Notice of Budget Workshop/Regular Meeting
The Board of Trustees
Granbury ISD
Monday, July 25, 2016
1:00 PM

A Budget Workshop/Regular Meeting of the Board of Trustees of Granbury ISD will be held Monday, July 25, 2016, beginning at 1:00 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 - 1:00 PM - GISD Board Room
2. Budget Workshop 3
3. Convene in closed session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq. - 4:00 p.m.
    a. Chapter 551.074 - Personnel, Discussion of Employees
        1. Employee Evaluation, Reassignment, Duties, Discipline, or Dismissal
        2. Consider Staff Appointments
        3. Consider Superintendent's Evaluation 61
        4. Consider Superintendent's Contract
4. Reconvene in open session - 6:00 PM
5. Moment of Silence/Invocation
6. Pledges - U.S. Flag & Texas Flag
7. Public comments/audience participation
8. Discussion/Action
    a. Consider Consent Agenda Items
        1. Minutes of the May 9, 2016 Regular Meeting 66
        2. Minutes of the June 25, 2016 Special Board Meeting 70
        3. Consider Budget Amendments 72
        4. Consider Renewal of Transportation Supplies, Equipment & Services CSP 2015-12 75
    b. Consider Policy Change FFA (LOCAL): Student Welfare - Wellness and Health Services 87
    c. Consider Meal Price Recommendations 2016-17 91
    d. Consider Policy Change DNA (LOCAL): Teacher Appraisal System 93
    e. Discuss 2016 - 2017 GISD Employee Handbook 98
    f. Consider Teacher Appraisal Calendar for 2016 - 2017 and List of Appraisers 177
    g. Consider Approval of the Resolution Adopted by the Parker County Appraisal District Seeking Approval to Construct and Furnish an Addition to their Current Appraisal District Office 181
    h. Consider Renewal of Property, Crime, General Liability, Educator's Legal Liability, and Automobile Insurance with the Texas Rural Education Association Risk Management Cooperative (formerly Texas Schools Property & Casualty Cooperative) 186
    i. Consider the Proposed Tax Rate to be Published in the "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate" 204
    j. Consider the Agreement for Purchase of Attendance Credits with the Texas Education Agency for the 2016-17 School Year 205
    k. Consider 2016-17 Compensation Plans and Stipend Schedules 208
9. Reports
    a. Superintendent's Report
        1. Facilities Report
        2. Highest and Best Use Study (BHU) Committee
        3. Review TASB Policy Update 105 232
    b. SHAC Report 241
    c. Child Nutrition - Healthy Kids Presentation 248
    d. Financial Statements for Period Ending June 30, 2016 258

e. Cash Flow and Investment Reports for Period Ending June 30, 2016 261
f. Bond Expenditures Monthly Update for Period Ending June 30, 2016 263
g. Report of Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL) 265

10. Consider action on items discussed in closed session
    a. Consider Staff Appointments
    b. Consider Superintendent's Evaluation
    c. Consider Superintendent's Contract
11. 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, July 22, 2016, at 3:00 p.m. 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

Budget Development Process And Responsibilities

Dr. James Largent, Superintendent
Dobie Williams, Assistant Superintendent for Finance and Operations

GISD School Board

07/25/16

Budget Responsibilities - Superintendent

- According to Education Code and Board Policy CE (LEGAL) “The Superintendent shall prepare, or cause to be prepared, a proposed budget covering all estimated revenue and proposed expenditures of the District for the following fiscal year. *Education Code 44.002.”*

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Budget Responsibilities - Superintendent

- According to Board Policy CE (LOCAL)
  - "Budget planning shall be an integral part of overall program planning so that the budget effectively reflects the District's programs and activities and provides the resources to implement them. In the budget planning process, general educational goals, specific program goals, and alternatives for achieving program goals shall be considered, as well as input from the District, campus-level planning and decision-making committees. Budget planning and evaluation are continuous processes and shall be a part of each month's activities."

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Expenditures

- According to the Financial Accountability System Resource Guide, the following funds are to be presented to the Board for approval
  - 199 – General Operating
  - 240 – Child Nutrition
  - 599 – Debt Service
- The Budget is adopted at the function level

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Budget Responsibilities – Board of Trustees

- According to Education Code, Financial Accountability System Resource Guide, and Board Policy CE (LEGAL) the Board has the following responsibilities:
  - Review/prioritize/revise proposed budget submitted by Superintendent and staff in workshops/working sessions.
  - Call a public meeting in which to adopt the budget
  - Publish notice of such meeting

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Budget Responsibilities – Board of Trustees

- "The Board shall adopt a budget to cover all expenditures for the succeeding fiscal year at the meeting called for that purpose and before the adoption of the tax rate for the tax year in which the fiscal year covered by the budget begins." *Education Code 44.004(f)-(g)*
- Further the policy states "The Board shall have the authority to amend the approved budget or to adopt a supplementary emergency budget to cover necessary unforeseen expenses"

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GRANBURY ISD

GISD 2016-17 Budget Process

Budget Parameters

- February 2016- Budget Parameters were set by Superintendent and Assistant Superintendent for Finance and Operations
  - Student: Teacher Ratios established
  - Allocations established
    - Campuses
    - Departments

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Budget Development Process – Assumptions

- Assumptions and calendar were presented to the Board at the February 22, 2016 Meeting
  - Allocations consistent with prior year
  - Staffing of vacated positions is still reviewed by Superintendent to determine to replace or not based on Staffing Formulas and district need
  - Unfortunately, due to the recent ruling by the Supreme Court on the school finance law suit, we will not see any new money from the State in the near future unless the legislature comes up with a new plan to provide additional funding for public education.
  - Additional State Aid for Tax Reduction (ASATR) still a looming issue for GISD and 200 + other districts at last count.

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Budget Development Process – Budget Packets

- February 18, 2016 – Budget Packets were distributed to Principals and Directors
  - Per pupil allocations were calculated and presented to campuses based on projected enrollment
  - Central Office and Department budgets were developed based on allocations and fixed costs.

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Budget Development Process – Campus/Dept Activity

- During the months of February & March:
  - Principals met with Staff and Campus Leadership Teams to develop budgets
  - Directors met with Staff and Principals to develop budgets
- Budgets were submitted to Business Office on or before April 15, 2016
  - Submitted via Skyward Budget worksheet

Budget Development Process – Other Considerations

- Staffing Formulas reviewed
  - Maintained formulas approved by Board
- Vacated Positions Reviewed before posting
- Still behind market on salaries
  - Teachers received mandated increase for 2010-11 (1%) – no other personnel received an increase
  - No increase for any employees for the 2011-12 fiscal year
  - A 2 % increase was given to all employees in 2012-13
  - In 2013-14 teachers received a step increase (1%) and all other employees received a 1% increase
  - All employees received 2% salary increase in 2014-15
  - Teachers received a $1,500 increase and all other employees received a 3% salary increase in 2015-16.

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Budget Development Process

- Revenue projections were reviewed
  - Preliminary Taxable Values – 05/02/16
    - Increase in residential and commercial values
    - Substantial decrease in mineral values
    - Slight to no increase anticipated in overall certified values
  - Current Collection Rate
    - Assumption was 99%
  - Student Growth - 2% student ADA growth (approximately 130 ADA) used for 2016-17 budgeting purposes based on last 3 years
    - Growth of approximately 150 ADA in 2013-14, 2014-15 and 2015-16
    - Continued growth anticipated for 2016-17
  - Other Revenue Sources were reviewed
  - Ch 41 Status, etc.
- District calculation of projected revenue

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2016-17 Budget Workshop

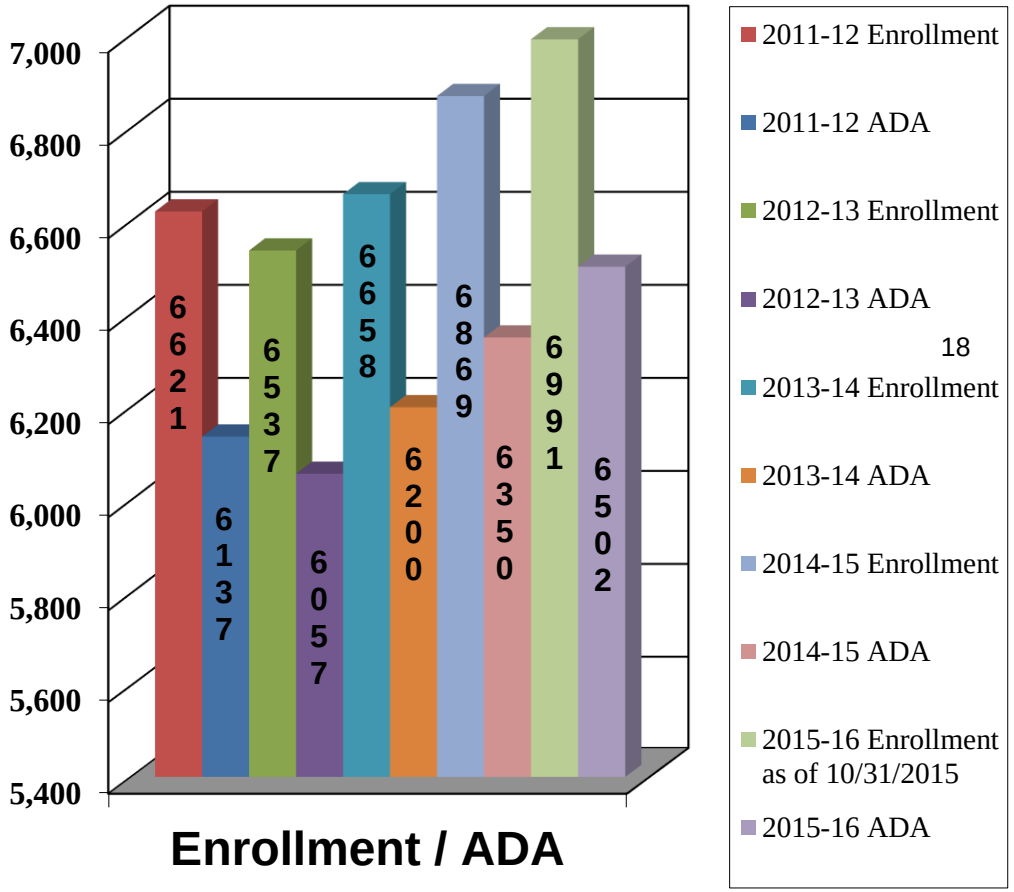
Dr. James Largent, Superintendent
Dobie Williams, Assistant Superintendent for Finance and Operations
GISD School Board
07/25/16

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Enrollment

Enrollment

- Campus budget allocations for 2016-17 based on a projected enrollment of 7,139 students.



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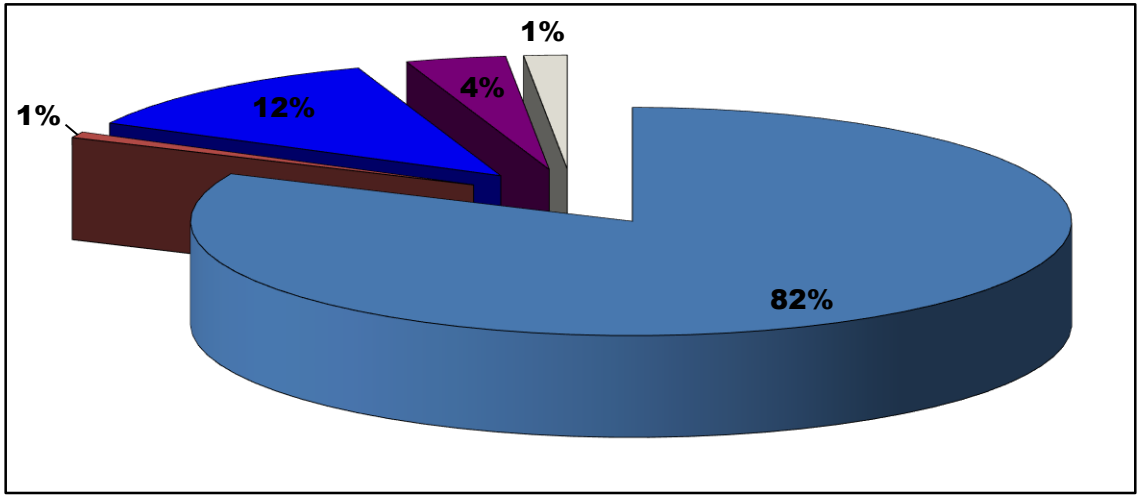
Revenue

Revenue Sources

- Local Revenue
  - Property Taxes
  - Interest Income
  - Enterprising Income
  - Miscellaneous
- State Revenue
  - TIER I & II
  - ASATR (Additional State Aid for Tax Reduction) – may be eliminated in 2017-18
  - TRS On-Behalf
  - Other State Revenues
- Federal Revenue
  - Indirect Revenue from Federal Programs
  - SHARS – School Health Related Services
  - MAC – Medicaid Administrative Claims
  - JROTC

