistant Superintendent Dobie Williams presented the Cash Flow and Investment Reports for Period Ending September 30, 2015.

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

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 Micky Shearon and seconded by Nancy Alana to Consider Staff Appointments as presented. **Motion Carried:** 6 Yes - 0 No

Consider purchase, exchange, lease or value of real property
None

Adjournment
There being no further business, the meeting was adjourned at 6:59 p.m.

Mark A. Jackson, President

Barbara Herrington, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: November 16, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: November 9, 2015
RE: Budget Amendments

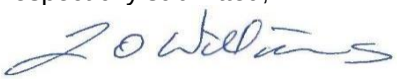
SUMMARY:

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.

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: November 9, 2015

2015-2016
Budget Amendment #3

	November Proposed Budget Amendment #3	Increase	Decrease	Net Effect
Object	**Revenue**			
5700	Revenue Generated	7,350	0	
5800		0	0	
5900		0	0	
	Total	**7,350**	**0**	**7,350**
Function	**Expenses**			
11	GHS - Amend funds for Golf Cart Batteries	0	166	
	Overall effect on Function 11	**0**	**166**	**(166)**
12	GMS - Amend funds for door installation in campus library	0	95	
	Overall effect on Function 12	**0**	**95**	**(95)**
13	Curriculum - Amend funds for Dyslexia reimbursement	50	0	
	Overall effect on Function 13	**50**	**0**	**50**
21	**Overall effect on Function 21**	**0**	**0**	**0**
23	Oak Woods - In Kind Donation First National Bank Mortgage Group "Shining Star" Student Yard Signs	618	0	
	Overall effect on Function 23	**618**	**0**	**618**
31	GHS - Amend funds for PSAT	3,120	0	
	Overall effect on Function 31	**3,120**	**0**	**3,120**
32	**Overall effect on Function 32**	**0**	**0**	**0**
33	**Overall effect on Function 33**	**0**	**0**	**0**
34	**Overall effect on Function 34**	**0**	**0**	**0**
36	GMS - Amend funds for band instrument repair from rental	900	0	
	Athletics - Amend funds for Boys & Girls Golf Booster Club Donation	2,662		
	Overall effect on Function 36	**3,562**	**0**	**3,562**
41	**Overall effect on Function 41**	**0**	**0**	**0**
51	GMS - Amend funds for door installation in campus library	95	0	
	Overall effect on Function 51	**95**	**0**	**95**
52	GHS - Amend funds for Golf Cart Batteries	166	0	
	Overall effect on Function 52	**166**	**0**	**166**
53	**Overall effect on Function 53**	**0**	**0**	**0**
61	**Overall effect on Function 61**	**0**	**0**	**0**
71	**Overall effect on Function 71**	**0**	**0**	**0**
81	**Overall effect on Function 81**	**0**	**0**	**0**
91	**Overall effect on Function 91**	**0**	**0**	**0**
93	**Overall effect on Function 93**	**0**	**0**	**0**
99	**Overall effect on Function 99**	**0**	**0**	**0**
	Total	**7,611**	**261**	**8,250**

Granbury Independent School District

Fiscal Year 2015-2016

		Adopted Budget	Prior Budget Amendments	Budget Amendment 11/16/2015	Revised Budget
	REVENUE				
5700	Local Revenue	48,950,989	31,958	7350	48,990,297
5800	State Revenue	9,679,309	0	0	9,679,309
59/7900	Federal Programs/Other Sources	835,000	0	0	835,000
	Total	**$59,465,298**	**31,958**	**7,350**	**$59,504,606**
	EXPENDITURES				
11	Instruction & Instr. Related Services	31,038,982	(76,985)	(166)	30,961,831
12	Instructional Resources & Media Serve	732,272	(1,122)	(95)	731,055
13	Curriculum & Instr. Staff Development	762,287	1,170	50	763,507
21	Instructional Leadership	509,079	(2,075)	0	507,004
23	School Leadership	3,413,383	264	618	3,414,265
31	Guidance, Counseling & Evaluation Serve	2,580,368	14,000	3120	2,597,488
32	Social Work Services	65,000	0	0	65,000
33	Health Services	380,294	0	0	380,294
34	Student (Pupil) Transportation	2,791,777	(35,611)	0	2,756,166
35	Food Service	0	0	0	0
36	Co curricular/Extracurricular Activities	1,834,462	11,562	3562	1,849,586
41	General Administration	2,382,148	19,478	0	2,401,626
51	Plant Maintenance and Operations	6,075,771	35,782	95	6,111,648
52	Security & Monitoring Services	266,179	495	166	266,840
53	Data Processing Services	1,228,961	0	0	1,228,961
61	Community Services	110,302	0	0	110,302
71	Debt Service (M&O)	0	0	0	0
81	Facilities Acquisition	0	0	0	0
91	Contracted Instruction Services - Chapter 41	4,504,033	0	0	4,504,033
93	Shared Services Arrangement	0	65,000	0	65,000
99	Other Governmental Charges	790,000	0	0	790,000
00	Other Uses	0	0	0	0
	Total Budgeted Expenditures	**$59,465,298**	**31,958**	**7,350**	**$59,504,606**
	Excess Revenue over (Under) Expenditures	**0**	**0**	**0**	**0**

Prepared by:
D Williams
E Whitefield

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To:	Board of Trustees
Date:	Nov. 16, 2015
For:	Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: November 9, 2015
RE: Copy Paper CSP No. 2016-01

SUMMARY:

Copy paper is bid twice a year due to the lack of storage space. Since the district does not have a central warehouse, the paper must be delivered to all locations which includes inside delivery by hand dolly. A proposal for copy paper was let and responses were due October 26, 2015. Delivery of the paper awarded under this proposal will be during the week of January 25-29, 2016. Notification letters were sent to 42 vendors. The proposal was advertised for two weeks in the Hood County News and posted on the district web site. Three vendors responded.

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

Debbie Johnson, Purchasing Manager, and Missy Brock, Purchasing Specialist, reviewed the proposal submissions. The following is the recommendation of Ms. Johnson, Ms. Brock and me.

RECOMMENDATION:

It is recommended the Board approve the items and the related vendors as evidenced by the highlighted areas on the attached tabulation for a total expenditure of $34,904.19.

Respectfully submitted,

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

Staff Person Responsible: Dobie Williams
Debbie Johnson
Missy Brock

Date Submitted: November 9, 2015

Board Meeting Date: November 16, 2015 **Bid Number:** 2016-01

1. **Item, material or service (specific or classification):** Copy Paper

2. **Brief description:** Copy paper is bid twice a year due to a lack of storage space. All paper is delivered to each campus and department rather than to a central location, which results in a higher cost per case.

3. **Period of time bid covers:** This proposal is for a single purchase which will provide paper for approximately six months. Due to the constant fluctuation of the paper market, most vendors will not hold prices firm for any extended period of time.

4. **Person and title responsible for the expenditure:** Each campus principal and department director is responsible for their campus or department expense.

5. **Number of bids sent to vendors:** Bid notification letters were mailed to 42 vendors; the proposal was posted on the district web site and advertised in the Hood County News for two weeks.

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

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded on the tabulation in the column under the vendor name. The total expenditure for the copy paper under this proposal is $34,904.19.

8. **Explanation of other than low recommendations:** The evaluation criteria on this proposal included additional factors other than cost. In the ranking of those criteria, the 8.5 x 14" white, 92 brightness paper was not awarded to the vendor with the lowest cost.

9. **Last bid date (bid of comparable nature within last 5 years):** 3/23/15

10. **Percentage increase or decrease from last proposal**:

8.5 x 11 white	Decrease of 4.04%
8.5 x 11 colored	Decrease of 7.47% (except the red paper)
8.5.x 11 24#, 96 bright	Decrease of 4.07%
8.5 x 14 20#, 92 bright	Price remained the same

11. **Budget information:** Funds for this expenditure are budgeted through object code 6396 for the various campuses and departments.



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

COPY PAPER CSP NO. 2016-01
Monday October 26, 2015 2 p.m.
TABULATION

Cost is per case

Description	Color	Qty	Bennett's Office Suplies & Equipment	Flatt Stationers, Inc.	Staples
1. Sub 20-75G/M2, grain long 8-1/2x11", 216x279MM, 20lb bond quality, 92 brightness minimum for white, 5000 sheets/cs	**Brand**		Market Available	Pass & Play	International Paper- White Box Copy Paper
	White	1223	$35.10	25.41	26.10
	Brand		UNV/CAS/WAU	Boise	Staples* (Hammermill Cherry, Buff, Orchid)
	Ivory	0			
	Goldenrod	19	$58.99	$40.00	$38.00
	Pink	11	$58.99	$40.00	$38.00
	Blue	14	$58.99	$40.00	$38.00
	Green	12	$58.99	$40.00	$38.00
	Canary	7	$58.99	$40.00	$38.00
	Salmon	7	$58.99	$40.00	$38.00
	Orchid	11	$58.99	$40.00	$38.00
	Gray	0			
	Red (Christmas)	2	$109.40	$75.70	$55.50
	Cherry	4	$58.99	$40.00	$38.00
	Buff	2	$58.99	$40.00	$38.00
2. 8-1/2 X 11 24#, 96 brightness, 5000 sheets per case (for color copiers)	**Brand**		Boise		Hammermill Fore* MP
	white	4	$86.50	no quote	$42.69
3. 8-1/2" x 14" sub 20-75G/M2, grain long, 20.m, 20 lb bond quality, 92 brightness, minimum, 5000 sheets per case	**Brand**		UNV/DOM	Boise	Staples Copy Paper
	white	6	$69.90	$40.00	$38.90
	Red	0			
4. 8-1/2 x 14", 24#, 96 brightness, 5000 sheets/cs (color copiers)	**Brand**				
	White	0			
5. Will paper be delivered the week of January 25-29, 2016 to all campus and department locations, inside delivery?			yes	yes	yes
6. Will case price quoted be held firm for 180 days for miscellaneous orders?			yes	yes	no
7. If not, percentage increase on case price for additional miscellaneous orders for 180 days from proposal opening date to include inside delivery.			N/A	N/A	Less than 5% with mill documentation.
8. Is your principal place of Business in Texas?			yes	yes	No
9. Does your company employ 500 or more people in the State of Texas?			no	no	Yes

HOOD COUNTY
APPRAISAL DISTRICT

1902 WEST PEARL STREET • P. O. BOX 819
GRANBURY, TEXAS 76048
PHONE: 817 573-2471 • FAX: 817-573-6313

GREG STEWART, CHIEF APPRAISER

October 26, 2015

Received
OCT 30 2015
Granbury ISD

ATTN: Dr. James Largent, Superintendent
Granbury I.S.D.
600 West Pearl St.
Granbury, TX 76048

Dear Dr Largent:

Enclosed is a ballot for the election of three members to the Hood County Appraisal District Board of Directors as prescribed by Section 6.031 of the Property Tax Code, and resolutions passed by a majority of Hood County taxing entities. The term of office is for two years beginning January 1, 2016.

There are three seats currently up for re-election. Those seats are currently held by Walter Baldree, Terry Johnson and Tony Smith. All three have expressed willingness to continue serving on the Board if re-elected.

The nominations from the taxing entities were Walter Baldree, Brooks Goodson, Terry Johnson, and Tony Smith.

Please cast your votes and return the ballot before **December 15, 2015**. The three candidates with the greatest number of votes will be declared the winners and will be sworn in as Board Members for the 2016-2017 years.

Sincerely,
Hood County Appraisal District

Greg Stewart

Greg Stewart
Chief Appraiser

GS/lh

Enclosure

STATE OF TEXAS)

COUNTY OF HOOD)

OFFICIAL BALLOT

Granbury I.S.D.

INSTRUCTION NOTE: There are three places to be filled on the Hood County Appraisal District Board. Each voting district may cast one vote for each place. Please place a check (√) in front of the **three** names which indicate your choices.

In the event of a tie, the Chief Appraiser, according the section 6.03(k), will resolve the tie by placing the names of the candidates receiving equal number of votes into a hat and then having someone draw out a single name.

CANDIDATES IN ALPHABETICAL ORDER
(PICK THREE)

_____ **Walter Baldree**

_____ **Brooks Goodson**

_____ **Terry Johnson**

_____ **Tony Smith**

_____

President, Granbury I.S.D.

ATTEST:

_____

CENTRAL APPRAISAL DISTRICT
OF JOHNSON COUNTY

109 N Main St
Cleburne, TX 76033
Metro (817) 648-3000
Fax (817) 645-3105
www.johnsoncad.com

Board of Directors
Byron Black – Chairman
Bob Spurlin – Vice Chairman
Kent Williams – Secretary
Don Beeson
Toby Ford
Scott Porter – Tax Assessor/Collector

Executive Director/Chief Appraiser
Jim Hudspeth, RPA, RTA, CTA, CSTA, CCA

October 20, 2015

Mr. Mark Jackson, Board President
Granbury Independent School District
600 W. Pearl Street
Granbury, Texas 76048

Received
OCT 26 2015
Granbury ISD

Dear Mr. Jackson:

Enclosed is your OFFICAL BALLOT for election of the Central Appraisal District Board of Directors for 2016-2017. The Granbury ISD is entitled to a total of 22 votes. You may cast all votes for one candidate or divide them up for two or more.

Your governing body should determine its vote by resolution. Please record the number of votes for the candidate(s) chosen on this OFFICIAL BALLOT, and return it to me along with a copy of your resolution before December 15, 2015.

Legislation prohibits ballots received after this date from being counted in the election. Please place the resolution on your agenda during November and ensure your ballot is in our office before December 15, 2015.

A copy of this letter is being sent to your superintendent, along with a copy of the ballot; however, only you have the OFFICIAL BALLOT.

I cannot stress enough that the Property Tax Code requires timeliness in this matter. Please call me anytime I can be of help to you.