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Revenue Sources



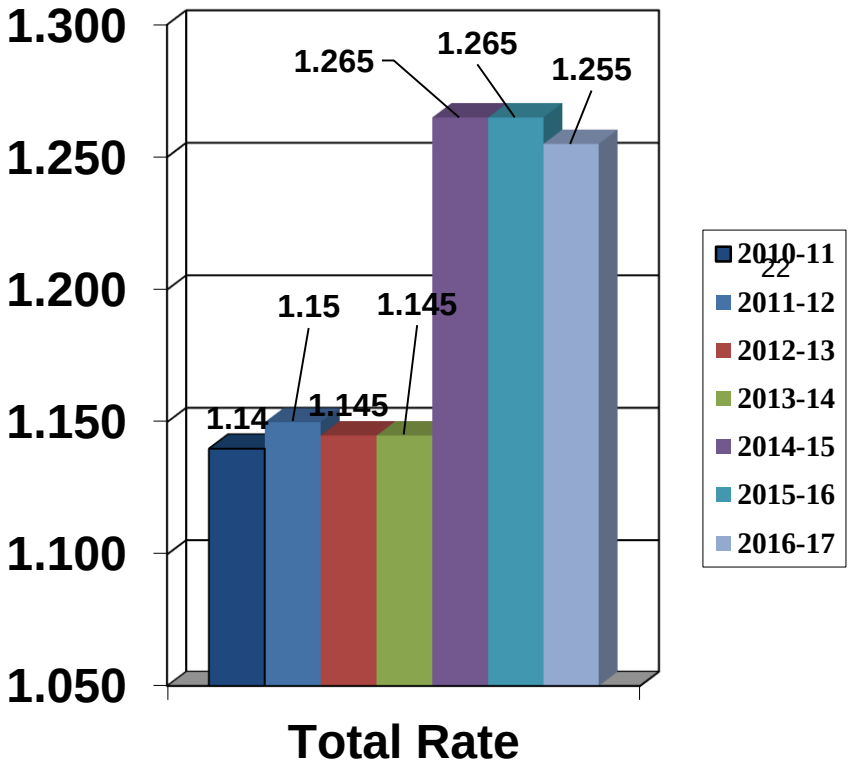
- **Local Tax Revenue $49,459,984**
- **Misc Local Revenue $502,000**
- **State Revenue $7,313,378**
- **TRS On Behalf Revenue $2,212,230**
- **Federal Revenue $955,000**

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Tax Rates

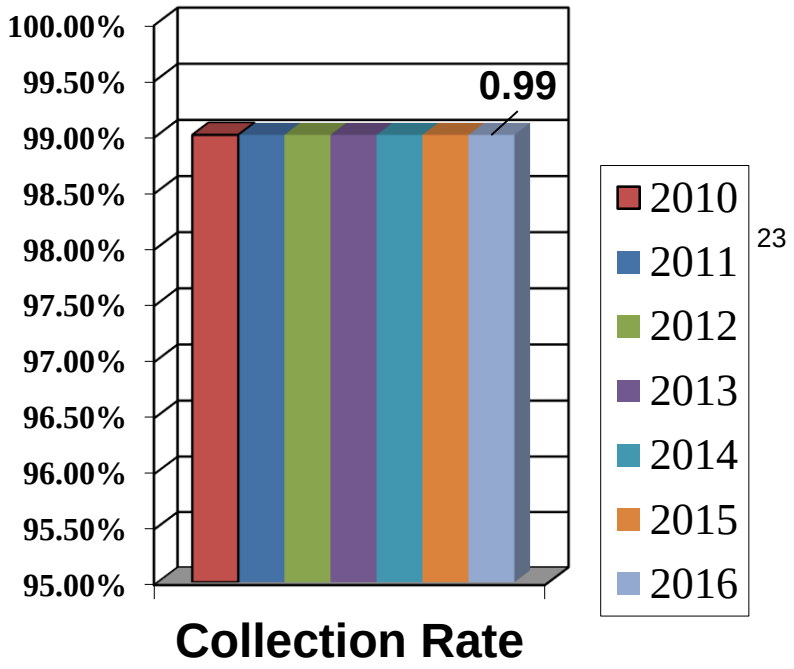
- Tax Rate is set by the School Board
  - Maximum rate of $1.17 M & O
  - Election required above $1.04
- Debt rate necessary to meet current obligations
- Subject to Roll Back Calculation
- Current total rate of $1.255

M & O -	1.04
Debt Service -	0.215



Tax Rates

- Total Collections compared to current levy
  - Including prior year taxes and Penalties and Interest
- History is used to determine collection rate to use



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Expenditures

Functions

- Function 11 – Instruction
- Function 12 – Instructional Resources & Media Services (Library)
- Function 13 – Curriculum Development & Instructional Staff Development
- Function 21 – Instructional Leadership
- Function 23 – Campus Leadership
- Function 31 – Guidance, Counseling & Evaluation Services

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Functions

- Function 32 – Social Services
- Function 33 – Health Services
- Function 34 – Student Transportation
- Function 35 – Food Service
- Function 36 – Co-Curricular /Extracurricular Activities
- Function 41 – General Administration
- Function 51 – Plant Maintenance & Operations
- Function 52 – Security & Monitoring Services

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Functions

- Function 53 – Data Processing
- Function 61 – Community Services
- Function 71 – Debt Services
- Function 81 – Facilities Acquisition and Construction
- Function 91 – Contracted Instructional Services Between Public Schools
- Function 99 – Other Intergovernmental Charges

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Object Codes

- Used for clarification of Budget
  - 6100 Payroll Costs
  - 6200 Professional and Contracted Services
  - 6300 Supplies & Materials
  - 6400 Other Operating Costs
  - 6500 Debt Service
  - 6600 Capital Outlay - Land, Buildings, & Equipment
    - GISD also uses this code for inventory tracking – submitted to TEA as 6300 if applicable

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GRANBURY ISD

General Operating Budget

Fund 199

General Operating Expenditures - Allocations

GRANBURY ISD

- Campus Budgets were allocated a per pupil allocation ($875,189 total all campuses)

  - High School - $158
  - Middle Schools - $123
  - Elementary Schools - $98

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General Operating Expenditures - Allocations

GRANBURY ISD

- Campus Budgets were developed for the basic program on the campus and basic instructional supplies and materials for all other programs on the campus including the following:
- **Functions: 11, 12, 13, 21, 23, 31, 33, 36, 52**
  - **6100** Salaries - Special Activities specific to campus programs
  - **6200** Professional & Contracted Services
  - **6300** Supplies & Materials
  - **6400** Other Operating Expenses
  - **6600** Capital Outlay

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General Operating Expenditures - Allocations

GRANBURY ISD

- District wide budgets were developed for the following campus programs in addition to the campus allocation
  - Special Programs – G/T, Bilingual/ESL, Sp Ed, CTE, Comp Ed
  - Athletics
  - Copiers
  - Classroom/Teacher Computer Replacement
  - Technology infrastructure costs (fiber, software, etc.)
  - Technology software
  - Student extracurricular transportation

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General Operating Expenditures - Allocations

- Department allocations for 2016-17 are $7,773,263
- State Program and High School Allotment allocations for 2016-17 are $1,111,276
- TEA Recapture and Tax Appraisal / Collection allocations for 2015-16 are $3,939,093

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General Operating Expenditures – Salaries & Benefits

GRANBURY ISD

- Salaries & Benefits
  - $1,500 increase included in budget for teachers
  - GTEI increases included
  - 3.0% Increase from the midpoint included in budget for others
  - Beginning with 2015-16 school year, District now responsible for 1.5% Social Security contribution to TRS Pension Fund. State provided one time payment to cover this cost for 2014-15 school year only. Annual increased cost to District approximately $430,000

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General Operating Expenditures – Salaries & Benefits

- Granbury ISD contributes a higher dollar amount to Employee Health Insurance than the market.
- Maintained same contribution level
  - $350/month – Full Time
  - $254/month – Part Time

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General Operating Expenditures – Salaries & Benefits

- TRS – ActiveCare
  - 0-5% premium increase depending on plan and coverage tier
  - ActiveCare Plan 1HD – Employee Only $341 (no increase)
  - ActiveCare Select – Employee Only $484 ($11 per month increase)
  - ActiveCare Plan 2 – Employee Only $645 ($31 per month increase)
  - Benefit Changes
    - Significant increase in annual out of pocket (OAP) maximums
      - Individual OAP maximum $100 - $250 increase
      - Family OAP maximum $200 - $500 increase

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- Life Insurance – Premium the same
  - $25,000 provided to all employees on top of TRS coverage
- Care Flight Coverage provided for all GISD employees and their families

General Operating Expenditures – New Initiatives for 2016-17

GRANBURY ISD

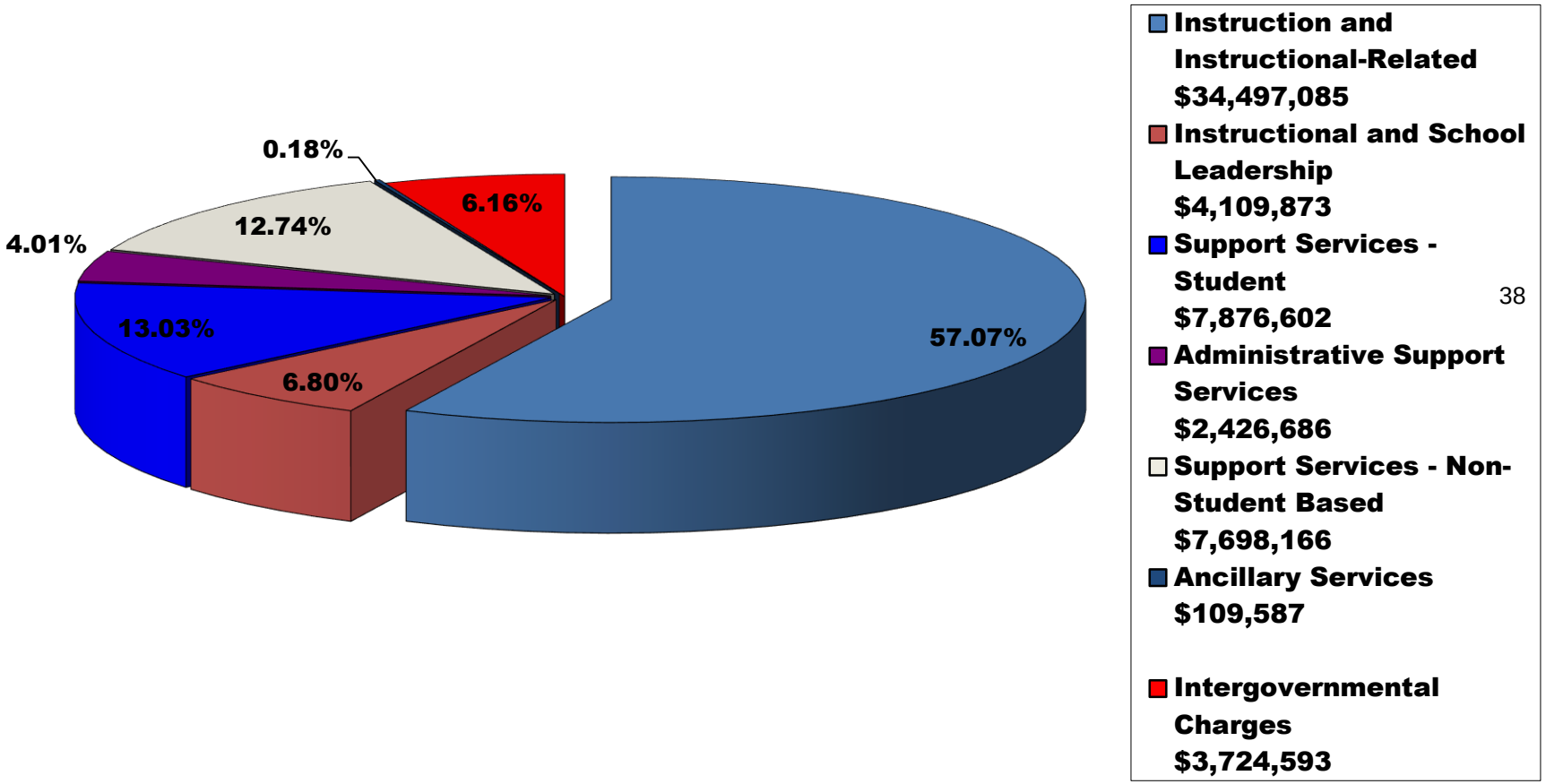
- Health Program – $36,000
- Leadership Academy – $5,000
- Aquatics Pool Rental - $14,500
- RIVS - $6,500

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New Initiatives are a $62,000 Increase in Expenditures

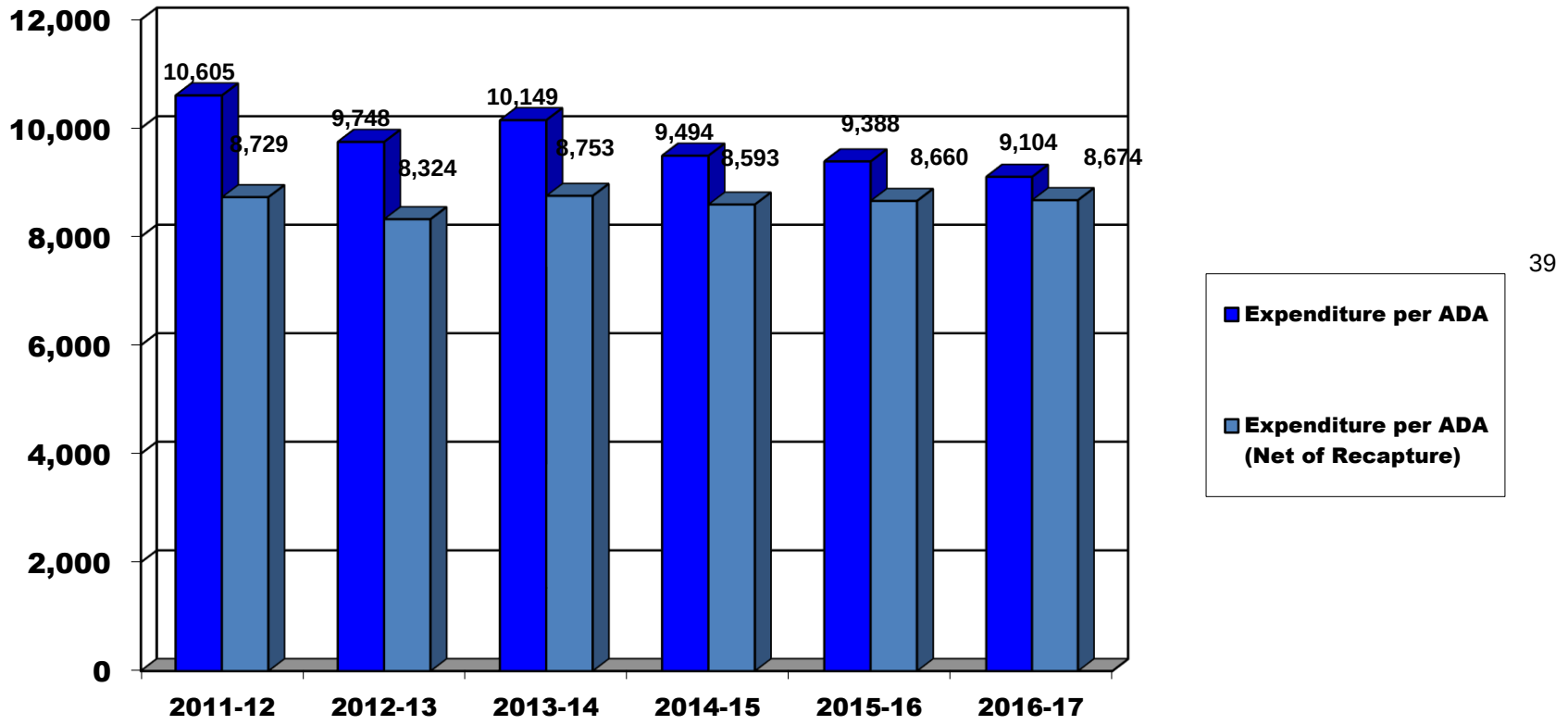
❖ Bring substitute pay inline based on degree / certification regardless of the sub position – Cost absorbed within the substitute budget.

General Operating Expenditures



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General Operating Expenditures per ADA



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General Operating Expenditures

- Total Expenditures are projected to be $60,442,592 including recapture
  - 1.6 % increase from 2015-16 Total Budget
- Proposed Expenditure per ADA is $8,674 (based on 93% of 7,139 projected enrollment, net of recapture)
  - 2015-16 Projected Expenditures per ADA were $8,660 (net of recapture)
- Function 11 - Instruction makes up 57.2% of the total budget (net of recapture)
  - 2015-16 Projected Function 11 (net of recapture) was 56.8%
- Instruction and Instructional Support make up 76.3% of the budget (net of recapture)
  - 2015-16 Instruction & Instructional Support was 75.6%

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GRANBURY ISD

Debt Service Budget

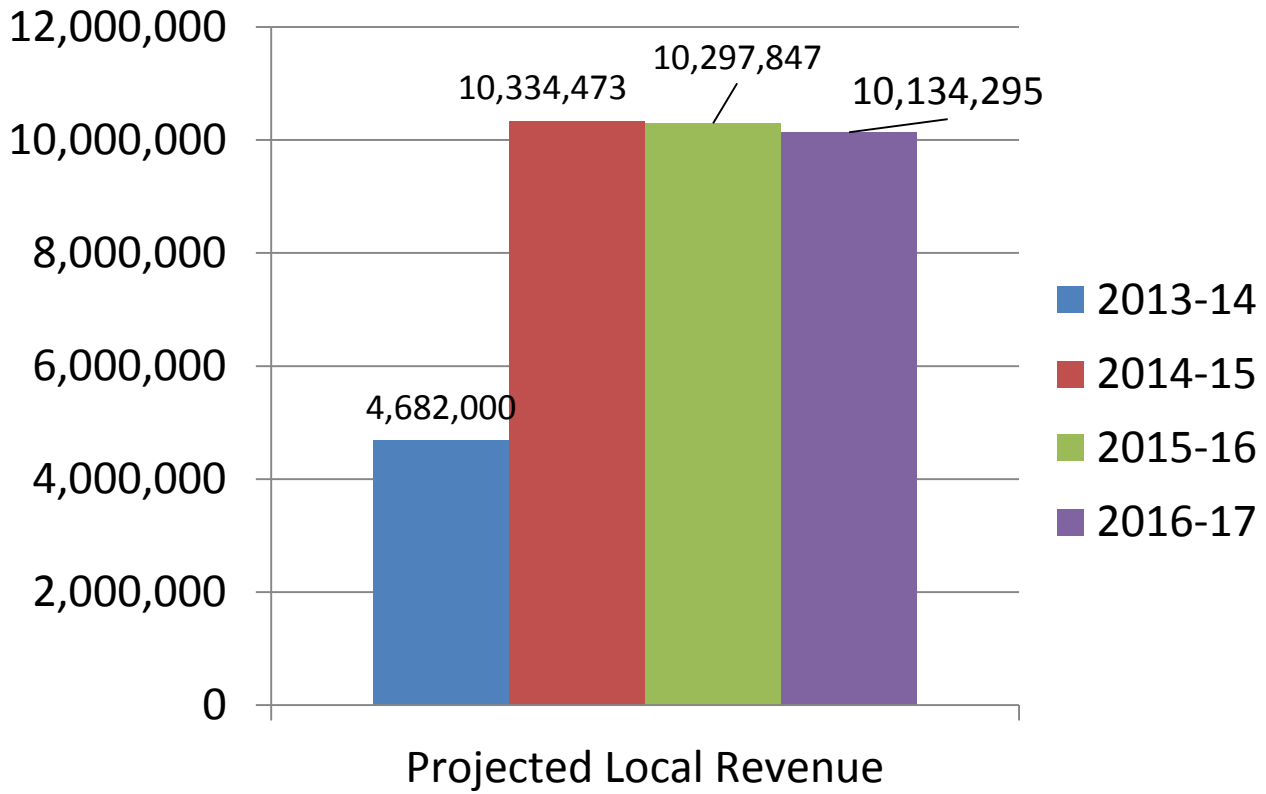
Fund 599

Debt Service Revenue

- State Revenue is projected to be $0
  - GISD does not qualify for EDA or IFA
- Local Tax Revenue is projected to be $10,134,295 with I&S tax rate of $0.215
    - $0.215 I&S rate will generate needed revenue based on estimated property values

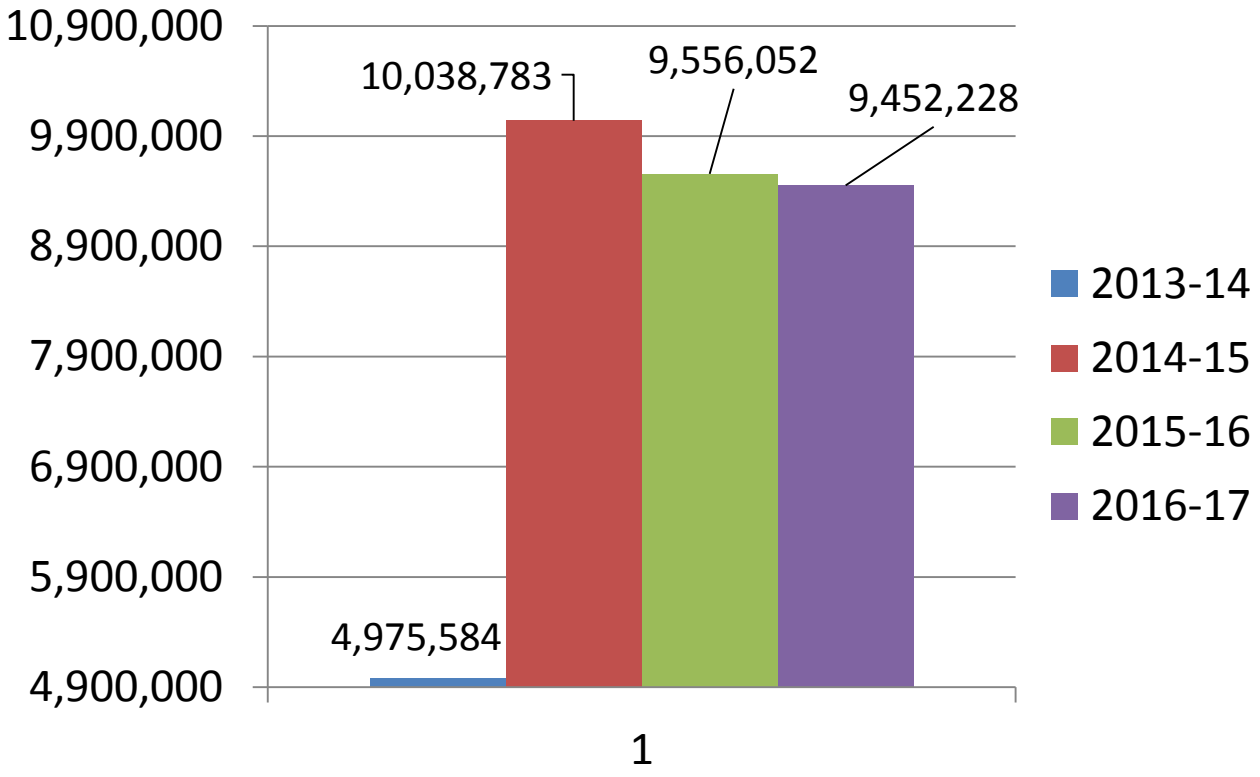
42

Debt Service Revenue



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Debt Service Expenditures



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Debt Service Summary

- Proposed tax rate to meet needs of Debt Service is $0.215 (a decrease of one cent from last year)
- Projected income is more than expenses
  - $682,067

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Debt Service Summary

- Projected debt service fund balance at 8/31/17 will be $2,506,651
  - 26.52% of projected budget

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GRANBURY ISD

Food Service Budget

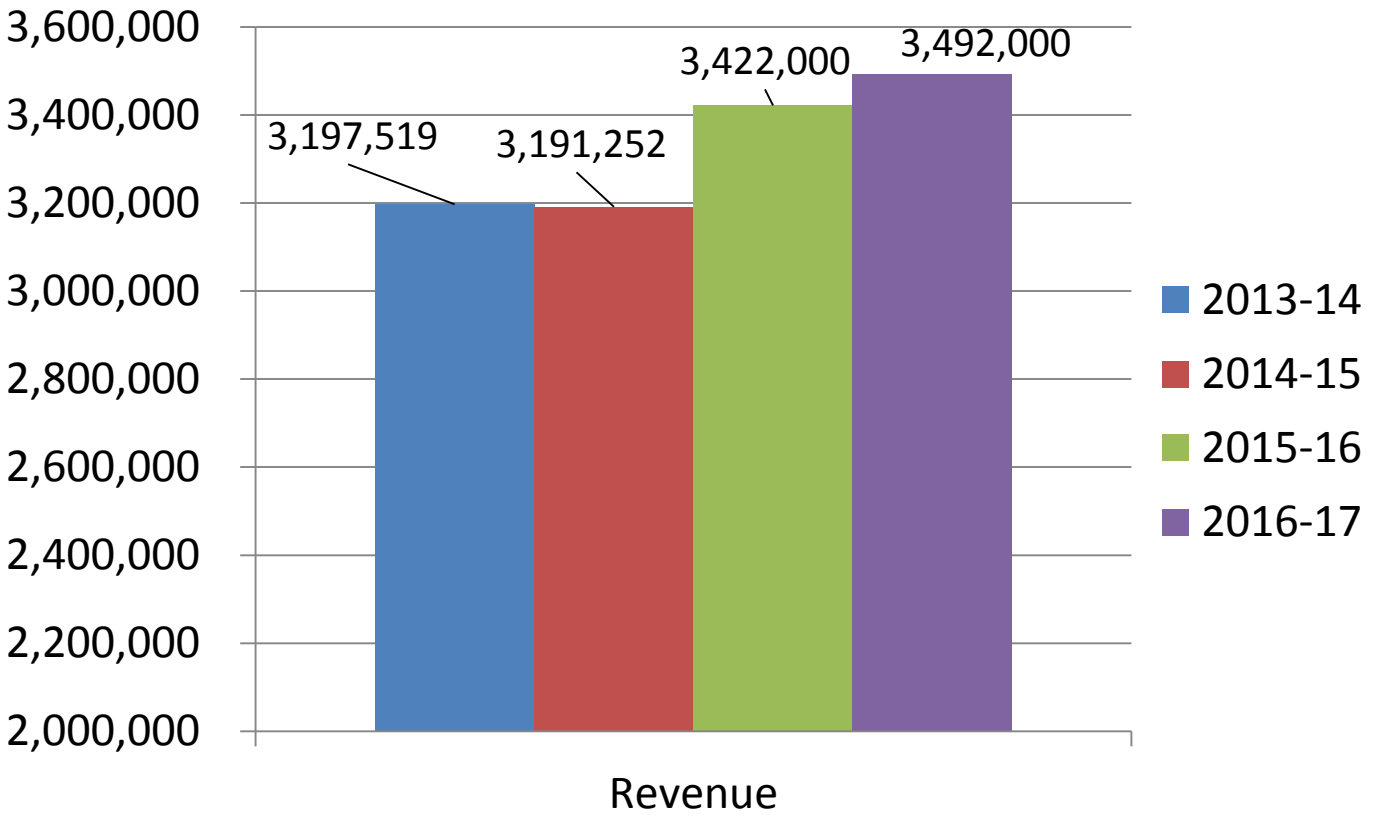
Fund 240

Food Service Revenue

- Revenue is projected to be more next year by $70,000
  - 2% Increase

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Food Service Revenue



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Food Service Expenditures

- Expenditures are projected to increase by $70,000.
- This will be a 2% increase over 2015-16