Respectfully,

Jim Hudspeth, RPA, RTA, CTA, CSTA, CCA
Executive Director/Chief Appraiser

JH/dp

Enclosures

cc: Mr. James Largent, Superintendent

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY
109 N. MAIN
CLEBURNE, TEXAS 76033

ELECTION OF BOARD OF DIRECTORS FOR 2016-2017

OFFICIAL BALLOT

VOTES	CANDIDATES
_____	Byron Black
_____	Toby Ford
_____	Bob Spurlin
_____	Kent Williams
_____	Larry Woolley

RESOLUTION NO._____

RESOLUTION BY THE _____INDEPENDENT SCHOOL DISTRICT AFFIRMING THE CASTING OF VOTES IN THE 2016-2017 ELECTION OF THE BOARD OF DIRECTORS FOR THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY, TEXAS.

This is to affirm that the Board of Trustees of the_____Independent School District, did on this the_____day of_____, 2015, cast votes as indicated below for the candidate(s) in the election for the 2016-2017 Board of Directors of the Central Appraisal District of Johnson County, Texas, in a regular meeting of the Board of Trustees.

Number of Votes	Candidate
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

RESOLVED AND ENTERED this the_____day of_____, 2015.

_____
BOARD PRESIDENT

ATTEST:

_____
BOARD SECRETARY

PARKER COUNTY APPRAISAL DISTRICT
1108 Santa Fe Drive
Weatherford, Texas 7608
TELEPHONE: 817-596-0077
FAX: 817-613-8096

Received
NOV 05 2015
Granbury ISD

November 3, 2015

TO: Taxing Unit Administrators
SUBJECT: Selection of Appraisal District Directors for 2016-2017

Nominations for the Parker County Appraisal District Directors has been completed and closed. All nominations have been submitted by written resolution and the nominee's names are included on the enclosed ballot.

The next step in the selection process is for voting units to cast their votes for the nominees. Section 6.03 (k) of the Texas Property Tax Code requires each voting tax unit to vote in an open meeting, record its vote by written resolution, and submit the resolution to the Chief Appraiser by December 15, 2015. A taxing unit may cast its votes for one candidate or distribute the votes among any number of candidates.

A voting tax unit may only cast votes for persons nominated and named on the ballot. There is no provision for write-in candidates. The Chief Appraiser may not count votes cast for a name not listed on the official ballot. The five candidates receiving the highest number of votes will be declared the winners.

Enclosed is the official ballot, the number of votes allocated to each taxing unit, and a sample resolution for recording the votes.

Please add this important action to your first available board meeting agenda, keeping in mind the December 15th deadline for casting votes.

Sincerely,

Larry Hammonds

Larry Hammonds
Chief Appraiser
Parker County Appraisal District

PARKER COUNTY APPRAISAL DISTRICT
BOARD OF DIRECTORS ELECTION 2016-2017

VOTING ENTITLEMENT

VOTING ENTITY	NUMBER OF VOTES
ALEDO ISD	895
AZLE ISD	275
BROCK ISD	185
GARNER ISD	50
GRANBURY ISD	30
LIPAN ISD	5
MILLSAP ISD	125
MINERAL WELLS ISD	5
PEASTER ISD	95
PERRIN-WHITT CISD	15
POOLVILLE ISD	35
SPRINGTOWN ISD	290
WEATHERFORD ISD	1285
CITY ALEDO	20
CITY AZLE	20
CITY FORT WORTH	10
CITY MILLSAP	0
CITY MINERAL WELLS	10
CITY RENO	10
CITY SANCTUARY	0
CITY SPRINGTOWN	25
CITY WEATHERFORD	240
CITY WILLOW PARK	40
PARKER COUNTY	1045
WEATHERFORD COLLEGE	290

SELECTION OF APPRAISAL DISTRICT DIRECTORS
PARKER COUNTY APPRAISAL DISTRICT
2016-2017

OFFICIAL BALLOT

CANDIDATES

GARY AGUILLARD

RICHARD BARRET

JERRY DURANT

DAVID FISCHER

STEVE HARRIS

LUKE HAYNES

JOHN HINTON

CODY LANE

PAUL PASCHALL

RESOLUTION

RESOLUTION ELECTING CANDIDATES FOR THE PARKER COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

WHEREAS, an election is to be held whereby all taxing units of Parker County, Texas entitled to vote will cast ballots for the election of the Board of Directors for the Parker County Appraisal District of Parker County, Texas for a period of two years beginning January 1, 2016; and

WHEREAS, the of Parker County is a taxing unit in said county and is entitled to cast votes in said election; and

NOW THEREFORE, BE IT RESOLVED by the that the votes of said taxing unit be cast as follows:

CANDIDATE	VOTES CAST

BE IT HEREBY FURTHER RESOLVED, that the vote as stated above be certified to the Chief Appraiser of the Parker County Appraisal District in the election of the Board of Directors for the Parker County Appraisal District, Parker County, Texas.

Passed this the _____ day of _____, 2015.

_____

ATTEST:

_____

Prepared by Somervell Central Appraisal District 11/4/2015

CALCULATION OF VOTES OF BOARD OF DIRECTORS FOR 2016-2017

TAXING ENTITY	2015 LEVY	PORTION OF TOTAL LEVY IN DISTRICT	X 1000 X 5 SEATS = NUMBER OF VOTES
GLEN ROSE ISD	$27,964,203.28	0.5760	**2880**
SOMERVELL COUNTY	$12,476,110.45	0.2570	**1285**
SOMERVELL COUNTY WATER DISTRICT	$3,576,814.39	0.0737	**368**
SOMERVELL COUNTY HOSPITAL DISTRICT	$3,743,530.31	0.0771	**386**
CITY OF GLEN ROSE	$638,119.54	0.0131	**66**
GRANBURY ISD	$113,565.12	0.0023	**12**
THREE WAY ISD	$33,906.18	0.0007	**3**
WALNUT SPRINGS ISD	$5,186.09	0.0001	**1**
TOTAL ALL TAXING UNITS	**$48,551,435.35**	**1.0000**	**5000**

NOTE: IT REQUIRES AT LEAST 834 VOTES TO SECURE ONE NOMINEE TO A POSITION ON THE BOARD.

SOMERVELL CENTRAL APPRAISAL DISTRICT
112 ALLEN DR
GLEN ROSE, TEXAS 76043

ELECTION OF BOARD OF DIRECTORS FOR 2016-2017

OFFICIAL BALLOT

VOTES	CANDIDATES
_____	Nemo Britton
_____	Lee Magee
_____	Tom Lounsberry
_____	John Curtis
_____	Bill Moore

_____
Granbury ISD School Board President

Date: _____

Attest:

_____

Director of Human Resources

For:	**Board of Trustees**
Date:	**November 16, 2015**
Action:	**Discussion/Action**

To:	**Dr. James M. Largent, Superintendent**	**From:**	**Shane Conklin, HR Director**
		Date:	**November 16, 2015**
		RE:	**Classroom Size Waiver**

SUMMARY:

The provisions and requirements of class Size waivers as required by Texas Education Code (TEA) 25.112. Each school district in Texas is required to conduct a class size enrollment survey for Kindergarten through Grade 4 no later than September. If the survey indicates that any class for Grades K-4 exceeds the allowable class size limit of 22:1. The district must submit the class size waiver request/form and a copy of a current compliance plan that has been approved by the local board of trustees. The plan must include the name(s) of campus (es), campus rating, grade(s), and number of sections exceeding the 22:1 class size ratio; steps to be taken to bring the district into compliance; timeline for completion; any new efforts/progress toward compliance.

GISD is requesting "8" waivers due to increased enrollment.

School	Grade Level	Sections/Students	# of Sections over 22:1	# of Students over 22:1
Acton ES	Third Grade	5/112	2	2 student
Acton ES	Kindergarten	5/112	3	3 student
Emma Roberson ES	Kindergarten	8/173	1	1 student
Baccus ES	Kindergarten	4/90	2	2 student

Respectfully submitted,

Shane Conklin

Shane Conklin
Director of Human Resources

GRANBURY ISD
TECHNOLOGY DEPARTMENT

TO: Dr. James Largent, Superintendent	**FROM:** Amy Wood **DATE:** November 10, 2015 **RE:** Auditorium Seating

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".

699 E 81 6649 FU 001 0 99 000

Auditorium Seating including replacement, installation and removal of existing seating.

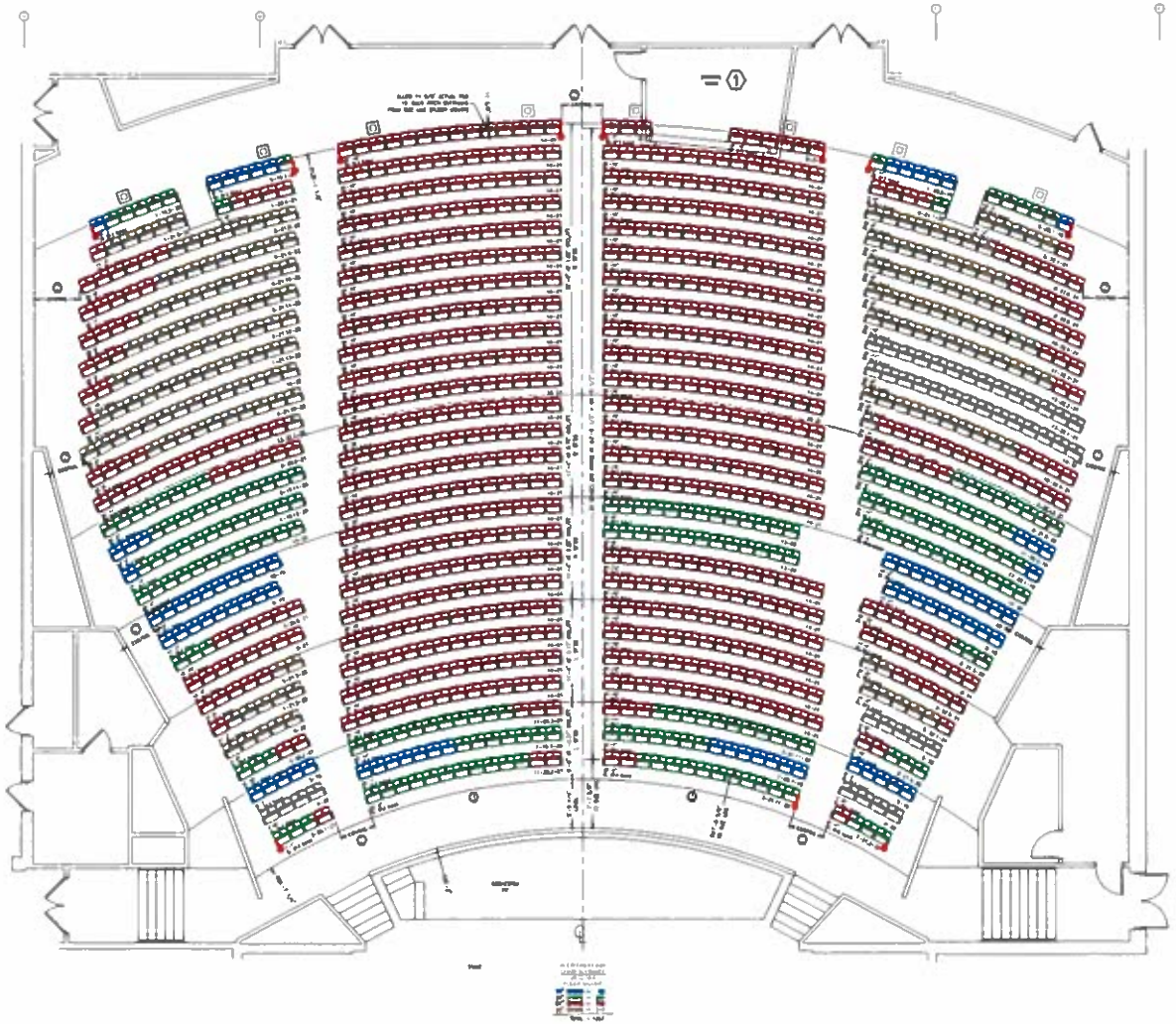
$210,000

RECOMMENDATION:

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

Respectfully submitted,

Amy Wood
Director of Technology



3291 FRUIT RIDGE AVE. NW
GRAND RAPIDS, MI 49544
PHONE: 866-00 IRVWN
FAX: 616-676-7811
WWW.IRWINSEATING.COM

COMPLIANCE WITH THE REQUIRED LOCAL, NATIONAL BUILDING AND SAFETY CODES IS THE EXCLUSIVE RESPONSIBILITY OF THE OWNER/ARCHITECT/CONTRACTOR. SEATING LAYOUTS (DRAWINGS) ARE BASED ON CODE REQUIRED WIDTH FOR WHEELCHAIR SEATING AS FOUND IN I.B.C. BUILDING CODE. CODE OR INTERPRETATION BEING IS APPLIED FOR INFORMATIONAL PURPOSES ONLY. FOR THE OWNER/ARCHITECT/CONTRACTOR. WWW. SEATING COMPANY TAKES NO RESPONSIBILITY FOR CODE INTERPRETATION OR COMPLIANCE.

RELEASE / REVISION	BY	DATE
A INITIAL RELEASE		03/30/15

PROJECT NOTES:

1. CENTER ROOM NOT SHOWN. SEE PLAN OF FIELD CHECK, BUT ARE SHOWN ON ARCHITECTURAL PLANS. CLIENT IS ADVISED TO CONFIRM, BEING THAT CHAIR COUNTS MAY BE AFFECTED.
2. CHAIR COUNTS AND SIZES SHOWN ON LAYOUT ARE FOR FIELD CHECK OF FINISHED CHAIRS. PROJECT CURRENTLY SET TO BE A CHAIR TIER CHAIR IS PLACED AT ABLE SEATING WALL. SEE PER EXISTING AISLE SEATING (2' 6" AND NARROW AISLE SEATING NEEDS ON FIELD CHECK RECEIVED).
3. FIELD CHECK INDICATED THAT FRONT ROWS ON EXISTING CHAIRS AND BEEN REMOVED. PLEASE REVIEW AND ADVISE IF NEW CHAIRS ARE TO BE SUPPLIED ON PARTS AND ROWS (SEE SHEET 2, FRONT ROWS OF CENTER SECTION).

WHEELCHAIR LOCATIONS SHOWN ON CURRENT PLAN ARE PER LOCATIONS NOTED ON FIELD CHECK REVIEWS.

11 GENERATED ADA SEATS WITH RETRACTABLE ARMRESTS ARE SHOWN AT SUGGESTED LOCATIONS FOR ADA ACCESSIBILITY STANDARDS CODE COMPLIANCE. PLEASE REVIEW AND ADVISE.

PRELIMINARY

DETAIL SHOWN OF CHAIRS & TO BE ANCHORED TO CONCRETE

GRANBURY HIGH SCHOOL
AUDITORIUM 2-08
GRANBURY, TEXAS

ACCESSORY LEGEND		
SYMBOL	DESCRIPTION	QTY
1	ADA W/ RETRACTABLE ARMREST	11

DESIGNED BY: MIKE SWEEN
CLIENT: DO NOT PLOT
E-MAIL: mike.sweeney@irwinseating.com
PHONE: 616-914-7200

PROJECT NUMBER
P9988

SCALE: 3/16" = 1'-0"

SHEET 2 OF 2

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: November 16, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: November 9, 2015
RE: Discuss Possible Revision to Board Policy CH (LOCAL)

SUMMARY:

This attached proposed revision to Board Policy CH (LOCAL) is being presented to the Board as a discussion item only. Should the Board want to move forward with the proposed revision, we will bring it back to the Board at the December meeting for approval.

Currently, Board Policy CH (LOCAL), pertaining to Purchasing and Acquisition – Purchasing Authority, states that "*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*". While this is standard policy language provided by TASB to all districts as a "base" model, the requirement is at times a redundancy that can slow the purchasing process significantly when products and services are needed and the next Board meeting may be several weeks away. As such, many districts have modified or relaxed this language to allow for certain budgeted purchases to be made without prior Board approval.

Therefore, in an effort to be more efficient, customer friendly and ultimately have purchased products and services completed and to the campuses / departments in a timelier manner, we are asking the Board to consider the attached proposed revision to CH (LOCAL). The attached revision will allow certain budgeted purchases of products and services in excess of $50,000 to be allowed without prior Board approval as long as those budgeted purchases fall into a categorical exemption. Also, in an effort to remain transparent and keep the Board apprised of these purchases, the proposed revision includes language that all purchases made in accordance with a categorical exemption shall be subsequently reported to the Board.

The proposed revisions are a result of researching what seems to work for other districts as well as discussing what we were trying to accomplish with the TASB Policy Review people. The attached is what TASB came up with and sent us as a possible revision.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Debbie Johnson
Emmett Whitefield

Date Submitted: November 9, 2015

PROPOSED REVISIONS

PURCHASING AUTHORITY

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, unless the purchase falls into a categorical exemption.

CATEGORICAL EXEMPTIONS

For purposes of this policy, a categorical exemption shall be defined as:

1. A purchase made pursuant to a Board-approved interlocal contract, in accordance with law;

2. A purchase made through a cooperative purchasing program or state purchasing program that satisfies the District's obligation for competitive purchasing [see CH(LEGAL)]; or

3. A continuing or periodic purchase under a Board-approved bid or contract.

Purchases made in accordance with a categorical exemption shall be subsequently reported to the Board.

PURCHASING METHOD

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

COMPETITIVE BIDDING

If competitive bidding is chosen as the purchasing method, the Superintendent or designee shall prepare bid specifications. All bids shall be in accordance with administrative regulations, and the submission of any electronic bids shall also be in accordance with Board-adopted rules. All bidders shall be invited to attend the bid opening. Any bid may be withdrawn prior to the scheduled time for opening. Bids received after the specified time shall not be considered.

The District may reject any and all bids.

COMPETITIVE SEALED PROPOSALS

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

	the proposal opening. Proposals may be withdrawn prior to the scheduled time of opening. Changes in the content of a proposal, and in prices, may be negotiated after proposals are opened. The District may reject any and all proposals.
ELECTRONIC BIDS OR PROPOSALS	Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Board-adopted rules. Such rules shall safeguard the integrity of the competitive procurement process; ensure the identification, security, and confidentiality of electronic bids or proposals; and ensure that the electronic bids or proposals remain effectively unopened until the proper time.
RESPONSIBILITY FOR DEBTS	The Board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with the adopted budget, state law, Board policy, and the District's purchasing procedures. [See CE] The Board shall not be responsible for debts incurred by persons or organizations not directly under Board control. Persons making unauthorized purchases shall assume full responsibility for all such debts.
PURCHASE COMMITMENTS	All purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures.
PERSONAL PURCHASES	District employees shall not be permitted to make purchases for personal use through the District's business office.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: November 16, 2015
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: November 9, 2015
RE: TASB Fuel Coop

SUMMARY:

Last year we joined a fuel cooperative with TASB. They have presented us the opportunity to join the cooperative again this year. By re-joining we will be locked into the rate we pay for diesel and unleaded gas that we purchase through the cooperative. We currently are paying approximately $1.58 per gallon for diesel and $1.56 per gallon for unleaded gas. If we enter into a 1 year agreement with TASB we will lock into approximately $1.75 for diesel and $1.65 for unleaded gas. If we enter into a 2 year agreement we will lock into prices that are approximately 10 – 15 cents higher per gallon than the 1 year agreement. These prices fluctuate daily and cannot be locked in until the day we execute the agreement. Therefore, the Board will need to give Dr. Largent the authority to enter into the agreement once a price and terms acceptable to the district can be reached.

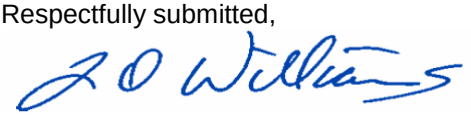
The main difference between this year's agreement and the one we locked into last year, besides price per gallon, is that we are considering a 2 year agreement this year and we will not commit to purchase as much fuel as we did last year. For this agreement we will only commit to purchasing 60,000 gallons of diesel and 10,000 of gasoline over a 2 year period as opposed to committing to purchase 100,000 and 16,000 gallons respectively last year, on a 1 year contract. Our intention is to continue purchasing fuel at the lower price we currently receive (outside of TASB's contract) as long as that price is below the TASB Cooperative price. However, in the event fuel prices rise in the future we will purchase fuel through the TASB cooperative at the locked in price if it is lower than market price.

As was the case last year, there is always a risk associated with locking in these prices and there is no guarantee this will be a good deal. We will eventually have to fulfil our commitment to purchase the number of gallons we commit to. But, we feel that with fuel prices where they are today as well as spreading it out over a 2 year period, the prices TASB will guarantee us could be considerably lower than what we could potentially pay. As mentioned earlier, we will need the Board to give Dr. Largent the authority to enter into an agreement once we see what the current market offer is from TASB. Right now, my recommendation will be that we join the cooperative again, only this time for a 2 year period at fuel prices acceptable to the district and with a lower commitment on the amount of fuel we will purchase over the 2 year period. This will at least give us some hedge against potential fuel price increases in the future.

RECOMMENDATION:

I recommend the Board give Dr. Largent the authority to enter into an agreement with the TASB Energy Cooperative once an acceptable price and terms are agreed to.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible:	Dobie Williams Terry Slemmons
Date Submitted:	November 9, 2015

Granbury Independent School District

BOARD RESOLUTION

WHEREAS, the current Texas Commissioner of Education, Michael Williams, has recently resigned his position effective January 1, 2016;

WHEREAS, Texas Governor Greg Abbott has yet to name a successor to Commissioner Williams;

WHEREAS, the Commissioner of Education and the Texas Education Agency, which the Commissioner oversees, regularly make decisions, rulings and policies that directly and in-directly affect the 4.3 million school children of Texas, as well as over 1,200 Texas school districts, 8,300 + campuses, and 324,000 public school teachers throughout the Great State of Texas;

WHEREAS, the needs of Texas' schools and its children are of paramount concern to both the people of Texas and the long-term economic and cultural aspects of both the future of our State and our Nation;

WHEREAS, the People of the United States of America have proven their exceptionalism time and time again to the world and the People of Texas have continually proven their exceptionalism both to the world and to all of the other States in the Union who continue to look to Texas for bravery, integrity and leadership;

WHEREAS, the Great State of Texas will only continue to maintain its greatness, exceptionalism, cultural uniqueness, and economic edge with a high quality workforce and educated citizenry through a continued statewide commitment to quality public education for all;

WHEREAS, the new Commissioner of Education will be asked to lead in that endeavor, as well as address a wide array of other challenging educational and societal issues affecting our schools;

WHEREAS, a Texas professional educator with a life-long devotion to putting children first and being a successful proven educational leader, who also has a proven record of: high expectations for all students; commitment to local school control; a first-hand knowledge of effective Texas school practices, laws, policies and procedures; and a record of "doing the right thing" by students, parents, teachers, and schools is what is needed in the skill set ("tool bag") of an effective new commissioner;

WHEREAS, local government is more efficient, effective, and responsive to its citizens than government or regulators from Austin or Washington, yet Austin and Washington governmental authorities continue to erode the traditional local control of Texas public school districts to the determent of Texas students, teachers, administrators, parents, taxpayers, board members and local school districts statewide;

WHEREAS, "unfunded mandates", excessive paperwork, and regulations from Austin and Washington are costing Texas public school districts millions of dollars annually, which results in higher taxes at the local level;

BE IT RESOLVED, that the Board of Trustees of the Granbury Independent School District respectfully asks, and recommends, that Texas Governor Greg Abbott appoint as the next Texas Commissioner of Education an individual who meets the following criteria:

- The new Commissioner must be a current or former educator with a track record of putting the needs of students first;
- The next Commissioner must be a Texan who understands how Texas schools operate and has successful experience utilizing best educational practices at both the campus and district-levels;
- The new Commissioner must understand the exceptionalism of our state and our Texas schools, as well as have a detailed understanding of the varying backgrounds, diversity, challenges, uniqueness, and needs of Texas students;
- The new Commissioner must be highly committed to restoring "Local Control" to our schools, administrators and school boards;
- The new Commissioner must be committed to eliminating unfunded mandates, excessive paperwork & regulations from Texas school districts.

Approved unanimously by the Board of Trustees of the Granbury Independent School District on Monday, November 16, 2015.

_____	_____	_____	_____
Board President	Board Vice-President	Board Secretary	Board Member
_____	_____	_____	_____
Board Member	Board Member	Board Member	Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**November 16, 2015**
Action:	**Information**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**November 16, 2015**
		RE:	**Policy Update 103**

SUMMARY:

We have Policy Update 103 to review this month. Listed below are the LOCAL policies with changes in Update 103.

BF(LOCAL): BOARD POLICIES
CAA(LOCAL): FISCAL MANAGEMENT GOALS AND OBJECTIVES - FINANCIAL ETHICS
CB(LOCAL): STATE AND FEDERAL REVENUE SOURCES
CKE(LOCAL): SAFETY PROGRAM/RISK MANAGEMENT - SECURITY PERSONNEL
CO(LOCAL): FOOD SERVICES MANAGEMENT
DBD(LOCAL): EMPLOYMENT REQUIREMENTS AND RESTRICTIONS - CONFLICT OF INTEREST
DH(LOCAL): EMPLOYEE STANDARDS OF CONDUCT
DIA(LOCAL): EMPLOYEE WELFARE - FREEDOM FROM DISCRIMINATION, HARASSMENT, AND RETALIATION
FEA(LOCAL): ATTENDANCE - COMPULSORY ATTENDANCE
FEC(LOCAL): ATTENDANCE - ATTENDANCE FOR CREDIT
GKA(LOCAL): COMMUNITY RELATIONS - CONDUCT ON SCHOOL PREMISES
GRA(LOCAL): RELATIONS WITH GOVERNMENTAL ENTITIES - STATE AND LOCAL GOVERNMENTAL AUTHORITIES

Respectfully submitted,



Dr. James M. Largent
Superintendent

Vantage Points

A Board Member's Guide to Update 103

Please note: *Vantage Points* is an executive summary, prepared specifically for board members, of the TASB Localized Update. The topic-by-topic outline and the thumbnail descriptions focus attention on key issues to assist local officials in understanding changes found in the policies. **The description of policy changes in *Vantage Points* is highly summarized and should not substitute for careful attention to the more detailed, district-specific Explanatory Notes and the policies within the localized update packet.**

TASB Policy Service

This information is provided for educational purposes only to facilitate a general understanding of the law or other regulatory matter. This information is neither an exhaustive treatment on the subject nor is this intended to substitute for the advice of an attorney or other professional adviser. Consult with your attorney or professional adviser to apply these principles to specific fact situations.

We welcome your comments or suggestions for improving *Vantage Points*. Please write to us at TASB Policy Service, P.O. Box 400, Austin, TX 78767-0400, e-mail us at policy.service@tasb.org, or call us at 800-580-7529 or 512-467-0222.

For more information about Policy Service, visit our website at http://policy.tasb.org.

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Update 103 is the first of two post-legislative updates, and it encompasses changes in law from the 84th Legislative Session that have an immediate effect on the governance and management of school districts. Local policies included in Update 103 address topics including training requirements for district peace officers, the use of prepaid meal cards/accounts for students, employee conflicts of interest and standards of conduct, harassment and discrimination, e-cigarettes, and student attendance. In addition to the local policies affected by the legislative session, Update 103 includes local policy recommendations to address new federal regulations governing federal grants and awards as well as recommendations to clarify the structure of the policy manual and the application of policy in relation to the award of credit or a final grade.

Throughout this document, House Bill is abbreviated as HB and Senate Bill as SB. For more information about the bills described below, download the TASB *2015 Legislative Summary for TASB Members* (PDF), available free from the online TASB Store at http://store.tasb.org.

Accountability

HB 1842 prompts several changes to the A Section of the policy manual, covering accountability:

- New code AF(LEGAL) describes provisions for districts of innovation.
- Revisions to AIC(LEGAL) address TEA monitoring reviews and special accreditation investigations, as well as significant changes related to the sanctions applied when a campus does not meet accountability standards.

Also added at AIC(LEGAL) are provisions from HB 3106 allowing the Commissioner of Education to extend the term of a district's board of managers.