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Food Service Expenditures



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GRANBURY ISD

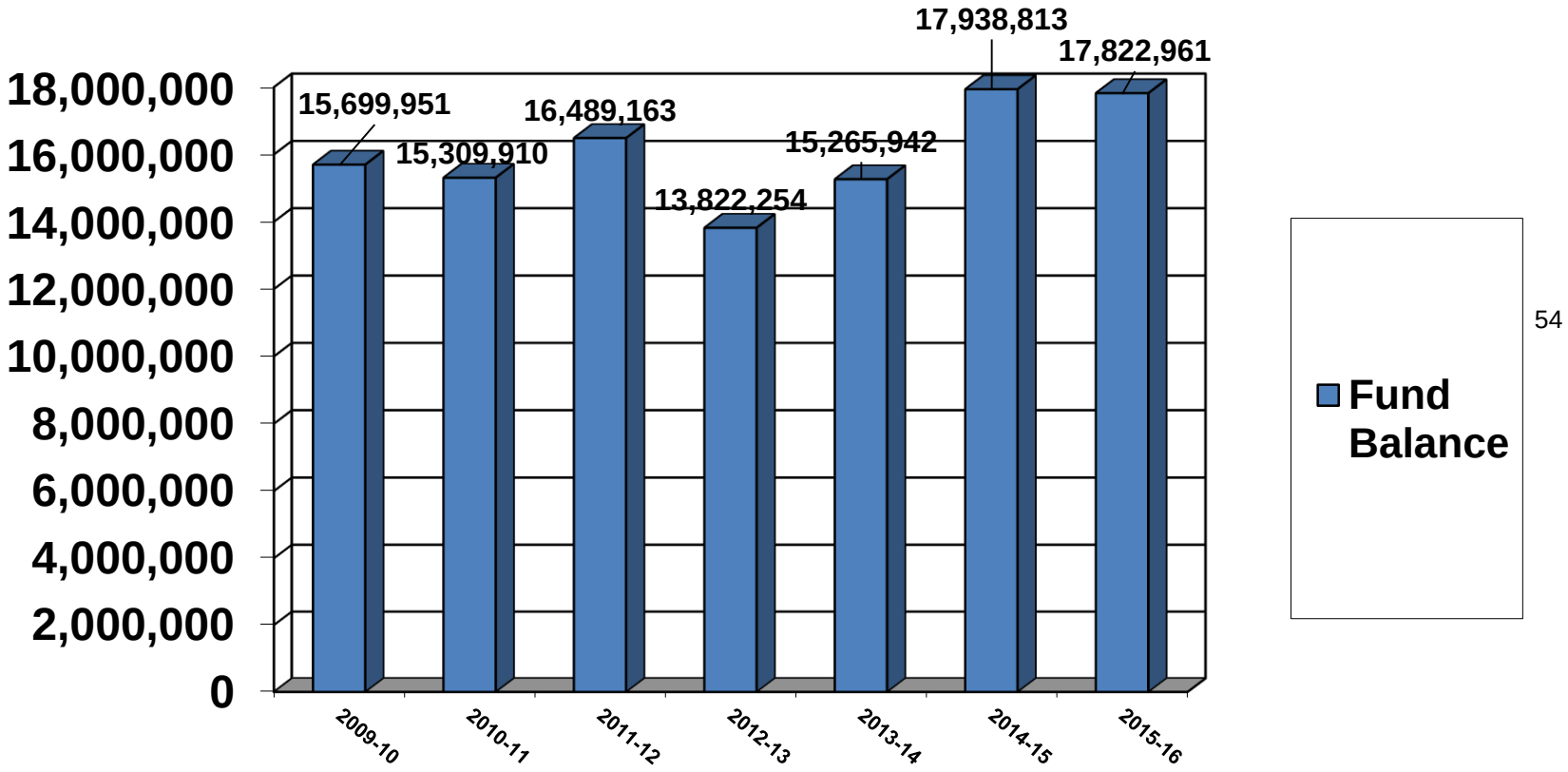
Fund Balance

Fund Balance – General Operating

- Fund Balance is suggested to be maintained at a level of 3 months of operations by TEA
  - Policy CE(LOCAL) states "At a minimum, the goal of the District shall be to maintain committed, assigned, and unassigned fund balances in the general operating fund equal to or exceeding 20 percent of the total annual operating expenditures."
- FIRST rating is not affected by maintaining a fund balance decrease of no more than 20% over two fiscal years

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Fund Balance – General Operating



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GRANBURY ISD

Budget Conclusion

Budget Presentation Conclusion

- Salary increase for staff
  - $1,500 increase for teachers and 3% midpoint increase for other employees
  - Additional increases for GTEI qualifiers.
  - Slight increase in insurance cost to employees depending upon plan chosen
  - TRS contribution rate increased by 0.50 % for employees in 2015-16
- Total Tax Rate proposed is $1.255 (a decrease of one cent from last year)
  - M & O $1.04
  - Debt $ .215

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Budget Presentation Conclusion

GRANBURY ISD

- Property Values projected to stay flat or have a slight increase
  - Little impact to GISD M & O revenue
  - Slight increase to debt service revenue

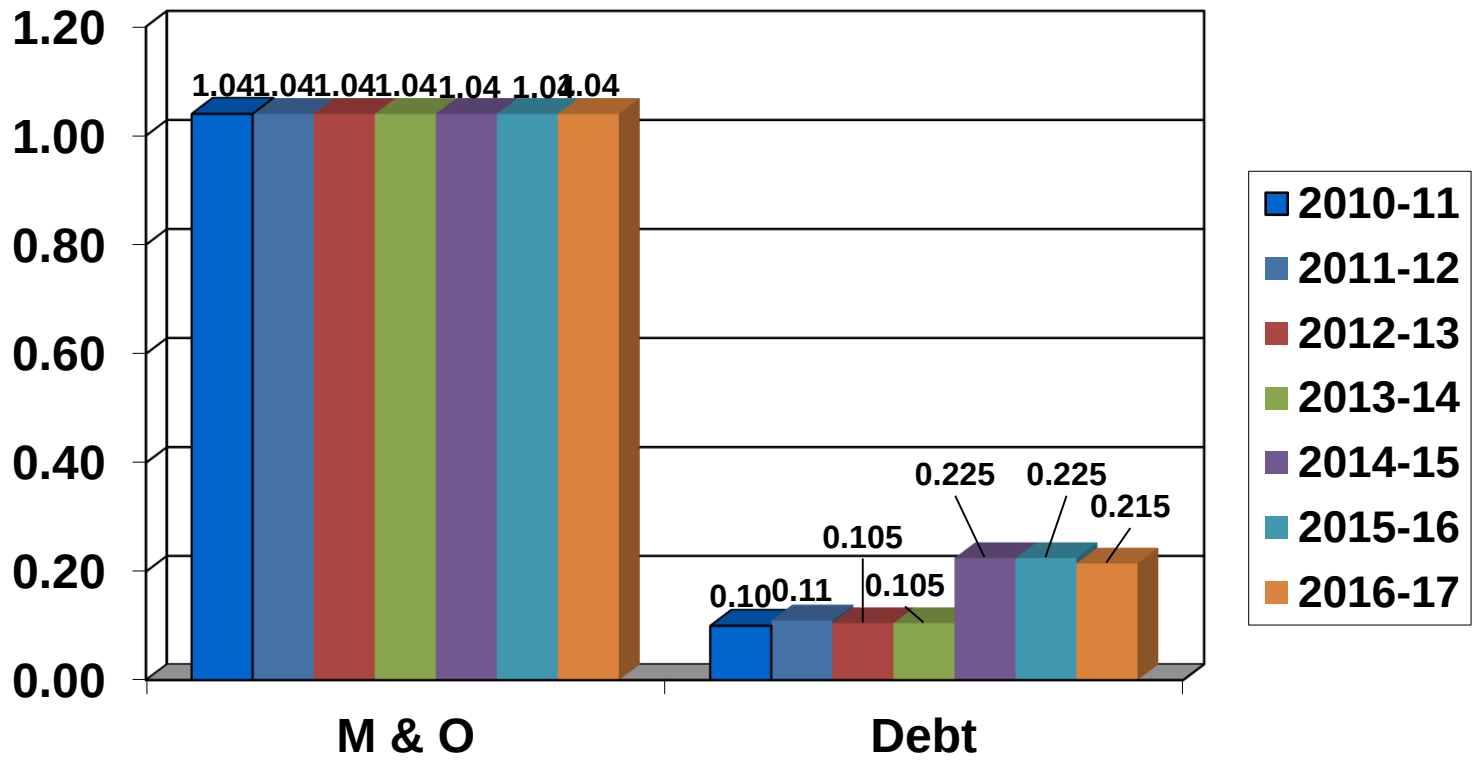
- Failure of the Supreme Court to uphold the ruling of the lower court on the constitutionality of the school finance system means no new state revenue for GISD

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- The legislature could surprise everyone and come up with a solution to the ailing school finance system as suggested by the Supreme Court, however, this is not likely in my opinion

- Failure of the 84th Legislature to pass legislation to aid ASATR districts means the “funding cliff” is still a looming issue for GISD, but there is still hope

Conclusion
Tax Rate



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Budget Presentation Conclusion

- THANKS to all the Principals, Directors and Business Office Staff for their support of the budget process!

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GRANBURY ISD

Questions?

Where do we go from here?

Granbury ISD
Superintendent's Goals & Evaluation Instrument

Name: *Dr. James M. Largent* **Date of Review:** ____*June 20, 2016*_____

Appraisal Period: *July 1, 2015 to June 30, 2016*

Based on available performance information, evaluate the superintendent's effectiveness in meeting each objective. Where applicable, the board should use the data referred to in the item in making its assessment of superintendent performance. A rating shall be assigned to each objective. Comments are encouraged to support each rating but are required on any rating of "Needs Improvement".

Rating Scale:

E	**Exceptional**	**Progress exceeds expectations and criteria noted in the instrument.**
P	**Proficient**	**Progress meets the expectations and criteria noted in the instrument.**
N	**Needs Improvement**	**Progress does not meet the expectations and criteria noted in the instrument.**

Goal 1: Educational Leadership

The superintendent provides leadership and direction for an educational system that is based on desired student achievement.

A. Instructional Management: The superintendent manages an assessment and improvement system for student learning in the major academic subjects that results in the ongoing improvement in student achievement.

Indicators the board shall see:

- Information on how the district will determine deficiencies or areas for improvement in 3 focus areas of instruction and curriculum.
- An annual report of the top 3 instructional areas needing attention, as revealed by the system.
- Annual reports of remediation and instructional improvement efforts implemented, cost, progress, and results as they become available.
- A trend of ongoing improvement as reflected in longitudinal data on student scores in all areas, including the 3 areas of focus.

Rating: _____

Board Comments:

Superintendent Comments

Obviously, academics is our main focus and we spend a lot of time and resources trying to offer our students the best education possible. Overall, we continue to out perform the State and region in most areas and will show the data to you in the Fall when we receive final data from TEA and the TAPR report. For the information that is available now, please see the attached comments **behind Tab 1A**.

B. Student Services Management: The superintendent oversees a program of students services, such as counseling services, health and safety programs, extracurricular programs, and students' discipline.

Indicators the board shall see:

- Annual monitoring reports for these student services programs will be provided to the board.

Rating: _____

Board Comments:

Superintendent Comments

We have a wonderful group of directors who do a great job managing their departments and personnel.

Behind Tab 1B you will see a spreadsheet with all the reports given to the board, where directors have talked about their specific department and the goals associated with them.

C. Staff Development and Professional Growth: The superintendent oversees a program of staff development designed to improve district performance.

Indicators the board shall see:

- An annual summary of the staff development plan, including goals for the program tied to district assessment data and staff appraisal data, and administration-defined measures for assessing program success.
- An annual report on the success of the staff development program as demonstrated by administration-defined measures.

Rating: _____

Board Comments:

Superintendent Comments

Professional development is a huge focus for our staff.

Behind Tab 1C you will find a list of all the training our staff has attended this year. They have already signed up for summer training as well.

<u>Goal 2:</u> Bond Program Oversight

The superintendent will direct the 2013 bond program to insure all funds are being spent properly and all bond initiatives are completed as presented to the community.

Indicators the board shall see:

- Building projects (specifically phase II & III) are progressing as planned and will be completed and open to students as scheduled.
- Tolerance no greater or less than 2% of the project budget.
- Funding for the project is documented and the board is given monthly updates on the status.
- The community is sent monthly updates on progress through the use of mailers, web postings, and other information through social media.

Rating: _____

Board Comments:

Superintendent Comments

Behind Tab 2 you will find information related to our bond program. These updates include the fliers sent to our community as well as the latest financial status of our bond proceeds. All of our projects are included in the overall bond proceeds, and we have done everything and more that we told our community we would do with this program. I believe when finished, we will have facilities that Granbury will be proud of for many years.

Goal 3: District Management

The superintendent demonstrates effective planning and management

of the district administration, finances, operations, and personnel.

A. Facilities and Operations Management: The superintendent maintains a management system designed to produce ongoing efficiencies in major district operations, including transportation, food services, and building maintenance and operations.

Indicators the board shall see:

- Annual goals, targets, or benchmarks and the monitoring process, to be used by administration to assess efficiency in the targeted areas.
- An annual report on success in terms of the goals, including longitudinal data.
- A general trend toward improvement in each area, as defined by the goals, targets, and benchmarks used.

Rating: _____

Board Comments:

Superintendent Comments

During the year, our directors give reports to the board with their department goals and information about the services they provide to our students. Evidence of this goes along with the information found behind **Tab 1B** regarding the reports given to the board throughout the year.

B. Fiscal Management: The superintendent manages a budget development, implementation, and monitoring process that reflects sound business and fiscal practices and that supports district goals.

Indicators the board shall see:

- Budget assumptions and priorities, prior to development of the budget.
- Contingency plans for addressing any anticipated changes in district circumstances that could affect district finances in future years.
- Recommended budget in line with established assumptions and district priorities.
- Monthly financial reports showing implementation compared to adopted budget.
- End of year results that are generally consistent with adopted budget (defined as being within a tolerance of 1% or less).
- Administrative procedures instituted to reduce the risk of fraud.