Governance Issues

Edits to improve organization, better reflect statutory wording, and delete unnecessary provisions related to elections have been made at BBA(LEGAL), BBB(LEGAL), and BBC(LEGAL). Legislative changes include the following:

Qualifications for Office

- HB 484 requires that a person be registered to vote to qualify for an elected office, as reflected at BBA(LEGAL).

Elections

- At BBB(LEGAL):
  - HB 2027 requires, with certain exceptions, county election precincts to be used as the precincts in a school district election.

- SB 1703 establishes a deadline of no later than 78 days prior to an election day to call for an election and to file for a place on the ballot, as well as a 74-day deadline for write-in candidates regardless of the uniform election date used. Note that the 78-day deadline also applies to bond elections and tax ratification elections. See also CCA(LEGAL) and CCG(LEGAL), respectively.

- HB 2721 requires an election notice to be posted on the district web-site.

- SB 1073 also requires the disclosure of a public mailing address and e-mail address on a candidate's application.

Board Meetings

HB 283 requires school districts with a student enrollment of 10,000 or more to make a video and audio recording of regularly scheduled open meetings. This requirement is reflected at BE(LEGAL) and is effective January 1, 2016.

Policy Development

BF(LOCAL) POLICY CONSIDERATIONS

Recommended revisions to this policy, which lays out the structure and protocol of the local policy manual, include new text:

- Reminding readers that at each policy code the legally referenced policy must be read together with the local policy to further a full understanding of a topic.
- Explaining that "board member" and "trustee" are used interchangeably throughout the local policy manual, without any intent to distinguish between the terms. Both terms reflect all the duties and obligations of the position.
- Explaining that newly enacted law is applicable when effective.

District Operations

Multiple bills affect district operations from a safety and conduct perspective, including what is allowed or prohibited on district property:

Safety and Conduct

- HB 2684 mandates that districts with a student enrollment of 30,000 or more adopt a policy to require school district peace officers and school resource officers to complete a model training curriculum developed by the Texas Commission on Law Enforcement. This requirement has been incorporated at CKE(LEGAL); see also the recommended revisions for CKE(LOCAL), described below.

- SB 158 requires a policy if a law enforcement agency operates a body-worn camera program. Districts that have a police department and are contemplating this type of program will need to review the entire bill closely and may contact TASB Policy Service for sample local policy language. The relevant provisions are addressed at CKE(LEGAL), with a provision also added at GBA(LEGAL) indicating that these recordings are generally considered public information.

- SB 996 requires districts to provide to a parent, upon request, written notice indicating whether any district employee is currently appointed as a school marshal. This change is also reflected at CKE(LEGAL). The identity of a school marshal may not be disclosed, as reflected at GBA(LEGAL).

- HB 1396 provides that a peace officer may not search a person's cell phone or other wireless communications device pursuant to a lawful arrest of the person without obtaining a warrant, subject to several exceptions. See FNF(LEGAL).

- HB 910, effective January 1, 2016, authorizes open carry of handguns by license holders. Among other provisions, this bill changes the reference from "license to carry a concealed handgun" to "license to carry a handgun." Corresponding revisions are reflected at CKE(LEGAL) and GKA(LEGAL).

- SB 273 prohibits a school district from posting signs barring a handgun license holder from having a concealed handgun where the license holder is not otherwise prohibited by law from having a handgun. See GKA(LEGAL), as well as the recommended revisions for DH(LOCAL), described below.

- SB 97 requires a school district to prohibit anyone from using e-cigarettes at a school-related or school-sanctioned activity on or off school property. The district must publish in the student handbook and on the district's website a statement as to whether the district has policies and procedures that prescribe penalties for such use. See BDF(LEGAL), DH(LEGAL), FNCD(LEGAL), and GKA(LEGAL), as well as the recommended revisions for DH(LOCAL) and GKA(LOCAL), described below.

- SB 339 prohibits a district from enacting, adopting, or enforcing a rule or regulation that prohibits the possession of low-THC (non-intoxicating) cannabis as authorized by Chapter 487 of the Health and Safety Code, which permits possession in limited circumstances. Relevant provisions

have been added at DH(LEGAL), and a recommended change at DH(LOCAL) is described below.

- SB 1574 clarifies procedures for exposure to infectious diseases and explains when a district must designate an infection control officer. See DBB(LEGAL) and GRC(LEGAL).

CKE(LOCAL) POLICY CONSIDERATIONS

For districts that have provisions at CKE(LOCAL) addressing commissioned district police officers or an agreement for the presence of school resource officers, recommended revisions to this local policy correspond to the training provisions of HB 2684, described above. The recommended language is broadly drafted to be suitable for districts of any size.

DH(LOCAL) AND GKA(LOCAL) POLICY CONSIDERATIONS

Provisions from HB 910 and SB 273 regarding licensed carrying of handguns, described above, prompted recommended changes at DH(LOCAL) and GKA(LOCAL). Based on the employment relationship, TASB Legal Services believes that a district can continue to prohibit employees from possessing firearms on district property. Recommended text at DH(LOCAL), previously at GKA(LOCAL), prohibits employees from using, possessing, or displaying weapons, including firearms, on district property except at certain district-approved activities. The existing provision at GKA(LOCAL), applicable to community members, is recommended for revision to conform with the changes in law and prohibit the "unlawful" use, possession, or display of weapons, including firearms.

Prompted by SB 97, a recommended revision at both DH(LOCAL) and GKA(LOCAL) prohibits the use of e-cigarettes by employees and other individuals at school-related activities on or off school property.

In addition to these changes, new exceptions to a district's drug prohibitions at DH(LOCAL) are recommended to reflect provisions from SB 339 regarding low-THC cannabis, or any other controlled substance or drug, prescribed by a licensed physician.

Business and Funding Issues

State and Federal Awards and Grants

New federal regulations governing all federal grants and awards, known as the new Education Department General Administrative Regulations (EDGAR), prompted changes to legally referenced policies and recommendations for local policy changes. Relevant provisions have been added to CBB(LEGAL). See TEA's website at http://tea.texas.gov/Finance_and_Grants/Grants/Administering_a_Grant/The_New_EDGAR/ for more information related to the EDGAR requirements.

CAA(LOCAL) AND CB(LOCAL) POLICY CONSIDERATIONS

At CAA(LOCAL), recommended revisions extend financial ethics standards of conduct to include "agents," as referred to in the EDGAR conflict of interest provisions. In addition, new recommended text clarifies that "fraud and financial impropriety" includes the failure to provide financial records as required by federal entities and the failure to comply with requirements for state and federal awards. A recommended statement reiterates the legal requirement for a district to disclose in writing to the federal awarding agency or pass-through entity (TEA) any violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting a federal grant award.

Also as a result of EDGAR, a new local policy on state and federal revenue sources is recommended for inclusion at CB(LOCAL). The new policy clarifies the superintendent's authority regarding state and federal grants and awards and provides for development of relevant administrative procedures as required by EDGAR. In addition, the policy includes provisions concerning conflicts of interest and gifts and aligns these federally required provisions with the disclosure amounts established in Chapter 176 of the Local Government Code applicable to state law disclosures.

Fiscal Issues

Legislation and other rule amendments prompted changes to numerous policies dealing with revenue sources, investments, and other fiscal management issues:

- HB 114 prohibits the issuance of capital appreciation bonds except when a district complies with extensive requirements. See CCA(LEGAL).
- HB 1933 revised the deadlines associated with installment payments of ad valorem taxes. See CCG(LEGAL).
- HB 870 reduced the hours of ongoing training required for districts' chief financial officers and investment officers. See CDA(LEGAL).

- SB 810 adds an exception to the prohibition against a school district using district resources for improvements to real property not owned or leased by the district, allowing a district to use its resources on certain projects with a municipality. See CE(LEGAL) and CX(LEGAL), as well as the existing prohibition at BAA(LEGAL).

- New state rules regarding audit requirements have been incorporated at CFC(LEGAL).

- SB 1812 requires districts to submit information by February 1 of each year to the comptroller for maintenance of an eminent domain database. See CHG(LEGAL).

- HB 473 prohibits a district from selling or transferring a marked patrol car or other law enforcement vehicle to the public unless the district first removes all law enforcement equipment and insignias. See CI(LEGAL).

- HB 1474 changes the payment cycle of a school district's instructional materials allotment from annual to biennial. See CMD(LEGAL).

- HB 2812 allows a district to include for purposes of ADA funding students who attend approved off-campus instructional programs pursuant to Commissioner rules. See EHDD(LEGAL).

Food Service

Two bills affect the operation of district school food programs:

- HB 1305 allows a district to choose, on a campus-by-campus basis, whether to participate in the national school breakfast program or in a locally funded and developed program to provide free meals, including breakfast and lunch. This bill also changes the way that educationally disadvantaged students will be calculated for purposes of compensatory education funding. Applicable changes have been made at COB(LEGAL) and EHBC(LEGAL). Also reflected at EHBC(LEGAL) is the requirement, as a result of HB 2660, that the Commissioner base funding for optional flexible school day programs on the same instructional hour requirements as the regular program.

- HB 3562 prompted changes at CO(LEGAL) to address policy requirements associated with insufficient meal card balances. Also incorporated at that code are recent federal rules addressing requirements for nutrition program directors as well as newly adopted Texas Department of Agriculture rules allowing schools to establish fundraisers exempt from the competitive food standards.

CO(LOCAL) POLICY CONSIDERATIONS

To comply with provisions from HB 3562 regarding insufficient meal card balances, we recommend inclusion of a new local policy at CO(LOCAL) on food services management. The new recommended text requires the superintendent to develop administrative regulations specifying the length of the grace period during which a student may continue to purchase meals when a card or account is exhausted and addressing parental notification, including a schedule of repayment.

Purchasing and Construction-Related Issues

Several bills affect policy text relating to purchasing and construction:

- HB 744 extends the coverage of insurance that school districts may obtain for students participating in athletic competitions or school-sponsored activities by deleting the requirement that the activity must occur on a school campus. See FFD(LEGAL).
- CH(LEGAL) has been adjusted to address SB 1281, clarifying that a district can participate in a cooperative purchasing program in this state or another state.
- Changes from HB 2049 and HB 2634 relating to architect and engineer services have been incorporated at CV(LEGAL) and CVD(LEGAL).

Transparency and Conflict of Interest Disclosures

In addition to a number of new required Internet postings incorporated at CQA(LEGAL), legislative changes related to transparency and conflict of interest are also addressed at other codes:

- HB 1295 requires a business entity to file a disclosure of interested parties, developed by the Texas Ethics Commission, before a district may enter into a contract that requires board action or is valued at $1 million or more. See CH(LEGAL).
- HB 3683 requires electronic filing of a trustee financial statement with the Ethics Commission, and HB 3680 makes confidential an electronic report or any financial statement data that is temporarily stored with the Ethics Commission pending official filing. See BBFA(LEGAL).
- HB 23 made significant changes to the conflict disclosure statement provisions in Chapter 176 of the Local Government Code, including:
  - Adding a requirement for a local government officer to report a family relationship, within the third degree by blood and the second degree

by marriage, with a vendor and adding the same requirements for a vendor related to a local government officer.

- Reducing the threshold for disclosing gifts from $250 to $100 in a 12-month period.
- Redefining a local government officer to include a district agent, which is defined to include an employee who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.
- Revising the violations for failing to file the required disclosure.
- Deleting existing provisions that authorized a district to extend the Chapter 176 requirements to employees with authority to approve contracts for the district (based on the broadening of general disclosure requirements of agents).

These changes have been incorporated at BBFA(LEGAL) and (EXHIBIT), CHE(LEGAL), and DBD(LEGAL) and (EXHIBIT).

DBD(LOCAL) POLICY CONSIDERATIONS

Recommended revisions at this local policy on conflict of interest correspond to changes from HB 23 regarding Local Government Code Chapter 176 disclosure requirements. Text requiring only the superintendent to file a conflicts disclosure statement is recommended for deletion, as the law now requires any employee who exercises discretion in the planning, recommending, selecting, or contracting of a vendor to file a disclosure statement.

EFAA(LOCAL) POLICY CONSIDERATIONS

At its July 2015 meeting, the State Board of Education passed a resolution encouraging local school boards and administrators to adopt policies, procedures, and practices that guarantee transparency and public access by providing:

- Public notice to parents of instructional materials under consideration;
- Access to parents for review of materials prior to adoption and, to the extent possible, during a comment period; and

- At least one public meeting that allows for public comment before materials used to certify 100 percent TEKS coverage are adopted by the board.

Although no EFAA(LOCAL) policy is included with Update 103, a district that decides to change its practice should have the superintendent contact TASB Policy Service for appropriate revisions.

Personnel Issues

Legislative changes related to employment practices and requirements include the following:

Employment Practices and Requirements

- SB 168 allows the Commissioner to waive the requirement for certification of a superintendent if requested by a district. See BJA(LEGAL).
- HB 2205 establishes new criteria for the issuance of a school district teaching permit for individuals who will teach only noncore academic career and technical (CTE) education courses. See DBA(LEGAL).
- SB 664 provides for the discharge of a contract employee if the district determines the employee falsified a military record. See DF(LEGAL).
- HB 1783 prompted changes to several legally referenced policies:
  - DBAA(LEGAL) reflects that if a district learns about an employee's criminal record through the Texas Department of Public Safety clearinghouse, the district does not need to notify the State Board for Educator Certification (SBEC), since TEA would have already received this information from the clearinghouse.
  - At DFE(LEGAL) are revised investigation standards regarding an educator's alleged abuse of or other unlawful act with a minor.
  - Provisions at DG(LEGAL) reflect an employee's right to report a crime witnessed at school to any peace officer with authority to investigate a crime. A district is prohibited from adopting a policy requiring an employee to report a crime witnessed at school only to certain persons or peace officers or to refrain from reporting a crime witnessed at school.
  - A new legally referenced policy at DHB incorporates all relevant provisions on required reports to SBEC. Material has been pulled from DF(LEGAL), DH(LEGAL), and DFE(LEGAL) and modified as a result of HB 1783.

- HB 218 updated the certification requirements for bilingual and dual language programs. See EHBE(LEGAL).

- HB 786 requires districts to develop a policy on the expression of breast milk by employees. See the *2015–16 Model Employee Handbook* for language to address the requirement. DG(LEGAL) incorporates these provisions and existing federal provisions on breaks for nursing mothers who are nonexempt employees, previously at DEAB(LEGAL).

- HB 2186 requires that staff development for educators include suicide prevention training. See DMA(LEGAL).

DIA(LOCAL) AND DIA(EXHIBIT) POLICY CONSIDERATIONS

A recommended revision to the local policy on freedom from harassment, discrimination, and retaliation is in response to HB 1151, which prohibits sexual harassment of unpaid interns. Solely for the purposes of this policy, unpaid interns are included in the definition of "employee" and are thereby required to report any alleged harassment and comply with the other procedural elements of the policy.

In addition, to eliminate the need for the board to readopt DIA(LOCAL) every time the district's Title IX or ADA/Section 504 coordinator changes, we have moved the contact information for those positions to DIA(EXHIBIT), which is not a board-adopted document.

Compensation and Benefits

Policies related to compensation and benefits were affected by the legislature as follows:

- HB 2974 modifies the method for determining the health insurance contributions surcharge imposed on a district that hires a retiree. See DEA(LEGAL).

- As a result of SB 925, SB 934, and SB 972, certain stipends cannot be considered in determining whether a district is paying an educator the state minimum monthly salary. See DEAA(LEGAL).

- HB 445 requires a district to provide written notice of the number of workdays of paid leave available to a member of the Texas military forces. See DECB(LEGAL).

In addition, provisions at DECA(LEGAL) have been revised in accordance with the June 2015 U.S. Supreme Court ruling in *Obergefell v. Hodges* and the Department of Labor's new definition of "spouse."

Curriculum and Instruction

In addition to amended Commissioner rules related to the Texas Virtual School Network incorporated at EHDE(LEGAL), numerous changes from the 84th Legislature affected legally referenced policies regarding curriculum and instruction:

- The definitions of school year and school day, now measured in minutes, have been modified as a result of HB 2610. A district may add minutes to the end of normal school hours as necessary to compensate for minutes of instruction lost due to school closures. HB 2610 also prohibits a district from scheduling the last day of school before May 15. See EB(LEGAL) and EC(LEGAL).

- HB 4 prescribes the requirements for a district that wishes to participate in a grant for a high-quality prekindergarten program. Provisions from this bill have been added at EC(LEGAL), EEB(LEGAL), EHBG(LEGAL), and FD(LEGAL).

- HB 18 requires districts to provide to students, at least once in seventh or eighth grade, instruction in high school, college, and career preparation. See EHAC(LEGAL).

- HB 3987 allows a district to establish a school-based savings program to facilitate personal financial literacy instruction. See EHAD(LEGAL).

- HB 1613 provides that a student in a college preparatory English or math course under Education Code 28.014 who satisfies the college readiness benchmarks of the Texas Success Initiative assessment is exempt from the relevant end-of-course (EOC) assessment. See EHBC(LEGAL).

- SB 453 prompted changes at EHDC(LEGAL) to reflect that a score of 50, rather than 60, on a College-Level Examination Program (CLEP) exam is sufficient to receive credit by examination for acceleration/advancement purposes.

- At EHDD(LEGAL), changes regarding dual credit result from the following legislation:

    - HB 505 and HB 2812 repealed a provision that prohibited a student from enrolling in more than three dual credit courses at a college if the

college did not have a service area that included the student's high school.

- HB 18 mandates certain requirements for instructors of courses for joint high school and college credit.

- HB 181 prompted changes at EI(LEGAL) and EIF(LEGAL), deleting the requirement that diplomas carry information related to endorsements, performance acknowledgments, and the distinguished level of achievement. This information is now only required on a student's academic achievement record (transcript).

- HB 1993 allows a district to permit parents to acknowledge and sign required progress reports that are sent electronically, but the district must continue to offer parents the option of providing a handwritten signature. See EIA(LEGAL).

- SB 149 added provisions on the use of an individual graduation committee when a student has not passed up to two EOC assessments required for graduation. See EIF(LEGAL) and EKB(LEGAL).

- SB 1494 required changes at EIF(LEGAL) to reflect that a homeless student in 11th or 12th grade who transfers to a different district and does not meet the graduation requirements of the new district is entitled to graduate from the previous district if the student meets that district's graduation requirements.

- HB 2349 prompted additional changes related to state assessment at EKB(LEGAL) to clarify that a student must meet satisfactory performance on EOC assessments only for courses in which the student is enrolled. The bill repealed the required college prep courses for students who appeared unlikely to pass all required EOCs at the completion of 11th grade.

Student Issues

Legislative changes related to admissions and attendance include the following:

Admissions and Attendance

- SB 206 clarifies that students in foster care are entitled to continued enrollment regardless of whether a relocation is because of an initial placement or a change in placement. See FD(LEGAL). SB 206 also prompted changes at FEA(LEGAL) and FEB(LEGAL) regarding excused absences of students in foster care for compulsory attendance and funding purposes.

- HB 1559 requires a campus to post information on the campus website about local programs and services available to assist homeless students. This requirement applies when a campus is within a district with 3,000 or more students and located in a county with at least 50,000 people. See FDC(LEGAL).

- HB 2398 necessitated changes to multiple policy codes, including FEA(LEGAL), FED(LEGAL), and DEC(LEGAL). Significant provisions from HB 2398 include:

  - Extending compulsory attendance through age 18, rather than through age 17.

  - Changing the procedures related to a student who voluntarily enrolls after his or her 19th (rather than 18th) birthday.

  - Removing the criminal offense of “failure to attend school” for students under Education Code 25.094 and adding the option to refer a student in a civil case to a specific truancy court.

  - Revising the requirements for the written notices a district sends to students and their parents after a student reaches a certain number of absences.

  - Mandating that certain truancy prevention measures be applied.

  - Defining truant conduct as failing to attend on ten or more days or parts of days within a six-month period.

  - Modifying the definition of “child,” in terms of a referral to truancy court, as one who is 12 years of age or older and younger than 19 years of age.

  - Allowing a district to delay a referral to truancy court under certain circumstances.

  - Prohibiting a truancy referral when a student is pregnant, in foster care, is homeless, or is the principal income earner for the student’s family.

  - Requiring the employment or designation of a truancy prevention facilitator.

  - Prohibiting termination of an employee who is required to attend a truancy court hearing with his or her child.

FEA(LOCAL) POLICY CONSIDERATIONS

Recommended changes to this local policy on compulsory attendance correspond with provisions from HB 2398. Because the law now extends compulsory attendance to students through age 18 and requires a student who voluntarily attends or enrolls after his or her 19th birthday to attend school for the entire period the program of instruction is offered, we recommended deletion of the local policy provision to the same effect. Provisions regarding withdrawal for nonattendance are also recommended for revision to make them applicable to students under the age of 19.

FEC(LOCAL) POLICY CONSIDERATIONS

Recommended revisions to this policy on attendance committees are to improve the structure and to clarify that the policy applies when a student has not been in attendance for 90 percent of the days that the class is offered. In addition, text regarding the attendance committee appeal process has been simplified to give the district more flexibility by deleting the reference to the specific level at which the appeal of the attendance committee's decision must begin.

Health and Wellness

Several pieces of legislation address student health and wellness issues:

- SB 66 addresses school district administration of district-provided epinephrine auto-injectors to individuals reasonably believed to be experiencing anaphylaxis on a school campus, at an off-campus school event, or while in transit to or from a school event. A district that chooses to authorize trained volunteers and school personnel to administer epinephrine as permitted by SB 66 must adopt a policy that meets certain requirements and must provide written notice to parents before the policy is implemented and before the start of each school year. FFAC(LEGAL) contains the statutory requirements of SB 66. Also see FFAF(LEGAL) for related provisions. TASB Policy Service has sample materials available for districts that choose to implement an epinephrine program.
- SB 265 requires that districts permit students to possess and use over-the-counter sunscreen products on school property or at school-related events. See FFAC(LEGAL).
- SB 206 requires that if the Department of Family and Protective Services conducts an investigation of child abuse or neglect involving a district em-

ployee, the agency must provide, on request, a copy of the completed report to the board, superintendent, and principal. See FFG(LEGAL).

Discipline

SB 107 prompted changes to several legally referenced policies concerning student discipline:

- The bill creates the position of campus behavior coordinator (CBC), which is addressed in detail at FO(LEGAL). Each campus must designate a CBC, who may be the principal or any other campus administrator selected by the principal. The CBC is responsible for maintaining student discipline and implementing any duties assigned by law and as established by campus or district policy. Changes from SB 107 specifically referencing the CBC are also addressed at FOA(LEGAL), FOC(LEGAL), FOD(LEGAL), and the *2015 Model Student Code of Conduct*.
- SB 107 also deleted from statute a detailed list of prohibited weapons and instead now references Penal Code 46.02, Unlawful Carrying of Weapons, and 46.05, Prohibited Weapons. These changes affect mandatory expulsions of students. See FNCG(LEGAL) and FOD(LEGAL).

GRA(LOCAL) POLICY CONSIDERATIONS

At this local policy on state and governmental authorities, we recommend the addition of a cross-reference to policy code FO as a reminder of the CBC's obligation to provide written notice to a parent when a student is taken into custody by law enforcement under Chapter 37 of the Education Code.

Public Information Program

At GBA(LEGAL), HB 4046 modified provisions on public information regarding the confidentiality of student records. Changes reflecting HB 2160 provide that e-mail addresses and phone numbers of election judges or clerks are confidential.

At GBAA(LEGAL), provisions from HB 685 have been added to permit a public information officer to comply with a request by referring the requestor to an exact Internet location or URL address on a website maintained by the district. As a result of HB 2134, provisions have been revised to allow a district to e-mail any request to narrow or clarify a request for public information originally sent by e-mail.

More Information

For more information on these and other policy changes, refer to the policy-by-policy Explanatory Notes—customized for each district's policies—and the policies themselves, found in your district's localized update packet.

(LOCAL) Policy Comparison Packet

Each marked-up (LOCAL) policy in this collection reflects an automated comparison of the updated policy with its precursor, as found in the TASB Policy Service records.

The comparison is generated by an automated process that shows changes as follows.

- *Deletions* are shown in a red strike-through font: ~~deleted text~~.
- *Additions* are shown in a blue, bold font: **new text**.
- Blocks of text that have been *moved* without alteration are shown in green, with double underline and double strike-through formatting to distinguish the text's destination from its origin: ~~moved text~~ becomes moved text.
- *Revision bars* appear in the right margin, as above.

While the annotation software competently identifies simple changes, large or complicated changes—as in an extensive rewrite—may be more difficult to follow.

For further assistance in understanding changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

Please Note:

At **Update 103** you may see some duplicated margin notes in the policy comparison documents. They look like a tracked change where no clear change has taken place, like so:

~~MARGIN NOTE~~

MARGIN NOTE

This is an unintended side effect of Policy Service's recent migration to Word 2013, which revealed formatting issues in some margin notes that had not been apparent in earlier versions of Word. Fixing those formatting issues during Update 103 editing has now caused Word to annotate some margin notes where the wording itself hasn't changed, resulting in the effect described above.

We apologize for any inconvenience. If you would like assistance cleaning up the tracked changes in your local policy comparison documents, please contact TASB Policy Service, and we'll be glad to help.

Policy.Service@tasb.org

800-580-7529

512-467-0222

Within the context of current law, the District shall be guided by Board-adopted written policies that are given appropriate distribution and are accessible to staff members, parents, students, and community residents.

ORGANIZATION

Legally referenced policies contain provisions from federal and state statutes and regulations, case law, and other legal authority that together form the framework for local decision making and implementation. These policies are binding on the District until the cited provisions are repealed, revised, or superseded by legislative, regulatory, or judicial action.

At each policy code the legally referenced policy and the Board-adopted local policy must be read together to further a full understanding of a topic.

TERMS

The terms "Trustee" and "Board member" are used interchangeably in the local policy manual. Both terms are intended to reflect all the duties and obligations of the office.

[See AB for District name terminology.]

HARMONY WITH LAW

Newly enacted law is applicable when effective. No policy or regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable law.

SEVERABILITY

If any portion of a policy or its application to any person or circumstance is found to be invalid, that invalidity shall not affect other provisions or applications of policy that can be given effect without the invalid provision or application; and to this end the provisions of this policy manual are declared to be severable.

POLICY DEVELOPMENT

Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the Board's consideration by the Superintendent.

OFFICIAL POLICY MANUAL

The Board shall designate one copy of the local policy manual as the official policy manual of the District. The official copy shall be kept in the **central administration**~~Superintendent's~~ office, and the Superintendent or designee shall be responsible for its accuracy and integrity and shall maintain a historical record of the District's policy manual.

ADOPTION AND AMENDMENT

Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change and that it has been placed on the agenda for such meeting.

Local policies become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

TASB LOCALIZED UPDATES

After Board review of legally referenced policies and adoption of local policies, the new material shall be incorporated into the official policy manual and into other localized policy manuals maintained by the District. If discrepancies occur between different copies of the manual ~~distributed throughout the District~~, the version contained in the official policy manual shall be regarded as authoritative.

All Trustees, employees, vendors, contractors**, agents**, consultants, volunteers, and any other parties who are involved in the District's financial transactions shall act with integrity and diligence in duties involving the District's fiscal resources.

Note: See the following policies and/or administrative regulations regarding conflicts of interest, ethics, and financial oversight:

- Code of ethics:
  for Board members—BBF
  for employees—DH
- Financial conflicts of interest:
  for public officials—BBFA
  for all employees—DBD
  for vendors—CHE
- **Compliance with state and federal grant and award requirements: CB, CBB**
- Financial conflicts **and gifts and gratuities regarding**~~involving~~ federal funds: **CB,** CBB
- Systems for monitoring the District's investment program: CDA
- Budget planning and evaluation: CE
- Compliance with accounting regulations: CFC
- Activity fund management: CFD
- Criminal history record information for employees: **DBAA,** DC
- Disciplinary action for fraud by employees: DCD, DCE, and DF series

FRAUD AND FINANCIAL IMPROPRIETY

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Trustees, employees, vendors, contractors, **agents,** consultants, volunteers, and others seeking or maintaining a business relationship with the District.