Rating: _____

Board Comments:

Superintendent Comments

Behind Tab 3B, you will find our budget calendar, budget assumptions, as well as a letter from our auditor indicating a "clean" audit. I believe Dobie Williams and his staff does a great job of taking care of our finances and helping us to plan for the future.

C. Human Resources Management: The superintendent oversees a comprehensive human resources program tied to defined goals and targets developed by administration for board review.

Indicators the board shall see:

- An annual list of goals, targets, or benchmarks for human resource services, related to staffing, compensation and benefits, staff recognition and support).
- An annual report of district success toward meeting the
- year's

  goals, targets, or benchmarks.

Rating: _____

Board Comments:

Superintendent Comments

Shane Conklin has done a great job in his first year as our HR director. **Behind Tab 3C**, you will find information such as HR accomplishments, a dashboard of staff information, information about our new teacher induction program, GTEI program, retirement incentive program, and exit interview summary results.

Goal 4: Board and Community Relations:

The superintendent maintains a positive and productive working relationship with the board of trustees and the community at large.

A. Board Relations:

Indicators the board shall see:

- Recommendations and appropriate supporting materials on matters for board decision including critical information, data and/or reports provided to the board at least 3 days prior to meeting.
- The superintendent responds in a timely and complete manner to board requests consistent with board policy and decisions with the staff and community.

B. Community Relations:

- Evidence of methods for community and business involvement in schools which encourage community and business participation in and with the school district.

Board members should assess this item on whether or not the members feel the superintendent exercised sound judgment on a **generally** consistent basis in meeting the corporate body's expectations in the above areas. The board's rating on this item should reflect the assessment of a majority of the board.

Rating: _____

Board Comments:

Overall Comments by Board Members:

Comments by Superintendent:

Superintendent Comments

I believe our Board/Supt relationship is very positive and I try to communicate regularly with the board through my weekly emails and special messages throughout the month as needed. I feel that I have an open relationship with each board member and feel very comfortable talking with each of them about any topic.

I continue to remain active in our community as I have been a Board member for the Chamber of Commerce and this year became a new Board member for Lake Granbury Medical Center. **Behind Tab 4B**, you will find the flyer we send out each August as information to our community. We get many positive comments about this information, especially from our realtors, hospital, and Chamber members who use this to help recruit people to Granbury.

Superintendent's
*Signature*_____ *Date*_____

Board President's
*Signature*_____ *Date*_____

Minutes of Regular Meeting
The Board of Trustees
Granbury ISD
June 20, 2016
5:00 PM

A Regular meeting of the Board of Trustees of Granbury ISD was held Monday, June 20, 2016, beginning at 5:00 PM in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048.

Presiding Officer ..... Micky Shearon, President

Board Members Present

Nancy Alana
Barbara Herrington
Mark Jackson
Micky Shearon
Chris Tackett

Board Members Absent

Barbara Townsend
B.J. Wallace

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

Micky Shearon, 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 6:04 p.m.

Moment of Silence/Invocation
Mark Jackson led the invocation

Pledge - U.S. Flag and Texas Flag
Micky Shearon led the pledges.

Achievement Spotlight

STARS Principal Ginna Marks and VFW Representative Jim Trimble presented the National Citizenship Education Teacher Post Recognition Award to STARS Accelerated High School Teacher Rhonda Naylor.

FFA Sponsor Courtney Overstreet presented FFA Entomology Team Macey Burch, Brandon Jurado, Alex Myers, and Ben Valles from Granbury High School to the board.

Public comments/audience participation
None

Discussion/Action

Consider Consent Agenda Items
A motion was made by Mark Jackson and seconded by Nancy Alana to approve the Consent Items as presented: 1.Minutes of the May 9, 2016; Regular Meeting; 2. Consider Budget Amendments; 3.Consider Renewal of MRO (Maintenance, Repair & Operations) Supplies & Equipment CSP 2015-11.
Motion Carried: 5 Yes - 0 No

Consider Nomination for the Region 11, Position A, Seat of the TASB Board
The board nominated Bobby Rigues for Region 11, Position A Seat of the TASB Board.

Appoint a Granbury ISD Trustee to Serve on the Granbury ISD Education Foundation for the 2016-17 School Year
A motion was made by Mark Jackson and seconded by BJ Wallace to appointed Board Trustee Chris Tackett to serve on the Granbury ISD Education Foundation for the 2016-17 School Year as presented.
Motion Carried: 5 Yes - 0 No

Consider Call of November 8, 2016 Board of Trustees Election for the Purpose of Filling Places 5, 6, and 7
A motion was made by Nancy Alana and seconded by B.J. Wallace to approve Call of November 8, 2016 Board of Trustees Election for the Purpose of Filling Places 5, 6, and 7 as presented.
Motion Carried: 5Yes - 0 No

Consider Contract for Board of Trustees November 2016 Election and Joint Agreements with Hood, Johnson, Parker, and Somervell Counties Election Administrators Office
A motion was made by B.J. Wallace and seconded by Nancy Alana to approve Contract for Board of Trustees November 2016 Election and Joint Agreements with Hood, Johnson, Parker, and Somervell Counties Election Administrators Office as presented.
Motion Carried: 5 Yes - 0 No

Consider Resolution for Extending the Deadline to Resale Delinquent Tax Properties Through a Public Auction and Extended Sale to be Conducted by Greg Stewart, Chief Appraiser, Hood County Appraisal District

A motion was made by Barbara Herrington and seconded by Mark Jackson to approve the Resolution for Extending the Deadline to Resale Delinquent Tax Properties Through a Public Auction and Extended Sale to be Conducted by Greg Stewart, Chief Appraiser, Hood County Appraisal District as presented.

Motion Carried: 5 Yes - 0 No

Consider MOU Regarding Feasibility Study Regarding the Sale of the Existing Administration Property

A motion was made by B.J. Wallace and seconded by Nancy Alana to approve the MOU Regarding Feasibility Study Regarding the Sale of the Existing Administration Property as presented.

Motion Carried: 4 Yes - 1 No

Budget Discussion and Update

Assistant Superintendent Dobie Williams discussed and reviewed the 2016-17 Budget.

Consider Technology Purchases

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve the Technology Purchases as presented.

Motion Carried: 5 Yes - 0 No

Consider Textbook Recycling

A motion was made by Mark Jackson and seconded by Nancy Alana to approve Textbook Recycling as presented.

Motion Carried: 5 Yes - 0 No

Consider Facility Use Fees

A motion was made by Mark Jackson and seconded by Barbara Herrington to approve Facility Use Fees as presented.

Motion Carried: 5 Yes - 0 No

Consider Catastrophic Leave Request

A motion was made by Nancy Alana and seconded by Barbara Herrington to approve the Catastrophic Leave Request as presented.

Motion Carried: 5 Yes - 0 No

Reports

Superintendent's Report

Facilities Report

Superintendent Dr. James M. Largent gave an update on facilities and announced that facility construction at the high school is progressing on schedule.

GTEI Report

Superintendent Dr. James M. Largent reported on the GTEI program.

Financial Statements for Period Ending May 31, 2016

Assistant Superintendent Dobie Williams presented the Financial Statements for Period Ending May 31, 2016 to the board.

Cash Flow and Investment Reports for Period Ending May 31, 2016

Assistant Superintendent Dobie Williams presented the Cash Flow and Investment Statement for Period Ending May 31, 2016 to the board.

Bond Expenditures Monthly Update for Period Ending May 31, 2016

Assistant Superintendent Dobie Williams presented the Bond Expenditures for Period Ending May 31, 30, 2016 to the board.

Report of Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL)

Assistant Superintendent Dobie Williams reported on Categorical Purchases between $50,000 and $100,000 as Required per Board Policy CH (LOCAL).

Consider action on items discussed in closed session

Consider Staff Appointments

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve Staff Appointments as presented.
Motion Carried: 5 Yes - 0 No

Consider Superintendent's Evaluation

No action taken.

Consider Superintendent's Contract

No action taken.

Consider Hiring Choir Director at Granbury High School

A motion was made by Mark Jackson and seconded by Nancy Alana to approve hiring Kendra Fisher as the Choir Director at Granbury High School as presented.
Motion Carried: 5 Yes - 0 No

Consider Hiring Principal at Nettie Baccus Elementary

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve hiring Robert Herrera as the Principal at Nettie Baccus Elementary as presented.
Motion Carried: 5 Yes - 0 No

Adjourn

There being no further business, the meeting was adjourned at 6:57 p.m.

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.

Micky Shearon, President

Barbara Herrington, Board Secretary

Minutes of Special Meeting
The Board of Trustees
Granbury ISD
June 24, 2016
2:00 PM

A Special meeting of the Board of Trustees of Granbury ISD will be held Friday, June 24, 2016, beginning at 2:00 PM in the Granbury ISD Board Room, 600 West 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.

Presiding Officer ..... Micky Shearon, President

Board Members Present
Nancy Alana
Barbara Herrington
Mark Jackson
Micky Shearon
Chris Tackett
Barbara Townsend

Board Members Absent
B.J. Wallace

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
Micky Shearon, President, called the meeting to order at 2:00 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 2:01 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 2:43 p.m.

Consider action on items discussed in closed session

Consider Hiring Head Football Coach/Men's Athletic Coordinator at Granbury High School

A motion was made by Mark Jackson and seconded by Barbara Herrington to approve hiring Chad Zschiesche as the Head Football Coach and Sunny Galindo as Granbury High School's Defensive Coordinator as presented.

Motion Carried: 6 Yes - 0 No

Public comments/audience participation

None

Discussion/Action

Consider Easement Agreement with the City Of Granbury regarding the Nettie Baccus Elementary Property

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve the Easement Agreement with the City of Granbury regarding the Nettie Baccus Elementary Property as presented.

Motion Carried: 6 Yes - 0 No

Consider Guaranteed Maximum Price (GMP) from Buford Thompson Company and Huckabee for the Administration Complex Project

A motion was made by Chris Tackett and seconded by Nancy Alana to approve the Guaranteed Maximum Price (GMP) of $4,232,542.00 from Buford Thompson Company and Huckabee for the Administration Complex Project including Alternates 1, 3, 4, and 5 as presented.

Motion Carried: 6 Yes - 0 No

Adjournment

There being no further business, the meeting was adjourned at 3:09 p.m.

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.

Micky Shearon, President

Barbara Herrington, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: July 18, 2016
RE: Budget Amendments

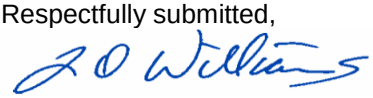
SUMMARY:

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: July 18, 2016

2015-2016
Budget Amendment #11

	July Proposed Budget Amendment #11	Increase	Decrease	Net Effect
Object	**Revenue**			
5700	Revenue Generated	9,483	0	
5800		0	0	
5900		0	0	
	Total	**9,483**	**0**	**9,483**
Function	**Expenses**			
11	Oakwoods - Amend funds for PTO donations	3,344	0	
	Overall effect on Function 11	**3,344**	**0**	**3,344**
12	**Overall effect on Function 12**	**0**	**0**	**0**
13	GHS - Amend funds for UIL Capital Conference	200	0	
	Overall effect on Function 13	**200**	**0**	**200**
21	CTE - Amend funds for staff development	0	50	
	Overall effect on Function 21	**0**	**50**	**(50)**
23	Oakwoods - Amend funds for PTO donations	2,637	0	
	Overall effect on Function 23	**2,637**	**0**	**2,637**
31	CTE - Amend funds for staff development	50	0	
	Overall effect on Function 31	**50**	**0**	**50**
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	Athletics - Amend funds for Pirate Booster Club donation	402	0	
	GHS - Amend funds for UIL Capital Conference	0	200	
	Overall effect on Function 36	**402**	**200**	**202**
41	**Overall effect on Function 41**	**0**	**0**	**0**
51	Oakwoods - Amend funds for PTO donations	500	0	
	Business Office - Amend funds for reclassification of Baccus playground	0	8,886	
51	**Overall effect on Function 51**	**500**	**8,886**	**(8,386)**
52	Oakwoods - Amend funds for PTO donations	2,600	0	
	Overall effect on Function 52	**2,600**	**0**	**2,600**
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	Business Office - Amend funds for reclassification of Baccus playground	8,886	0	
	Overall effect on Function 81	**8,886**	**0**	**8,886**
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	**18,619**	**9,136**	**9,483**

Granbury Independent School District

Fiscal Year 2015-2016

		Adopted Budget	Prior Budget Amendments	Budget Amendment 7/25/2016	Revised Budget
	REVENUE				
5700	Local Revenue	48,950,989	191,314	9483	49,151,786
5800	State Revenue	9,679,309	(500,000)	0	9,179,309
59/7900	Federal Programs/Other Sources	835,000	0	0	835,000
	Total	**$59,465,298**	**(308,686)**	**9483**	**$59,166,095**
	EXPENDITURES				
11	Instruction & Instr. Related Services	31,038,982	645,037	3344	31,687,363
12	Instructional Resources & Media Serve	732,272	(3,077)	0	729,195
13	Curriculum & Instr. Staff Development	762,287	41,787	200	804,274
21	Instructional Leadership	509,079	(3,719)	(50)	505,310
23	School Leadership	3,413,383	(54,781)	2637	3,361,239
31	Guidance, Counseling & Evaluation Serve	2,580,368	83,042	50	2,663,460
32	Social Work Services	65,000	0	0	65,000
33	Health Services	380,294	51,396	0	431,690
34	Student (Pupil) Transportation	2,791,777	25,796	0	2,817,573
35	Food Service	0	0	0	0
36	Co curricular/Extracurricular Activities	1,834,462	47,056	202	1,881,720
41	General Administration	2,382,148	(36,722)	0	2,345,426
51	Plant Maintenance and Operations	6,075,771	98,523	(8386)	6,165,908
52	Security & Monitoring Services	266,179	295,719	2600	564,498
53	Data Processing Services	1,228,961	23,750	0	1,252,711
61	Community Services	110,302	(21,699)	0	88,603
71	Debt Service (M&O)	0	0	0	0
81	Facilities Acquisition	0	410,528	8886	419,414
91	Contracted Instruction Services - Chapter 41	4,504,033	(1,304,695)	0	3,199,338
93	Shared Services Arrangement	0	25,620	0	25,620
99	Other Governmental Charges	790,000	50,000	0	840,000
00	Other Uses	0	0	0	0
	Total Budgeted Expenditures	**$59,465,298**	**373,561**	**9483**	**$59,848,342**
	Excess Revenue over (Under) Expenditures	**0**	**(682,247)**	**0**	**(682,247)**

Prepared by:
D Williams
E Whitefield

GRANBURY INDEPENDENT SCHOOL DISTRICT
INTEROFFICE MEMO
FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 18, 2016
RE: Transportation Supplies, Equipment & Services CSP 2015-12 (Renewal)

SUMMARY:

A proposal was let to provide a pool of vendors for the purchase of supplies, equipment and services for the transportation department on an as needed basis. Vendors were asked to quote a percentage discount from their pricing for items to be purchased on an as needed basis and an hourly labor repair rate. The original award was for the period of September 1, 2015 through August 31, 2016.