DEFINITION

Fraud and financial impropriety shall include but not be limited to**:**~~:~~

1. Forgery or unauthorized alteration of any document or account belonging to the District.
2. Forgery or unauthorized alteration of a check, bank draft, or any other financial document.

3. Misappropriation of funds, securities, supplies, or other District assets, including employee time.

4. Impropriety in the handling of money or reporting of District financial transactions.

5. Profiteering as a result of insider knowledge of District information or activities.

6. Unauthorized disclosure of confidential or proprietary information to outside parties.

7. Unauthorized disclosure of investment activities engaged in or contemplated by the District.

8. 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. [See **CB,** DBD]

9. Inappropriately destroying, removing, or using records, furniture, fixtures, or equipment.

10. Failure to provide financial records required by **federal,** state**,** or local entities.

11. Failure to disclose conflicts of interest as required by law or District policy.

12. Any other dishonest act regarding the finances of the District.

13. **Failure to comply with requirements imposed by law, the awarding agency, or a pass-through entity for state and federal awards.**

FINANCIAL CONTROLS AND OVERSIGHT

Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety.

FRAUD PREVENTION

The Superintendent or designee shall maintain a system of internal controls to deter and monitor for fraud or financial impropriety in the District.

REPORTS

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

Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with

law. All employees involved in an investigation shall be advised to keep information about the investigation confidential.

PROTECTION FROM RETALIATION

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

FRAUD INVESTIGATIONS

In coordination with legal counsel and other internal or external departments or agencies, as appropriate, the Superintendent, Board President, or a designee shall promptly investigate reports of potential fraud or financial impropriety.

RESPONSE

If an investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall promptly inform the Board of the report, the investigation, and any responsive action taken or recommended by the administration.

If an employee is found to have committed fraud or financial impropriety, the Superintendent or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. If a contractor or vendor is found to have committed fraud or financial impropriety, the District shall take appropriate action, which may include cancellation of the District's relationship with the contractor or vendor.

When circumstances warrant, the Board, Superintendent, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

The final disposition of the matter and any decision to file a criminal complaint or to refer the matter to the appropriate law enforcement or regulatory agency for independent investigation shall be made in consultation with legal counsel.

FEDERAL AWARDS DISCLOSURE

The District shall disclose, in a timely manner in writing to the federal awarding agency or pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting a federal grant award. [See CBB]

ANALYSIS OF FRAUD

After any investigation substantiates a report of fraud or financial impropriety, the Superintendent or designee shall analyze conditions or factors that may have contributed to the fraudulent or improper activity. The Superintendent or designee shall ensure that appropriate administrative procedures are developed and implemented to prevent future misconduct. These measures shall be presented to the Board for review.

GRANTS AND AWARDS

The Superintendent shall be authorized to:

1. Apply, on behalf of the Board, for any and all special federal and state grants and awards as deemed appropriate for the District's operations;

2. Approve commitment of District funds for matching, cost sharing, cooperative, or jointly funded projects up to the amounts specifically allowed under the District budget approved by the Board; and

3. Approve grant and award amendments as necessary.

The District shall comply with all requirements for state and federal grants and awards imposed by law, the awarding agency, or an applicable pass-through entity. The Superintendent shall develop and enforce financial management systems, internal control procedures, procurement procedures, and other administrative procedures as needed to provide reasonable assurance that the District is complying with requirements for state and federal grants and awards.

[See CAA, CBB]

FEDERAL AWARDS

CONFLICT OF INTEREST

Each employee, Board member, or agent of the District who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest as defined at Code of Federal Regulations, title 2, section 200.318, shall disclose to the District, in writing, any conflict that meets the disclosure threshold in Chapter 176 of the Local Government Code. [See CBB]

In addition, each employee, Board member, or agent of the District shall comply with any other conflict of interest requirements imposed by the granting agency or a pass-through entity.

For purposes of this policy, "immediate family member" shall have the same meaning as "family member" as described in Chapter 176 of the Government Code. [See BBFA]

For purposes of this policy, "partner" shall have the same meaning as defined in Business Organizations Code Chapter 1, Subchapter A.

An employee, Board member, or agent of the District who is required to disclose a conflict in accordance with the provisions above shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

GIFTS AND GRATUITIES

Employees, Board members, and agents of the District shall not solicit any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award and shall not accept:

1. Any single item with a value at or above $50; or
2. Items from a single contractor or subcontractor that have an aggregate monetary value exceeding $100 in a 12-month period.

[See BBFB, CBB, DBD. In the event of a violation of these requirements, see CAA and DH.]

~~SCHOOL RESOURCE OFFICERS~~**SCHOOL RESOURCE OFFICERS**

To implement the District's comprehensive safety programs, the District has entered into an agreement with a local law enforcement agency for school resource officers. School resource officers shall provide services consistent with the terms of the agreement, the comprehensive safety programs, and Board policy.

TRAINING

All school resource officers **shall receive at least the minimum amount of education and training required by law.**

The Superintendent shall develop regulations regarding the use of a prepaid meal card or account to purchase meals served at school. The regulations shall address:

1. The length of the grace period during which a student may continue to purchase meals with a meal card or account that is exhausted or insufficient; and

2. Parent notification in the event of an exhausted card or account, including a schedule for repayment.

No fees or interest shall be charged in connection with meals purchased with an exhausted card or account.

Note: **For conflicts of interest and gifts and gratuities related to federal grants and awards, see CB and CBB.**

DISCLOSURE—GENERAL STANDARD

An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

SPECIFIC DISCLOSURES

SUBSTANTIAL INTEREST

The Superintendent shall file an affidavit with the Board President disclosing a substantial interest, as defined by Local Government Code 171.002, in any business or real property that the Superintendent or any of his or her relatives in the first degree may have.

Any other employee who is in a position to affect a financial decision involving any business entity or real property in which the employee has a substantial interest, as defined by Local Government Code 171.002, shall file an affidavit with the Superintendent; however, the employee shall not be required to file an affidavit for the substantial interest of a relative.

INTEREST IN PROPERTY

The Superintendent shall be required to file an affidavit disclosing interest in property in accordance with Government Code 553.002.

~~CONFLICTS DISCLOSURE STATEMENT~~

~~No employee other than the Superintendent shall be required to file the conflicts disclosure statement, as promulgated by the Texas Ethics Commission and as specified by Local Government Code 176.003–.004.~~

ANNUAL FINANCIAL MANAGEMENT REPORT

The Superintendent, as the executive officer of the District, shall provide to the District in a timely manner information necessary for the District's annual financial management report.

[See BBFA]

GIFTS

An employee shall not accept or solicit any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities. [See CAA**, CB, and CBB**]

ENDORSEMENTS

An employee shall not recommend, endorse, or require students to purchase any product, material, or service in which the employee has a financial interest or that is sold by a company that employs or retains the District employee during nonschool hours. No employee shall require students to purchase a specific brand of school supplies if other brands are equal and suitable for the intended instructional purpose.

SALES

An employee shall not use his or her position with the District to attempt to sell products or services.

NONSCHOOL EMPLOYMENT

~~NONSCHOOL EMPLOYMENT~~

An employee shall disclose in writing to his or her immediate supervisor any outside employment that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.

PRIVATE TUTORING

~~PRIVATE TUTORING~~

An employee shall disclose in writing to his or her immediate supervisor any private tutoring of District students for pay.

Each District employee shall perform his or her duties in accordance with state and federal law, District policy, and ethical standards. [See DH(EXHIBIT)]

Each District employee shall recognize and respect the rights of students, parents, other employees, and members of the community and shall work cooperatively with others to serve the best interests of the District.

An employee wishing to express concern, complaints, or criticism shall do so through appropriate channels. [See DGBA]

VIOLATIONS OF STANDARDS OF CONDUCT

Each employee shall comply with the standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to his or her status as a District employee. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination of employment. [See DCD and DF series]

WEAPONS PROHIBITED

The District prohibits the use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on District property at all times.

~~ELECTRONIC MEDIA~~ EXCEPTIONS

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. [See FOD]

ELECTRONIC MEDIA

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

USE WITH STUDENTS

~~USE WITH STUDENTS~~

In accordance with administrative regulations, a certified or licensed employee, or any other employee designated in writing by the Superintendent or a campus principal, may use electronic media to communicate with currently enrolled students about matters within the scope of the employee's professional responsibilities. All other employees are prohibited from using electronic media to communicate directly with students who are currently enrolled in the District. The regulations shall address:

1. Exceptions for family and social relationships;
2. The circumstances under which an employee may use text messaging to communicate with students; and

3. Other matters deemed appropriate by the Superintendent or designee.

Each employee shall comply with the District's requirements for records retention and destruction to the extent those requirements apply to electronic media. [See CPC]

PERSONAL USE
~~PERSONAL USE~~

An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee's use of electronic media violates state or federal law or District policy, or 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.

SAFETY REQUIREMENTS

Each employee shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

HARASSMENT OR ABUSE

An employee shall not engage in prohibited harassment, including sexual harassment, of:

1. Other employees. [See DIA]

2. Students. [See FFH; see FFG regarding child abuse and neglect.]~~]~~

While acting in the course of employment, an employee shall not engage in prohibited harassment, including sexual harassment, of other persons, including Board members, vendors, contractors, volunteers, or parents.

An employee shall report child abuse or neglect as required by law. [See FFG]

RELATIONSHIPS WITH STUDENTS

An employee shall not form romantic or other inappropriate social relationships with students. Any sexual relationship between a student and a District employee is always prohibited, even if consensual. [See FFH]

TOBACCO **AND E-CIGARETTES** ~~USE~~

An employee shall not **smoke or** use tobacco products **or e-cigarettes** on District **property**~~premises~~, in District vehicles, or at ~~school or~~ school-related activities. [See also GKA]

ALCOHOL AND DRUGS

An employee shall not manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while **on District property**~~at school~~ or at school-related activities during or outside of usual working hours:

1. 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.

2. Alcohol or any alcoholic beverage.

3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance.

EXCEPTIONS

It shall not be considered a violation of this policy if the employee:

MANUFACTURES~~EXCEPTIONS~~

~~An employee who manufactures~~, possesses, or dispenses a substance listed above as part of the employee's job responsibilities~~;~~ ~~or who uses a drug authorized by a licensed physician prescribed for the employee's personal use shall not be considered to have violated this policy.~~

1. Uses or possesses a controlled substance or drug authorized by a licensed physician prescribed for the employee's personal use; or

2. Possesses a controlled substance or drug that a licensed physician has prescribed for the employee's child or other individual for whom the employee is a legal guardian.

NOTICE

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI(EXHIBIT)]

A copy of this policy, a purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

ARRESTS, **INDICTMENTS**~~INDICTMENTS~~, CONVICTIONS, **AND OTHER ADJUDICATIONS**~~AND OTHER ADJUDICATIONS~~

An employee shall 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 the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

1. Crimes involving school property or funds;

2. 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;

3. Crimes that occur wholly or in part on school property or at a school-sponsored activity; or

4. Crimes involving moral turpitude, which include:

   - 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;
   - Felony possession or conspiracy to possess, or any misdemeanor or felony transfer, sale, distribution, or conspiracy to transfer, sell, or distribute any controlled substance defined in Chapter 481 of the Health and Safety Code;
   - Felony driving while intoxicated (DWI); or
   - Acts constituting abuse or neglect under the Texas Family Code.

DRESS AND GROOMING

An employee's dress and grooming shall be clean, neat, in a manner appropriate for his or her assignment, and in accordance with any additional standards established by his or her supervisor and approved by the Superintendent.

Note: This policy addresses discrimination, harassment, and retaliation involving District employees. ~~In this policy, the term "employees" includes former employees and applicants for employment.~~ For discrimination, harassment, and retaliation involving students, see FFH. For reporting requirements related to child abuse and neglect, see FFG.

DEFINITIONS

Solely for purposes of this policy, the term "employees" includes former employees, applicants for employment, and unpaid interns.

STATEMENT OF NONDISCRIMINATION~~S TATEMENT OF NONDISCRIMINATION~~

The District prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy.

DISCRIMINATION

~~DISCRIMINATION~~

Discrimination against an employee is defined as conduct directed at an employee on the basis of race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, that adversely affects the employee's employment.

HARASSMENT

Prohibited harassment of an employee is defined as physical, verbal, or nonverbal conduct based on an employee's race, color, religion, gender, national origin, age, disability, or any other basis prohibited by law, 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 performance, environment, or employment opportunities.

EXAMPLES

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, gender identity, 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 stereotypes; or other types of aggressive conduct such as theft or damage to property.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination 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

Examples of sexual harassment may include 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.

RETALIATION

The District prohibits retaliation against an employee who makes a claim alleging to have experienced discrimination or harassment, or another employee who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

An employee who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding harassment or discrimination is subject to appropriate discipline.

EXAMPLES
~~EXAMPLES~~

Examples of retaliation may include termination, refusal to hire, demotion, and denial of promotion. Retaliation may also include threats, unjustified negative evaluations, unjustified negative references, or increased surveillance.

PROHIBITED CONDUCT~~PROHIBITED CONDUCT~~

In this policy, the term "prohibited conduct" includes discrimination, harassment, and retaliation as defined by this policy, even if the behavior does not rise to the level of unlawful conduct.

REPORTING PROCEDURES

An employee who believes that he or she has experienced prohibited conduct or believes that another employee has experienced prohibited conduct should immediately report the alleged acts. The employee may report the alleged acts to his or her supervisor or campus principal.

Alternatively, the employee may report the alleged acts to one of the District officials below.

DEFINITION OF~~DEFINITION OF~~ DISTRICT OFFICIALS

For the purposes of this policy, District officials are the Title IX coordinator, the ADA/Section 504 coordinator, and the Superintendent.

TITLE IX COORDINATOR

Reports of discrimination based on sex, including sexual harassment, may be directed to the **designated Title IX coordinator. [See DIA(EXHIBIT)]**~~Title IX coordinator. The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:~~

~~Name: Carol Howard~~

~~Position: Assistant Superintendent~~

~~Address: 600 West Pearl, Granbury, TX 76048~~

~~Telephone: (817) 408-4009~~

ADA / SECTION 504 COORDINATOR

Reports of discrimination based on disability may be directed to the **designated** ADA/Section 504 coordinator. **[See DIA(EXHIBIT)]**~~The District designates the following person to coordinate its efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended:~~

SUPERINTENDENT

~~Name: Carol Howard~~

~~Position: Assistant Superintendent~~

~~Address: 600 West Pearl, Granbury, TX 76048~~

~~Telephone: (817) 408-4009~~

~~SUPERINTENDENT~~

The Superintendent shall serve as coordinator for purposes of District compliance with all other antidiscrimination laws.

ALTERNATIVE REPORTING PROCEDURES

~~ALTERNATIVE REPORTING PROCEDURES~~

An employee shall not be required to report prohibited conduct to the person alleged to have committed it. Reports concerning prohibited conduct, including reports against the Title IX coordinator or ADA/Section 504 coordinator, may be directed to the Superintendent.

A report against the Superintendent may be made directly to the Board. If a report is made directly to the Board, the Board shall appoint an appropriate person to conduct an investigation.

TIMELY REPORTING

Reports of prohibited conduct shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to promptly report may impair the District's ability to investigate and address the prohibited conduct.

NOTICE OF REPORT

Any District supervisor who receives a report of prohibited conduct shall immediately notify the appropriate District official listed above and take any other steps required by this policy.

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 notice of a report, the District official shall determine whether the allegations, if proven, would constitute prohibited conduct as defined by this policy. If so, the District official shall immediately authorize or undertake an investigation, regardless of whether a criminal or regulatory investigation regarding the same or similar allegations is pending.

If appropriate, the District shall promptly take interim action calculated to prevent prohibited conduct 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 or supervisor 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.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District 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 conduct occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct.

The District may take action based on the results of an investigation, even if the conduct did not rise to the level of prohibited or unlawful conduct.

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.

APPEAL	A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA(LOCAL), beginning at the appropriate level. The complainant may have a right to file a complaint with appropriate state or federal agencies.
RECORDS RETENTION	Copies of reports alleging prohibited conduct, investigation reports, and related records shall be maintained by the District for a period of at least three years. [See CPC]
ACCESS TO POLICY	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.

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

EXCUSED ABSENCES

In addition to excused absences required by law, the District shall excuse absences for the following purposes.

HIGHER EDUCATION VISITS

~~STUDENTS AGE 18 AND OVER HIGHER EDUCATION VISITS~~

~~A student who voluntarily attends school after the student's 18th birthday shall be required to attend school until the end of the school year.~~

The District shall excuse a student for up to two days during the student's junior year and up to two days during the student's senior year to visit an accredited institution of higher education. A student shall be required to submit verification of such visits in accordance with administrative regulations.

EARLY VOTING OR ELECTION CLERK

~~EARLY VOTING OR ELECTION CLERK~~

The District shall excuse a student for up to two days per school year to serve as an early voting or election clerk. A student shall be required to submit verification of service in accordance with administrative regulations.

[For extracurricular activity absences, see FM.]

WITHDRAWAL FOR NONATTENDANCE

The District may initiate withdrawal of a student under the age of **19**~~18~~ for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

[For **District-initiated** withdrawal of students **19**~~18~~ or older, see FEA(LEGAL)**.]**~~).~~

STUDENTS IN HOMESCHOOLS

When the District becomes aware that a student is being or will be homeschooled, the Superintendent or designee may request in writing a letter of notification from the parents of their intention to homeschool using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

If the parents refuse to submit a letter of notification or if the District has evidence that the school-age child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

This policy shall apply to a student who has not been in attendance for 90 percent of the days the class is offered.

CONSIDERATION OF ALL ABSENCES

All absences shall be considered in determining whether a student has attended the required percentage of days under this policy.

ATTENDANCE COMMITTEES

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

PARENTAL NOTICE OF EXCESSIVE ABSENCES

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

METHODS FOR REGAINING CREDIT OR AWARDING A FINAL GRADE

~~METHODS FOR REGAINING CREDIT OR AWARDING A FINAL GRADE~~

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class or a final grade by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit or a final grade by submitting a written petition to the appropriate attendance committee.

Petitions for credit or a final grade may be filed at any time the student receives notice but, in any event, no later than **30 days after the last day of classes.**~~30 days after the last day of classes.~~

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit or a final grade. The **attendance** committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit or have not received a final grade because of excessive absences may regain credit or be awarded a final grade by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

If a student has established a questionable pattern of absences, the principal or attendance committee may require that a student present a physician's or clinic's statement of illness after a single

day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON EXTENUATING CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for award of credit or a final grade:

DAYS OF ATTENDANCE

1. ~~All absences shall be considered in determining whether a student has attended the required percentage of days.~~ If makeup work is completed satisfactorily, excused absences that are allowed under compulsory attendance requirements shall be considered days of attendance for **award of credit or final grade.**~~this purpose.~~ [See FEA(LEGAL) at EXCUSED ABSENCES FOR COMPULSORY ATTENDANCE DETERMINATIONS.]~~]~~

TRANSFERS / MIGRANT STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

~~BEST INTEREST STANDARD~~

~~1. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.~~

DOCUMENTATION

~~4.~~**3.** The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF CONTROL

~~5.~~**4.** The committee shall consider whether the absences were for reasons out of the student's or parent's control.

STUDENT'S ACADEMIC RECORD

~~6.~~**5.** The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

INFORMATION FROM STUDENT OR PARENT

~~7.~~**6.** The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit or be awarded a final grade.

BEST INTEREST STANDARD

7. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

IMPOSING CONDITIONS FOR AWARDING CREDIT OR A FINAL GRADE

The committee may impose any of the following conditions for students with excessive absences to regain credit or be awarded a final grade:

1. Completing additional assignments, as specified by the committee or teacher.
2. Attending tutorial sessions as scheduled, which may include Saturday classes or before- and after-school programs.
3. Maintaining the attendance standards for the rest of the semester.
4. Taking an examination to earn credit. [See EHDB]
5. Attending a flexible school day program.
6. Attending summer school.

In all cases, the student must also earn a passing grade in order to receive credit.

APPEAL PROCESS

A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL**).**~~) beginning at Level Three.~~

Principals and other designated employees are authorized to:

1. Refuse entry onto school grounds to persons who do not have legitimate business at the school;
2. Request any unauthorized person or any person engaging in unacceptable conduct to leave the school grounds;
3. Request assistance of law enforcement officers in cases of emergency; and
4. Seek prosecution for violations of law as permitted by statute.

OFF-CAMPUS ACTIVITIES

Employees shall be designated to ensure appropriate conduct of participants and others attending a school-related activity at non-District or out-of-District facilities. Those so designated shall coordinate their efforts with persons in charge of the facilities.

PROHIBITIONS

TOBACCO AND E-CIGARETTES

~~PROHIBITIONS~~

~~ELECTRONIC CIGARETTES~~

The District prohibits **smoking and** the use of **tobacco products and e-**~~electronic~~ cigarettes ~~or any other electronic vaporizing device~~ on District property**, in District vehicles, or** ~~-~~at **school-related activities**~~all times~~.

~~WEAPONS~~

The District prohibits the **unlawful** use, possession, or display of any firearm, illegal knife, club, or prohibited weapon, as defined at FNCG, on all District property at all times.

EXCEPTION

No violation of this policy occurs when the use, possession, or display of an otherwise prohibited weapon takes place as part of a District-approved activity supervised by proper authorities. **[See FOD]**

CHILD ABUSE INVESTIGATION

When a representative of the Department of Family and Protective Services or another lawful authority **requests**~~desires~~ to question or interview a student at school as part of a child abuse investigation, the principal shall cooperate fully with the official's requests regarding the conditions of the interview or questioning.

OTHER~~OTHER~~ QUESTIONING OF STUDENTS

When law enforcement officers or other lawful authorities **request**~~desire~~ to question or interview a student at school for any purpose other than a child abuse investigation, the following guidelines shall apply:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's **parent**~~parents~~ or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, **the parent**~~parents~~ shall not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

STUDENTS TAKEN INTO CUSTODY

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student ~~[see GRA]~~ and then shall deliver over the student.

The principal shall immediately notify the Superintendent and ordinarily shall notify the **parent**~~parents~~ or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the **parent**~~parents~~ at that time, the principal shall not notify the **parent.**

[See FO for notification requirements by the campus behavior coordinator under Education Code Chapter 37.]~~parents.~~

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

HUMAN RESOURCES

To: Board of Trustees
Date: November 11, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Shane Conklin
DATE: November 16, 2015
RE: Public Notification of Teacher Quality

SUMMARY:

According to the No Child Left Behind Act of 2001 (NCLB) each local school district is required to report how the District compares to measurable highly qualified (HQ) teacher objectives established by the State of Texas.

Please find attached the report that is presented for your information and will be made available to the public via the District website.

Respectfully submitted,

James M. Largent, Ed.D., Superintendent of Schools

Staff Person Responsible: Shane Conklin, Director of Human Resources

Date Submitted: November 11, 2015

"PUBLIC NOTIFICATION of TEACHER QUALITY (HIGHLY QUALIFIED)"

The No Child Left Behind Act of 2001 (NCLB) requires each local school district to report progress of the district toward meeting the State's measurable highly qualified (HQ) teacher objectives. The baseline for these statewide objectives was established during the 2002-03 school year. During the current year, the District is required to report this information to the Board of Trustees in a public report by December 15, 2015.

The following table indicates the target percentages established by the state per year compared to the actual percentage of highly qualified teachers employed by the Granbury Independent School District (GISD) and the statewide results.

School Year	Percentage of HQ Teachers (State Aggregate) **Target**	State Actual Percentage	G I S D Percentage of HQ Teachers
2002-03 (State Baseline/State Actual/GISD Actual)	76.2	93.09	97.47
Since 2006-2014	100.0	N/A	100.0
2015-16 School Year	100.0	N/A	99.9

During the baseline year (2002-03) the District was able to report 97.47% of its teaching faculty in the academic core areas (compared to the State result of 93.09%) as highly qualified classroom teachers. The District's percentage of highly qualified teachers has continued to increase since the baseline year, reaching 100% at the end of the 2006-07. Since the 2006-07 school-year the state requirement has been that Districts be 100%. GISD has remained 100% since 2006-14. September 16, 2015 was the required reporting date of the Campus Highly Qualified Teachers Compliance Report for the 2015/2016 year and on that date GISD reported 99.9%.

Additionally, teachers of core academic subjects* on all local campuses have Highly Qualified teachers as indicated below:

PERCENTAGE OF HQ TEACHERS REPORTED BY CAMPUS

CAMPUS	PERCENTAGE
Granbury High	99.9
STARS	100.00
Crossland 9th Grade Center	100.00
Granbury Middle	100.00
Acton Middle	100.00
Oak Woods	100.00
Brawner Intermediate	100.00
Acton Elementary	100.00
Baccus Elementary	100.00
Roberson Elementary	100.00
Mambrino Elementary	100.00

*Core Academic Subjects – English, Reading or Language Arts, Mathematics, Science, Foreign Languages (languages other than English), Civics and Government, Economics, Arts (Music, Art, Theatre and Dance), History and Geography. Some CTE (Career Technical Education) and Technology Application Courses that are accepted by SBOE for graduation credit in a specific core academic subject are considered core academic subject courses.

The attached graph (page 5) will show the District's progress compared to the State and to the State Aggregate target percentage.

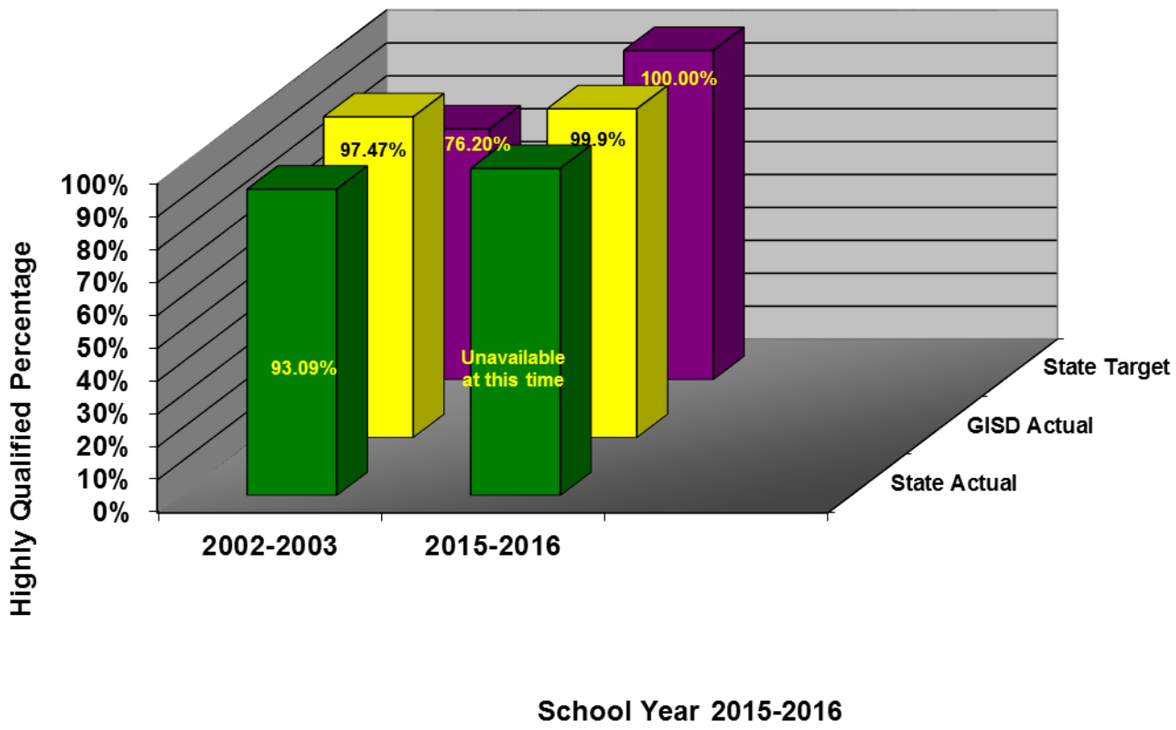
The following chart shows the percentage of Highly Qualified teachers at each campus during the 2002-2003 (the baseline year) and 2015-2016.