A summation of the original process and copy of the original tabulation are attached for your review.

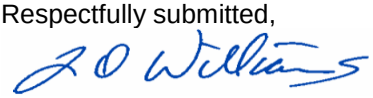
Mr. Terry Slemmons, Transportation Director, was contacted regarding the option of entering into a renewal or processing a new bid. He requested a renewal. All awarded vendors were contacted and agreed to the renewal option, with new EDGAR contract terms for federal purchases, except The Home Depot. Granbury ISD has access to The Home Depot under a U.S. Communities inter local contract. Under CSP 2015-12, supplies, equipment and services were combined under one proposal which results in an increase in the estimated expenditure. The estimated annual expenditure is $125,000 to $200,000 to include any unanticipated transmission or engine replacement cost.

RECOMMENDATION:

It is recommended the district renew the purchase of transportation supplies, equipment and services under CSP 2015-12 with the following vendors for the period of September 1, 2016 through August 31, 2017.

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

Respectfully submitted,



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

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

Date Submitted: July 18, 2016

BID/PROPOSAL FOR BOARD APPROVAL

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

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

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

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

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

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

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

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

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

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

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

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

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

    199.E.34.6319.00.800.0.99.000
    199.E.34.6299.00.800.0.99.000

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

Transportation Supplies, Equipment and Services

July 27, 2015 @ 2 pm

CSP 2015-12

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

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

	A1 Auto Glass, Inc.	Alternator Service, Inc.	ATS Transmission	Buck's Collision Center	Buck's Wheel and Equipment Co.	Bus Air Manufacturing	Classic Chevrolet Buick GMC	Hans Gebhardt dba Hardt Sales	Heavy Duty Bus Parts, Inc.
1157 BULBS				N/A	N/A	N/A	N/A	N/A	No Bid
LATEX GLOVES # 660420				N/A	N/A	N/A	N/A	N/A	No Bid
CARB CLEANER 8700				N/A	N/A	N/A	N/A	N/A	No Bid
BRAKE CLEANER 08880				N/A	N/A	N/A	N/A	N/A	No Bid
BATTERY # U1LUH				N/A	N/A	N/A	N/A	N/A	No Bid
OIL FILTER # 57035				N/A	N/A	N/A	N/A	N/A	No Bid
BATTERY # U1LH				N/A	N/A	N/A	N/A	N/A	No Bid
BULBS # H-355WBP				N/A	N/A	N/A	N/A	N/A	No Bid
55 GALS. DEF-55				N/A	N/A	N/A	N/A	N/A	No Bid
BELT # 25060935				N/A	N/A	N/A	N/A	N/A	No Bid
BELT # 25040355SF				N/A	N/A	N/A	N/A	N/A	No Bid
TRANSMISSION # 89037490				N/A	N/A	N/A	N/A	N/A	No Bid
									79
OEM PARTS YELLOW FLEET:									
WATER PUMP # 1842665C93				N/A	N/A	N/A	N/A	N/A	No Bid
WATER PUMP # 1830606C95				N/A	N/A	N/A	N/A	N/A	No Bid
REAR BRAKES SHOES # XK2124707QPMB				N/A	N/A	N/A	N/A	N/A	No Bid
FUEL PUMP # 1876108C92				N/A	N/A	N/A	N/A	N/A	No Bid
CAM SENSOR # 1876735C91				N/A	N/A	N/A	N/A	N/A	No Bid
THERMOSTAT # 1842130C3				N/A	N/A	N/A	N/A	N/A	No Bid
FAN CLUTCH # 3584438C3				N/A	N/A	N/A	N/A	N/A	No Bid
TURBO # 5010769R91		$1375/$250 Core		N/A	N/A	N/A	N/A	N/A	No Bid
SHOCKS # 3578105C2				N/A	N/A	N/A	N/A	N/A	No Bid
SHOCKS # 3578858C2				N/A	N/A	N/A	N/A	N/A	No Bid
INJECTORS # 1848489C92				N/A	N/A	N/A	N/A	N/A	No Bid
TURBO # 5010575R91		$1375/$250 Core		N/A	N/A	N/A	N/A	N/A	No Bid
OEM PARTS WHITE FLEET:									

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

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

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

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

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

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

	Home Depot, The	NAPA Auto Parts, M&R McGowen LLC	National Guaranteed Vinyl, Inc.	Northstar Equipment	O'Reilly's	Rush Truck Centers of Texas, LP dba Rush Bus Center Dallas	Southwest International Trucks, Inc.	Taylor Oil, Co.
COST:	N/A	$397.30	N/A	N/A	$425.99	N/A	N/A	$440.00
ANTI-FREEZE/GREEN:								
SUPREME PREDILUTED 50:50 55 GALLONS:	N/A		N/A	N/A	N/A	N/A	N/A	
BRAND:	N/A	NAPA	N/A	N/A	N/A	N/A	N/A	Chevron
COST:	N/A	$397.30	N/A	N/A	N/A	N/A	N/A	$345.00
GREASE:								
ULTRA-DUTY GREASE EPNLGI 2 120LBS:	N/A		N/A	N/A		N/A	N/A	
BRAND:	N/A	Mystik JT6	N/A	N/A	JT-Mystik	N/A	N/A	Chevron
COST:	N/A	$349.99	N/A	N/A	$325.99	N/A	N/A	$302.40
Have you included API and Mack EO-K/2 certificates?	N/A	No	No	No	No	N/A	N/A	Yes
Percentage discount for Automotive Lubricants:	N/A	0%	0%	N/A	0%	0%	N/A	See exceptions
Exceptions and deviations:	N/A	N/A	N/A	None	N/A	REI catalog relects 18% off list price. ATR transmissions 10% off list price.	Southwest International CAN NOT guarantee prices for a year or the duration of the contract period. Southwest International Trucks, Inc. of Fort Worth will offer National Fleet pricing (the lowest published price). No additional discount will be offered for catalogs, printed price lists and on-line pricing.	Precentage discount for automotive lubricants: delivered cost plus 15% supplier does not have suggested retail pricing, only our cost price sheets.

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**07/25/2016**
Action:	**Approval**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**07/14/16**
		RE:	**Consider Policy FFA (LOCAL)**

SUMMARY:

Attached please find the changes to FFA (LOCAL) regarding Wellness and Health Services. These changes make Granbury ISD's policy compliant with state and federal regulations.

RECOMMENDATION:

It is recommended the attached FFA (LOCAL) policy be approved.

Respectfully submitted,



Dr. James M. Largent
Superintendent

PROPOSED POLICY

The District shall support the general wellness of all students by implementing measureable goals to promote sound nutrition and student health and to reduce childhood obesity.

[See EHAA for information regarding the District's coordinated school health program.]

DEVELOPMENT, IMPLEMENTATION, AND REVIEW OF GUIDELINES AND GOALS

The local school health advisory council (SHAC), on behalf of the District, shall review and consider evidence-based strategies and techniques and shall develop nutrition guidelines and wellness goals as required by law. In the development, implementation, and review of these guidelines and goals, the SHAC shall permit participation by parents, students, representatives of the District's food service provider, physical education teachers, school health professionals, members of the Board, school administrators, and members of the public.

[See BDF for required membership of the SHAC.]

WELLNESS PLAN

The SHAC shall develop a wellness plan to implement the District's nutrition guidelines and wellness goals. The wellness plan shall, at a minimum, address:

1. Strategies for soliciting involvement by and input from persons interested in the wellness plan and policy;
2. Objectives, benchmarks, and activities for implementing the wellness goals;
3. Methods for measuring implementation of the wellness goals; and
4. The manner of communicating to the public applicable information about the District's wellness policy and plan.

The SHAC shall review and revise the plan on a regular basis and recommend revisions to the wellness policy when necessary.

NUTRITION GUIDELINES

The District's nutrition guidelines for reimbursable school meals and all other foods and beverages sold, otherwise made available, or marketed to students during the school day shall be designed to promote student health and reduce childhood obesity and shall be at least as restrictive as federal regulations and guidance, except when the District allows an exemption for fundraising activities as authorized by state and federal rules. [See CO and FJ]

WELLNESS GOALS

The District shall implement, in accordance with law, a coordinated school health program with a nutrition education component. [See EHAA] The District's nutrition promotion activities shall encourage participation in the National School Lunch Program, the School Breakfast Program, and any other supplemental food and nutrition programs offered by the District.

NUTRITION PROMOTION AND EDUCATION

The District establishes the following goals for nutrition promotion:

1. The District's food service staff, teachers, and other District personnel shall consistently promote healthy nutrition messages in cafeterias, classrooms, and other appropriate settings.
2. The District shall share educational nutrition information with families and the general public to promote healthy nutrition choices and positively influence the health of students.
3. The District shall ensure that food and beverage advertisements accessible to students during the school days contain only products that meet the federal guidelines for meals and competitive foods.

The District establishes the following goals for nutrition education:

1. The District shall deliver nutrition education that fosters the adoption and maintenance of healthy eating behaviors.
2. The District shall make nutrition education a District-wide priority and shall integrate nutrition education into other areas of the curriculum, as appropriate.

PHYSICAL ACTIVITY

The District shall implement, in accordance with law, a coordinated health program with physical education and physical activity components and shall offer at least the required amount of physical activity for all grades. [See BDF, EHAA, EHAB, and EHAC]

The District establishes the following goals for physical activity:

1. The District shall provide an environment that fosters safe, enjoyable, and developmentally appropriate fitness activities for all students, including those who are not participating in physical education classes or competitive sports.
2. The District shall provide appropriate staff development and encourage teachers to integrate physical activity into the academic curriculum where appropriate.
3. The District shall make appropriate before-school and after-school physical activity programs available and shall encourage students to participate.

4. The District shall encourage parents to support their children's participation, to be active role models, and to include physical activity in family events.

SCHOOL-BASED ACTIVITIES

The District establishes the following goals to create an environment conducive to healthful eating and physical activity and to promote and express a consistent wellness message through other school-based activities:

1. The District shall allow sufficient time for students to eat meals in cafeteria facilities that are clean, safe, and comfortable.

2. The District shall promote wellness for students and their families at suitable District and campus activities.

3. The District shall promote employee wellness activities and involvement at suitable District and campus activities.

IMPLEMENTATION

The assistant superintendent for administrative services shall oversee the implementation of this policy and the development and implementation of the wellness plan and appropriate administrative procedures.

EVALUATION

The District shall comply with federal requirements for evaluating this policy and the wellness plan, as well as the District's and each campus's level of compliance with the policy and plan.

Annually, the SHAC shall assess and prepare a report of each campus's progress toward meeting the goals listed in this policy and in the wellness plan, including a summary of each campus's major activities and events tied to the wellness program and the extent to which the wellness policy and plan compare with any state- or federally designated model wellness policies.

PUBLIC NOTIFICATION

The District shall inform and update the public about the content and implementation of the wellness policy, including posting on its website a copy of the wellness policy and the wellness plan, as well as a copy of the annual report.

RECORDS RETENTION

The District shall retain all records associated with the wellness policy, in accordance with law and the District's records management program. [See CPC and FFA(LEGAL)]

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

SUPPORT SERVICES

To: Board of Trustees
Date: July 25, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM Linda Williams
DATE: July 13, 2016
RE: Meal Price Increase

SUMMARY:
To continue compliance with The Health, Hunger-Free Kids Act of 2010 – Sec. 205, prices for meals served in the GISD Child Nutrition programs are reviewed annually to ensure that pricing is compliant with regulations and sufficient to cover the cost of the program. As a result of this review, the following need to be addressed for meal pricing for the 2016-2017 school year.

The Act states: "Effective School Year beginning July 1, 2011, schools are required to charge students for paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement; Schools that currently charge less are required to gradually increase their prices over time until they meet the requirement; Schools may choose to cover the difference in revenue with non-federal funds instead of raising paid meal prices. Establishes a maximum annual increase in the required paid increase of 10 cents annually, but allows schools to establish a higher increase at their discretion."

For SY 2016-17, School Food Authorities which, on a weighted average, charged less than $2.78 for paid lunches in SY 2015-16 are required to adjust their weighted average lunch price or add non-Federal funds to the non-profit school food service account. The amount per meal increase will be calculated using 2 percent rate increase plus the Consumer Price Index (2.97 percent), totaling 4.97 percent.
Increasing 10 cents at all schools will meet this requirement. Staff Meal prices and paid Afterschool non-area eligible snack price must be increased to comply with the TDA regulations for adult meals and afterschool snacks.