Campus	**02-03 HQ %**	**15-16 HQ %**
Acton Elem	100.00%	100.00%
Baccus Elem	96.43%	100.00%
Roberson Elem	96.15%	100.00%
Mambrino	100.00%	100.00%
Brawner Int	100.00%	100.00%
Oakwoods	100.00%	100.00%
AMS	94.59%	100.00%
GMS	93.18%	100.00%
Crossland 9th Grd Cntr	N/A	100.00%
GHS	98.51%	99.9%
STARS	100.00%	100.00%
District Total	97.47%	99.9%

Another objective of the No Child Left Behind (NCLB) law is to reduce the number of core academic subject classes being taught by non-Highly Qualified Teachers or Teachers out-of-field for all students but particularly for the lower socio-economic students. The classes taught by Highly Qualified Teachers are more of a focus of the reports than they have been in the past.

*Core Academic Subjects – English, Reading or Language Arts, Mathematics, Science, Foreign Languages (languages other than English), Civics and Government, Economics, Arts (Music, Art, Theatre and Dance), History and Geography. Some CTE (Career Technical Education) and Technology Application Courses that are accepted by SBOE for graduation credit in a specific core academic subject are considered core academic subject courses.

GISD Highly Qualified Percentages of Teachers



Granbury
Independent School District

From the office of:
Terry Slemmons
Transportation Director

TRANSPORTATION REPORT 2015

Goal #1 SAFETY

- Stop location
- Monthly safety meeting
- Video Cameras
- GPS
- DPS and Police assistance when needed
- Discipline Referral Process/Email videos to administrators
- DL and background checks for staff
- CDL Random drug test
- CDL Certification Class

Goal #2 EQUIPMENT

- Replacement Schedule
- Work Order and Repairs completed in a timely manner
- Training for shop staff
- Competitive bidding process

Goal #3 DRIVER RETENTION

- Wages and Benefits
- Support
- Leave
- Family Atmosphere

Goal #4 DISTRICT SUPPORT

- Night Shuttle
- Field Trips
- Maintenance to all GISD vehicles
- Crossland Shuttles
- Comanche Peak Emergency Evacuation Team

Thanks
Terry Slemmons

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: November 16, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: November 9, 2015
RE: Cash Flow and Investment Report as of October 31, 2015

SUMMARY:

Attached is the Cash Flow and Investment Report for the period ending October 31, 2015.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: November 9, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT

CASH AND INVESTMENT REPORT

FROM October 1, 2015 TO October 31, 2015

FOR BOARD MEETING NOVEMBER 16, 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-OCTOBER 1, 2015	$ 5,190,696	$ 51,664	$ 2,393,928	$ 1,471,388	$ 203,753	$ 677,989	$ 23,562	$ 491,466	$ 444,996	$ 28,593,970	$ 2,272	$ 9,729,449	$ 12,625,956	$ 61,901,090
LOCAL REVENUE-RENT, CAFÉ MEALS,ATH	$ 203,588	$ -	$ 3,740					$ 151,864						$ 359,192
														$ -
TAX COLLECTIONS	$ 659,733	$ 137,652												$ 797,385
														$ -
TEA COLLECTIONS:														$ -
CHILD NUTRITION	$ 231,064							$ 231,064						$ 462,128
FOUNDATION	$ 2,601,552													$ 2,601,552
TITLE FUNDS	$ 75,143													$ 75,143
AVAILABLE SCHOOL FUND	$ -													$ -
IDEA-B FUNDS	$ 80,283													$ 80,283
IMA	$ 10,563													$ 10,563
PERKINS	$ 11,607													$ 11,607
MAC/SHARS	$ 75,964													$ 75,964
TRANSFERS IN	$ -	$ -	$ 2,000,000	$ 1,345,643	$ 2,546,726	$ 31,589	$ 15,189		$ -	$ -	$ -	$ -		$ 5,939,147
														$ -
BOND PAYMENT														$ -
OPERATING EXPENSES	$ (1,501,255)	$ -	$ (2,958,631)		$ (2,387,663)	$ (65,406)	$ (8,242)	$ (234,740)	$ -					$ (7,155,937)
PAYROLL	$ (3,561,475)		$ -	$ (1,421,041)				$ (98,040)						$ (5,080,556)
TEA RECAPTURE	$ -	$ -			$ -									$ -
TRANSFERS OUT	$ -	$ -	$ -						$ -	$ (2,000,000)	$ -	$ (1,070)	$ -	$ (2,001,070)
MONTHLY INTEREST EARNED AND PAID	$ 891	$ 20	$ 270	$ 193	$ 81	$ 114	$ 6	$ 98	$ 62	$ 4,551	$ 0	$ 7	$ -	$ 6,292
ACCRUED INTEREST PAID													$ -	$ -
ENDING BALANCE-OCTOBER 31, 2015	$ 4,078,354	$ 189,337	$ 1,439,307	$ 1,396,182	$ 362,898	$ 644,285	$ 30,514	$ 541,711	$ 445,058	$ 26,598,521	$ 2,273	$ 9,728,387	$ 12,625,956	$ 58,082,783
INTEREST ACCRUED, NOT PAID AT MONTHS END													$ 4,826	$ 4,826
WEIGHTED AVERAGE MATURITY	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	45 Days	46 Days	44 Days	36 Days	$ 143	
CURRENT MONTH AVERAGE MONTHLY INTEREST RATE:	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.167%	0.195%	0.094%	0.140%		
PRIOR MONTH AVERAGE MONTHLY INTEREST RATE:	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.167%	0.187%	0.072%	0.130%	Various	
												CDs Various		

We, the approved Investment Officers of Granbury ISD, hereby certify that the above Investment Report represents the investment position of the District (as of the end of the month indicated at the top of this investment form) in accordance with the Board approved Investment Funds Policy, the Public Funds Investment Act (Texas Government Code 2256), and Generally Accepted Accounting Principals (GAAP).

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

Emmett J. Whitefield
District Comptroller

2015-16 INTEREST ACCRUED (as of 10/31/15)			
Sep-14	$ 22,209.02		Mar-15
Oct-14	$ 6,291.89		Apr-15
Nov-14			May-15
Dec-14			Jun-15
Jan-15			Jul-15
Feb-15			Aug-15
		TOTAL	$ 28,500.91

OCTOBER INTEREST ACCRUED	$ 4,826.09
OCTOBER INTEREST EARNED & PD	$ 6,291.89
OCTOBER TOTAL INTEREST	$ 11,117.98

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: November 16, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: November 9, 2015
RE: October 31, 2015
Financial Statement

SUMMARY:

Attached is the financial statement for the period ended October 31, 2015 for the general operating fund.

The statement for the period ended October 31, 2015, includes only those transactions that occurred between the period of September 1, 2015, and October 31, 2015. Revenue collected to date equals 8.64% of the budgeted amount compared to 5.88% last year. Expenditures to date represent 17.01% of the budget compared to 13.58% last year.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Persons Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: November 9, 2015

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED OCTOBER 31, 2015

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	48,982,947	894,641	48,088,305	1.83%
5800 STATE SOURCES	9,679,309	4,159,767	5,519,542	42.98%
5900 FEDERAL SOURCES	835,000	87,668	747,332	10.50%
TOTAL REVENUES	**59,497,256**	**5,142,076**	**54,355,179**	**8.64%**
EXPENDITURES				
6100 PAYROLL COSTS	43,696,160	6,944,010	36,752,150	15.89%
6200 PROFESSIONAL & CONTRACTED SERVICES	11,108,483	1,685,893	9,422,591	15.18%
6300 SUPPLIES/MATERIALS	2,529,035	891,740	1,637,295	35.26%
6400 OTHER OPERATING	1,262,377	476,822	785,555	37.77%
6500 DEBT SERVICE	0	0	0	0.00%
6600 CAPITAL OUTLAY	901,200	120,809	780,391	13.41%
TOTAL EXPENDITURES	**59,497,256**	**10,119,273**	**49,377,983**	**17.01%**
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	**0**	**(4,977,197)**	**4,977,197**	

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED OCTOBER 31, 2015

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES					
5700 LOCAL					
PROPERTY TAXES	48,573,905	699,277	47,874,628	1.44%	2.40%
INVESTMENT INCOME	29,000	6,861	22,139	23.66%	111.95%
OTHER LOCAL INCOME	380,042	188,504	191,538	49.60%	39.50%
5800 STATE					
STATE FUNDING	9,679,309	4,159,767	5,519,542	42.98%	21.45%
5900 FEDERAL					
FEDERAL PROJECTS	835,000	87,668	747,332	10.50%	1.23%
TOTAL REVENUES	**59,497,256**	**5,142,076**	**54,355,179**	**8.64%**	**5.88%**
EXPENDITURES					
11 INSTRUCTION	30,961,997	5,316,266	25,645,730	17.17%	11.52%
12 INSTRUCTIONAL RESOURCES & MEDIA	731,150	116,244	614,906	15.90%	11.38%
13 CURRICULUM & STAFF DEVELOPMENT	763,457	145,371	618,086	19.04%	19.52%
21 INSTRUCTIONAL LEADERSHIP	507,004	80,033	426,971	15.79%	16.66%
23 SCHOOL LEADERSHIP	3,413,647	561,506	2,852,141	16.45%	16.62%
31 GUIDANCE/COUNSELING	2,594,368	449,375	2,144,993	17.32%	14.15%
32 SOCIAL WORK SERVICES	65,000	64,648	352	99.46%	110.70%
33 HEALTH SERVICES	380,294	67,912	312,382	17.86%	9.98%
34 TRANSPORTATION	2,756,166	619,147	2,137,019	22.46%	22.39%
35 FOOD SERVICE	0	0	0	0.00%	0.00%
36 CO-CURRICULAR/EXTRACURRICULAR	1,846,024	317,197	1,528,827	17.18%	15.30%
41 GENERAL ADMINISTRATION	2,401,626	442,020	1,959,606	18.41%	17.86%
51 PLANT MAINTENANCE	6,111,553	1,555,966	4,555,587	25.46%	27.36%
52 SECURITY & MONITORING SERVICES	266,674	55,576	211,098	20.84%	16.17%
53 DATA PROCESSING	1,228,961	292,719	936,242	23.82%	27.15%
61 COMMUNITY EDUCATION	110,302	5,466	104,836	4.96%	10.00%
71 DEBT SERVICE	0	0	0	0.00%	0.00%
81 FACILITIES CONSTRUCTION & ACQUISITION	0	0	0	0.00%	0.00%
91 CONTR INSTRUCTIONAL SERVICES	4,504,033	0	4,504,033	0.00%	0.00%
93 PAYMENTS TO FISCAL AGENT	65,000	25,620	39,380	39.42%	0.00%
99 OTHER INTER GOV CHARGES	790,000	4,208	785,792	0.53%	0.43%
TOTAL EXPENDITURES	**59,497,256**	**10,119,273**	**49,377,983**	**17.01%**	**13.58%**
	0				
OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**0**	**(4,977,197)**	**4,977,197**		

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: November 16, 2015
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: November 9, 2015
RE: Bond Expenditure Update
As of October 31, 2015

SUMMARY:

Attached are bond expenditures through the period ended October 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: November 9, 2015

GRANBURY ISD

Bond Project Status

Budget, Commitments, Expenditures, Construction Contracts (thru 10/31/15)

Summary Status - Construction

Description	Budgeted	Committed	Expended
Soft Cost	$ 5,819,639.00	$ 36,883.78	$ 4,154,817.64
Hard Cost	$ 54,186,317.00	$ 21,091,206.79	$ 31,735,556.21
Contingency	$ 3,704,480.00	$ 42,880.39	$ 487,102.38
Construction Total	***$ 63,710,436.00***	***$ 21,170,970.96***	***$ 36,377,476.23***

Summary Status - Other Areas

Description	Budgeted	Committed	Expended
Band Equip	$ 400,000.00	$ 14,951.86	$ 244,880.21
Bus Replacement	$ 1,600,000.00	$ 365,200.98	$ 1,234,799.00
Classroom Furniture	$ 1,000,000.00	$ -	$ 211,738.67
Furniture, Fixture, Equip	$ 4,461,564.00	$ 20,285.00	$ 1,058,597.89
Technology	$ 10,800,000.00	$ 41,725.57	$ 4,295,253.88
Other Areas Total	***$ 18,261,564.00***	***$ 442,163.41***	***$ 7,045,269.65***

Construction Vendor Status

Contract / Service	Paid to Date	Description
Alliance Geotech	$ 201,381.47	*Materials Testing*
Buford-Thompson	$ 31,992,988.21	*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	$ 5,925.00	*Asbestos Abatement Consultant GHS*
GCA Services	$ 11,031.00	*Scrub & Finish New VCT - GHS*
G&G Electric	$ 6,678.00	*AG Complex Welder Plugs; Misc Svc*
Gomez Floor	$ 1,300.53	*Dressing Rm Floors (due to abatement)*
Granbury Glass	$ 1,977.00	*Mirrors - GHS*
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	$ 3,716,871.62	*Architect*

Contract / Service	Paid to Date	Description
IESI	$ 11,288.08	*Temporary Roll-Off*
JPH Land Surveying	$ 44,900.00	*Survey*
JSK Company	$ 7,480.00	*Video Surveillance Supplies - GHS*
Mark's Plumbing	$ 392.48	*Temporary Training Rm*
Mobile Modular	$ 8,013.20	*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	$ 91,631.64	*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	$ 238.00	*Asbestos Abatement Notification Fee*
Woodard Builders	$ 82.50	*Glass in Receptionist Door - BES*

Construction Vendor Total $ 36,377,476.23