2015-16 Prices are as follows:

Elementary Breakfast	$1.25
Elementary Lunch	$2.45
Middle School Breakfast	$1.50
Middle School Lunch	$2.60
High School Breakfast	$1.75
High School Lunch	$2.75
Staff Breakfast Price	$1.95
Staff Lunch Price	$3.30
Afterschool Snack Program Paid Snack Price for Non-Area Eligible Sites (AES, OES)	$0.80

The difference between 2015-16 free and paid meal reimbursement is a weighted $2.78 per meal. Therefore, GISD needs to increase the paid meal price to a weighted $2.78 per meal. However, the increase is limited to a maximum $.10 as addressed above.

RECOMMENDATION:

It is recommended that the meal prices for 2016-2017 are as follows:

Elementary Breakfast	$1.35
Elementary Lunch	$2.55
Middle School Breakfast	$1.60
Middle School Lunch	$2.70
High School Breakfast	$1.85
High School Lunch	$2.85
Staff Breakfast Price	$2.05
Staff Lunch Price	$3.60
Afterschool Snack Program Paid Snack Price for Non-Area Eligible Sites (AES, OES)	$0.90

Respectfully submitted,
Linda Williams
Director Support Services

Date Submitted: July 13, 2016

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**07/25/2016**
Action:	**Approval**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**07/14/16**
		RE:	**Consider Policy DNA (LOCAL)**

SUMMARY:

Attached please find changes to DNA (LOCAL) regarding the new Teacher Appraisal System.

RECOMMENDATION:

It is recommended the attached DNA (LOCAL) policy be approved.

Respectfully submitted,



Dr. James M. Largent
Superintendent

Note: This document aligns with the appraisal practices recommended by TEA for the Texas Teacher Evaluation and Support System (T-TESS) as described at the TEA site, https://teachfortexas.org.

TEACHER APPRAISAL SYSTEM

T-TESS is a process that seeks to develop habits of continuous improvement with evidence-based feedback and professional development decisions based on that feedback through ongoing dialogue and collaboration.

Components of the appraisal process, such as classroom observations and walk-throughs, will be conducted as frequently as necessary to ensure that teachers receive appropriate guidance.

SELF-ASSESSMENT AND GOAL SETTING

The teacher self-assessment, goal setting, and professional development processes are all interwoven and applied throughout the school year to positively impact each teacher's professional practices and ultimately increase student performance.

Each teacher will review data and reflect on his or her professional practice, including reviewing the domains, dimensions, and descriptors of the T-TESS rubric.

A teacher who is new to the District or who is in the first year of the appraisal process will receive an orientation and will be guided through the self-assessment and goal-setting process to establish a professional development plan. Within six weeks of completing the orientation, a teacher who is new to the District or who is in the first year of the appraisal process will formulate targeted goals on the Teacher Self-Assessment and Goal-Setting Form and schedule an in-person goal-setting conference with his or her appraiser. After the conference, the teacher will submit his or her approved Goal-Setting and Professional Development Plan to the appraiser.

A returning teacher will review the goal(s) and professional development plan established at the end-of-the year conference and student performance data to determine if changes are needed. The teacher will submit to the appraiser his or her approved Goal-Setting and Professional Development Plan within the first six weeks of the school year.

IMPLEMENTATION OF GOALS

Each teacher will regularly monitor progress toward his or her goals. If the teacher feels the goals need to be modified, the teacher should make an appointment with his or her appraiser to discuss individual progress toward his or her goals and/or obtain additional supports.

PRE-CONFERENCE

The purpose of a pre-conference is for the appraiser and teacher to mutually discuss the upcoming formative observation with a focus on the interrelationships between planning, instruction, the learning environment, and student outcomes. The pre-conference will be conducted within 10 days of an announced observation.

The pre-conference will provide the teacher an opportunity to demonstrate his or her knowledge and skills for the planning domain and its correlating dimensions. The conference is primarily focused on the upcoming observation and what the teacher has planned to ensure that the instructional objective(s) are met.

FORMAL OBSERVATION

The teacher will be formally observed in the classroom one time unless the appraiser deems additional observations to be necessary. A classroom observation will be an instructional period or a complete lesson within an instructional period that consists of a minimum of 45 minutes of instruction.

A new teacher to the district or campus will be formally observed in the classroom once per semester for a total of two formal observations.

By mutual, written consent between the appraiser and the teacher, the required minimum of 45 minutes of observation may be conducted in shorter time segments. The time segments must aggregate to at least 45 minutes.

Each teacher may have additional observations or walk-throughs that provide actionable, timely feedback, which will allow the teacher to make efficient and contextual professional development choices to help refine practice. If data gathered during the additional observation or walk-through will impact the teacher's summative appraisal rating, a written summary will be shared with the teacher within ten working days after the completion of the additional observation or walk-through.

NOTICE

The formal observation for a teacher's appraisal can be announced or unannounced. The decision is made by the building principal. If the formal observation is announced, a pre-conference will occur within 10 days of the formal observation. Announced observations should be given a two-week window.

The District will establish an appraisal calendar each year, and provide the calendar to teachers within the first three weeks of the school year.

POST-CONFERENCE

All observations will include an in-person post-conference within ten working days of the observation.

The overall purpose of the post-conference is to provide a teacher an opportunity to self-reflect on the execution of his or her lesson, including the impact on student performance. The results will be used to inform and guide the teacher regarding future practices and growth.

END-OF-YEAR CONFERENCE

The end-of-year conference will be held at least 15 days prior to the last day of instruction to discuss overall performance for the year. End-of-year conferences are mandatory.

Each teacher will provide his or her appraiser with an update regarding the professional goals and development plan that were developed at the beginning of the year.

PRELIMINARY GOAL SETTING AND PLANNING FOR THE FOLLOWING SCHOOL YEAR

Following the end-of-year conference, the appraiser and teacher will discuss how the current year self-assessment and goal-setting process will continue into the next school year for continuous improvement, including professional development to support learning.

SUMMATIVE ANNUAL APPRAISAL REPORT

A written summative annual appraisal report will be provided to the teacher within ten working days of the conclusion of the end-of-year conference. The report will be shared with the teacher no later than 15 working days before the last day of instruction for students. The written summative annual appraisal report will be placed in the teacher's personnel file by the end of the appraisal period.

APPRAISER

Each teacher will be appraised by a certified appraiser. If the certified appraiser is not the teacher's supervisor, the appraiser will be selected from the list of certified appraisers approved by the Board.

SECOND APPRAISER

A teacher may request in writing a second appraiser within ten working days of receiving a written observation summary or a written summative annual appraisal report. If a teacher requests a second appraisal by another certified District appraiser, the second appraiser will be determined in accordance with the following:

- The District will assign a second appraiser from a list of Board approved qualified appraisers.

The formal observation for a second appraisal shall be unscheduled

TEACHER RESPONSE AND REBUTTAL

A teacher may submit a written response or rebuttal within ten working days of receiving a written observation summary, a written summative annual appraisal report, or any other written documentation associated with the teacher's appraisal.

GRIEVANCES	Complaints regarding a teacher appraisal should be addressed in accordance with DGBA(LOCAL).

GRANBURY ISD

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

2016-2017

EMPLOYEE HANDBOOK

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

GRANBURY INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

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

ADMINISTRATION

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

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Employee Handbook Receipt

Name_____Campus/Department_____

I hereby acknowledge that I understand that the:

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

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

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

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

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

Policy Code

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

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

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

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

_____

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

** Applies only to Professional and Paraprofessional employees.

Introduction

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

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

District Information

Description of the District

Granbury ISD has ~~eleven~~ **ten** campuses and serves approximately ~~6,800~~ **7,000** students.

Granbury High School, serves students in grades ~~10~~ **9** -12 and provides a complete array of curricular and extra-curricular programs~~, while all freshmen attend Crossland Ninth Grade Center~~. For students in grades 6-8, Acton Middle School and Granbury Middle School provide extensive extra-curricular programs that complement the curriculum. An Alternative Education Campus is provided for high school students through STARS Accelerated High School. The Behavior~~al~~ Transitional Center provides an alternative setting for students who must be removed from the regular instructional program for disciplinary reasons.

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

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

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

Granbury I. S. D.
817-408-4000
N
1. Superintendent's Office
2. A.D./Community Ed/Facilities
3. Administration Annex III
4. Technology
5. Granbury ISD Administration Building - 217 N. Jones (January 2016)
6. Tax Appraisal-Collector Office
7. Granbury High School - 2000 W. Pearl St.
8. Emma Roberson Elementary - 1500 Misty Meadows
9. Brawner Intermediate School - 1520 S. Meadows
10. Mambrino - 3835 Mambrino Hwy
11. Oak Woods School - 311 Davis Rd.
12. STARS Academy - 3000 Acton School Rd.
13. Acton Elementary - 3200 Acton School Rd.
14. Behavior Transition Center - 305 N. Jones
15. Nettie Baccus Elementary - 901 Loop 567
16. Transportation Department
17. Maintenance Department
18. Granbury Middle School - 2000 Crossland Rd.
19. Acton Middle School - 1300 Bob James Rd.
20. Bridge Street Conference Center
To Ft Worth
To Cleburne
Fall Creek Hwy
Acton School Rd
James Rd
Davis Rd
Hwy 4
377 East
Hwy 4
E Pearl
Crockett
To Weatherford
Hwy 51N
Houston
Historic Square
Rucker
W. Bridge
Hannaford
Avery Rd
Hwy 4 N
W Pearl St
Hwy 377
Morgan St
Hwy 144 S
FM 3210
FM 2425
FM 2425
To Glen Rose
Meadows Dr
N. Jones
Pirate Dr
Crossland Rd
Howard Clemmons Rd
Airport
To Stephenville
377 West
Hwy 51 S
To Paluxy

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

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

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

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

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

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

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

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

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

Regular meetings of the Board shall be scheduled in June of each year for a year in advance. Regular meetings shall be scheduled to begin with closed session at 5:00 p.m. and regular business to begin at 6:00 p.m. Workshops or Board training are also held, when needed, in the Board Room. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted on the district website and at the Superintendent's office at least 72 hours' before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two hour notice.

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

Board Meeting Schedule for ~~2015-2016~~2016-2017

July ~~20, 2015~~25, 2016
August ~~24, 2015~~22, 2016
September ~~21, 2015~~19, 2016
October ~~19, 2015~~17, 2016
November ~~16, 2015~~14, 2016
December ~~14, 2015~~12, 2016
January ~~25, 2016~~23, 2017
February ~~22, 2016~~20, 2017
March ~~28, 2016~~27, 2017
April ~~18, 2015~~17, 2017
May ~~9, 2016~~15, 2017
June ~~20, 2016~~19, 2017

Central Administration:

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

Helpful Contacts

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

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

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

Campus Administration

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

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

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

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

Brawner Intermediate School–408-4950
1520 S. Meadows
Jincy Ross, Principal
Leslie Ghiglieri, Assistant Principal

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

Mambrino School–408-4900
3835 Mambrino Highway
Stacie Brown, Principal
~~Kelley Phillips~~**Denisa Mendel**, Assistant Principal

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

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

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

STARS Academy–408-4450
301 N. Hannaford
Ginna Marks, Principal

Behavioral Transition Center–408-4400
301 N. Hannaford
Ginna Marks, Principal

GRANBURY ISD

SCHOOL CALENDAR 2016-17

July 2016

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

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	NH	NH	SD/NH	SD/NH	13
14	C	SD	SD	W	W	20
21	~~22~~	~~23~~	~~24~~	~~25~~	~~26~~	27
28	~~29~~	~~30~~	~~31~~			

8

September 2016

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

21 6 weeks

October 2016

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

20

November 2016

S	M	T	W	T	F	S
		1	2	3	ER	5
6	SD	8	9	10	11	12
13	14	15	16	17	~~18~~	19
20	H	H	H	H	H	26
27	~~28~~	29	30			

16 5 weeks

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	ER	17
18	H	H	H	H	H	24
25	H	H	H	H	H	31

12 5 weeks

January 2017

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

19 6 weeks

February 2017

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

19 7 weeks

March 2017

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

18

April 2017

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

19 7 weeks

May 2017

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

22

June 2017

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

1 7 weeks

CALENDAR KEYS

NH	New Hire Orientation
FD	Flex Day/Teacher Work Day
C	Convocation
SD	Staff Development/Student Holiday
W	Work Day/Student Holiday
ER	Early Release Days
	First & Last Day of School
H	Student/Teacher Holiday
	Beginning of grading period
	End of grading period
	Graduation

DATES AT A GLANCE

Aug 10-12: New Hire Orientation
Sept 7: Labor Day
Oct 10: Columbus Day
Nov 7: Student Holiday
Nov 21-25: Thanksgiving Break
Dec 19-Jan 2: Christmas Break
Jan 3: Student Holiday
Jan 16: Martin Luther King Day
Feb 20: Presidents' Day
Mar 13-17: Spring Break
May 29: Memorial Day
May 30-June 2: Flex Days
June 1: Last Day of School
June 2: Graduation
Aug 11, 12, & Jan 3: Exchange Days for Teachers

GRADING PERIODS

First Semester - 77 days
Aug 22 - Sept 30
Oct 3 - Nov 4
Nov 8 - Dec 16

Second Semester - 98 days
Jan 4 - Feb 10
Feb 13- Apr 7
Apr 10- June 1

www.granburyisd.org

Policy DNA (Legal), DNA (Local)

- Teacher Orientation on PDAS: August ~~18~~ 16 – August ~~21~~ 19
- Teacher Self-Report I due: on or before September ~~11~~ 9
- Formal Observation: Unannounced and may occur any date shown on calendar not marked out. Formal Observations shall: not occur on days scheduled for TAKS, STAAR (All other campuses can schedule formal observation when the HS is giving Exit TAKS, etc.); be conducted in accordance with Texas Education Code, Subchapter H, section 21.351-21.356
- Walk through visits: Any date in which school is in session. (Documentation shared within 10 days)
- Teacher Self-Report II & III: April ~~22, 2016~~ 21, 2017 deadline
- Summative Annual Conference: Before May ~~6, 2016~~ 5, 2017
- Policy DNA (Local)

▬ Indicates days on which appraisals cannot occur.

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

Management Safety Statement

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

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

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

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

Blood-borne Pathogen Training

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

Employment

Equal Employment Opportunity *(Policy DIA)*

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

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

Job Vacancy Announcements (*Policy DC*)

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

Employment after Retirement *(Policy DC)*

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

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

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

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

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

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

Probationary Contracts

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

Term Contracts

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

Non-Certified Professional and Administrative Employees

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

Paraprofessional and Auxiliary Employees

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

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

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

Employees required to have a commercial driver's license

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

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

All employees required to have a CDL, or who otherwise are subject to alcohol and drug testing, will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns related to alcohol and drug policies and related educational material should contact the following: Athletic Department (for Students) 817-408-4080, Human Resources (for Employees) 817-408-4185, and Transportation (for Bus Drivers) 817-408-4159.

Health Safety Training *(Policies DBA, DMA)*

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

Reassignments and Transfers (*Policy DK)*

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

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

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

Professional Employees

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

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

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

Paraprofessional and Auxiliary Employees – *(Policy DL)*

Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees must be compensated for overtime and **are not authorized to work in excess of their assigned schedule without prior approval from their supervisor**. See Overtime Compensation on page 14 for additional information.

True Time

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

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

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

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

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

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

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

Outside Employment and Tutoring *(Policy DBD)*

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

Performance Evaluation *(Policy DN series)*

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

Employee Involvement *(Policy BQA, BQB)*

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

Staff Development *(Policy DMA)*

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

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

Compensation and Benefits

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

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

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

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

Master's Degree

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

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

There will be no "retroactive pay" changes.

Paychecks

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

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

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

The schedule of pay dates for the ~~2015-2016~~ 2016-2017 school year is as follows:

September ~~15, 2015~~ 15, 2016	March ~~15, 2016~~ 15, 2017
September ~~30, 2015~~ 30, 2016	March ~~31, 2016~~ 31, 2017
October ~~15, 2015~~ 14, 2016	April ~~15, 2016~~ 14, 2017
October ~~30, 2015~~ 31, 2016	April ~~29, 2016~~ 28, 2017
November ~~13, 2015~~ 15, 2016	May ~~13, 2016~~ 15, 2017
November ~~30, 2015~~ 30, 2016	May ~~31, 2016~~ 31, 2017
December ~~15, 2015~~ 15, 2016	June ~~15, 2016~~ 15, 2017
December ~~31, 2015~~ 30, 2016	June ~~30, 2016~~ 30, 2017

January ~~15, 2016~~ 13, 2017
January ~~29, 2016~~ 31, 2017
February ~~15, 2016~~ 15, 2017
February ~~29, 2016~~ 28, 2017
July ~~15, 2016~~ 14, 2017
July ~~29, 2016~~ 31, 2017
August ~~15, 2016~~ 15, 2017
August ~~31, 2016~~ 31, 2017

Automatic Payroll Deposit

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

Payroll Deductions *(Policy CFEA)*

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

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

Overtime compensation *(Policy DEAB)*

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

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

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

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

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

Travel Expense Reimbursement *(Policy DEE)*

An employee shall be reimbursed for reasonable, allowable expense incurred in carrying out District business only with the prior approval of the employee's immediate supervisor.
Reimbursement for authorized travel shall be in accordance with legal requirements.

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

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

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

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

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

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

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

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

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

Supplemental Insurance Benefits *(Policy CRD)*

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

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

Cafeteria Plan Benefits (Section 125)

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

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

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

Workers' Compensation Insurance *(Policy CRE)*

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or ~~injured on the job~~ injury. The District has worker's compensation coverage from Claims Administration Services, Inc., effective September 2000. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.
All work-related accidents or injuries should be reported immediately to the employee's supervisor and to the Assistant Superintendent of Finance and Operations (Business Office) at 817-408-4015. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Worker's Compensation Benefits, page 26 for information on use of paid leave for such absences.

Unemployment Compensation Insurance *(Policy CRF)*

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

Teacher Retirement

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

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

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

Other Benefit Programs

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

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

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

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

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

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

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

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

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

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

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

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

Reporting Absences

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

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

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

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

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

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

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

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

ABSENCE REASONS:

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

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

Aesop

Phone System Instructions for Employees

1.800.942.3767

Learn how to:

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

FRONTLINE TECHNOLOGIES

www.aesopeducation.com

Aesop Phone Menu at a Glance

When you call Aesop

To Review or Change your Personal Information, Press ⑤

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

Special Things to Note

- If Aesop prompts you, you will need to make a voice recording. This should only be your Name and Title:
  1. Name (First and Last Name)
  2. Title (Grade Level and/or Subject Matter)
- You can create an absence up to one month in advance on the phone.
- In the review menu, if a substitute has accepted your absence Aesop will read off his or her name.
- If you work at multiple school locations please refer to the Employee Web guide for detailed instructions.

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

1.800.942.3767



When you call Aesop

1. Dial 1.800.942.3767
2. Enter your **ID number** followed by the pound key ('#')
3. Enter your **PIN number** followed by the pound key ('#')

To Create an Absence, Press 1

1. Select the Start Date

To enter an absence for:
- TODAY, Press ①
- Tomorrow, Press ②
- Another Day, Press ③
- Monday, Press ④

> If option ③ is selected then Aesop will prompt you to enter the DAY OF MONTH followed by the pound key ('#').

2. Enter the number of days

3. Enter the Start and End times
- For a Full Day, Press ①
- For a Half-Day in the Morning, Press ②
- For a Half-Day in the Afternoon, Press ③
- For Specific Start/End Times, Press ④

» If option ④ is selected then Aesop will prompt you to enter time in "hh:mm" format and the choice of AM or PM.

For example: 8:00 AM
a. Enter "800" followed by the pound key ('#')
b. Press ① for AM or Press ② for PM

www.AesopEducation.com

When you call Aesop

4. Select Absence Reason

5. Confirm absence information
- If correct, Press ①
- To re-enter, Press ②
- To cancel, Press ③

6. For a multiple day absence
1. Enter the day of month followed by the pound sign ('#')
2. Aesop will ask the following:
- If the details are the same as the previous date, Press ①
- To change some of the details, Press ②
- To change all of the details, Press ③

7. Save your absence

1. If you can decide whether a sub is needed:
- If your absence requires a sub, Press ①
- If your absence does not require a sub, Press ②

2. If you can assign a substitute:
- If you want to select a specific sub to assign to the absence, Press ①

» It is your responsibility to contact the sub to see if they are willing to accept this absence PRIOR to assigning.
- If you want me (Aesop) to find a sub, Press ②

» if option ① is selected you will need to enter the sub's full 10-digit phone number.

1.800.942.3767

When you call Aesop

When you have successfully created an assignment Aesop will play back the **confirmation number**.

To Check Entitlement Balances, Press ②

Aesop will play back your entitlement balances.

To Review or Cancel Your Upcoming Absences, Press ③

- To review your absences for the next 30 days, Press ③
- To return to the Main Menu, Press *

Aesop will read off all absence details:
- To hear this again, Press ②
- To cancel this absence, Press ③
- To listen to the next absence, Press ④
- To return to the Main Menu, Press ⑤

To Review or Cancel a Specific Absence, Press ④

Enter the confirmation number followed by the pound key ('#').

Aesop will read off the absence details:
- To Hear again, Press ①
- To cancel this absence, Press ②
- To return to previous menu, Press ③

Available 24/7

TYPES OF LEAVE

State Personal Leave

State law entitles all employees receive up to five days of paid personal leave per year. Personal leave is earned at a rate of one-half (1/2) day for every 18 days employed (see chart on page 17), up to a total of five per year and is available for use at the beginning of the school year. A day of earned personal leave is equivalent to the number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts. Personal leave may be used for two general purposes: non-discretionary and discretionary.

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

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

Leave Proration: If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first day, state personal leave and local leave shall be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro rata entitlement for the school year and local leave the employee used but had not earned as of the date of separation.

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

Discretionary use of state personal leave shall not exceed five (5) consecutive workdays.

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

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

State Sick Leave

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

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

- Employee personal illness.
- Illness in the employee's immediate family, defined in DEC (LOCAL) as:
  1) Spouse,
  2) Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis.*
  3) Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
  4) Sibling, step-sibling, sibling-in-law.
  5) Grandparent and grandchild.
  6) Any person who may be residing in the employee's household at the time of illness or death.

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

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

Local Sick Leave

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

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

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

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

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

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

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

Reimbursement for Leave upon Retirement

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

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

1. The employee's retirement is voluntary, i.e., the employee is not being discharged or nonrenewed.

2. **The employee provides advance written notice of intent to retire by February 1 of the duty year in which the retirement will occur.**

3. **The employee completes his or her final duty year.**

4. **The employee is retiring under the Teacher Retirement System of Texas (TRS).**

5. **The employee has at least five consecutive years of full-time service with the District immediately preceding retirement.**

6. **The employee uses no more than six days of paid or unpaid leave during his or her final year of service with the District; and**

7. **The employee uses no more than three days of paid or unpaid leave after providing notice on February 1.**

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

An eligible employee shall be reimbursed for each day of local leave at his or her daily rate of $100 per day, whichever is less, to a maximum of $3,000 in accordance with the following:

School Year	Number of eligible local days	Amount for notification by Feb. 1	Maximum reimbursement for local days
2015 – 2016	5	$2,500	$500
2016 – 2017	10	$2,000	$1,000
2017 – 2018	15	$1,500	$1,500
2018 – 2019	20	$1,000	$2,000
2019 – 2020	25	$500	$2,500

Beginning with the 2020 – 2021 school year, an eligible employee shall be reimbursed for each day of local leave at his or her daily rate or $100 per day, whichever is less, to a maximum amount of $3,000.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the new school year following the adoption of the rate change.

If the employee is re-employed with the District, days for which the employee received payment shall not be available to that employee.

Temporary Disability – Certified Employees

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

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

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

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

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

Family and Medical Leave (FML) – general provisions

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

Basic Leave Entitlement

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

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

Military Family Leave Entitlements

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

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

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

Benefits and Protections

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

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

Eligibility Requirements

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

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

Definition of a Serious Health Condition

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

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

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

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

Employee Responsibilities

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

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

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

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

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

Employer Responsibilities

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

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

Unlawful Acts by Employers

The FMLA makes it unlawful for any employer to:

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

Enforcement

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

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

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

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

Local Family and Medical provisions

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

Use of Paid Leave

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

Combined Leave for Spouses

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

Intermittent Leave

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

District Contact

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

Workers' Compensation Benefits

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

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

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

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

Assault Leave

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

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

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

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

Return to work

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

Bereavement Leave

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

Jury Duty

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

Other Court Appearances

Absences due to compliance with a valid subpoena or for jury duty shall be fully compensated by the District and shall not be deducted from the employee's pay or leave balance. Employees may be required to submit documentation of their need of leave for court appearances.

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

Sick Leave Bank (or Pool)

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

Eligible employees are all GISD employees.

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

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

All new employees shall earn three workdays of local leave per school year. Additionally, two days of local leave shall be contributed to the Sick Leave Bank (Bank) in the name of each new employee.

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

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

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

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

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

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

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

GRANTING OF DAYS

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

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

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

2) Pre-existing medical conditions will not be accepted. Pre-existing conditions shall include, but shall not be limited to, any condition for which the member received treatment during the 12-month period preceding the member's enrollment in the Bank. Charter members shall be exempt from meeting these conditions.

3) Unless there is a related complication, pregnancy shall not be covered. Complications arising from childbirth shall be considered on an individual basis, providing the recovery period requires longer than six weeks.

4) Bank days shall not be authorized for illness or disability resulting from substance abuse rehabilitation (including injuries resulting from substance abuse), self-inflicted injury, or act of war.

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

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

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

8) The Committee may request a medical review by a physician of the committee's choice at the member's expense.

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

10) A member shall lose the right to use the benefits of the Bank by:

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

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

PROCEDURES

The application procedure shall be as follows:

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

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

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

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

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

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

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

Military Leave

Paid Leave for Military Service

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

Re-employment after Military Leave

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

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

Employee Relations and Communications

Employee Recognition and Appreciation

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

District Communications

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

Complaints and Grievances *(Policy DGBA)*

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

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

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

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

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

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

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

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

LEVEL ONE. Complaint forms must be filed:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Employee Conduct and Welfare

Standards of Conduct *(Policy DH)*

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

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

All District employees should perform their duties in accordance with state and federal law, District policy, procedures and ethical standards for professional educators. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day after the Superintendent knew of the incident. See *Reports to the Texas Education Agency,* page 56 for additional information.

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

Texas Educator's Code of Ethics

Purpose and Scope

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

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

Enforceable Standards

1. PROFESSIONAL ETHICAL CONDUCT, PRACTICES, and PERFORMANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

2. ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES

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

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

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

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

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

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

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

3. ETHICAL CONDUCT TOWARD STUDENTS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SEXUAL HARASSMENT *(Policy DIA Local)*

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

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

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

OTHER PROHIBITED HARASSMENT *(Policy DIA Local)*

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

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

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

REPORTING PROCEDURES *(Policy DIA Local)*

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

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

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

TIMELY REPORTING *(Policy DIA Local)*

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

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

DISTRICT OFFICIALS *(Policy DIA Local)*

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

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

NOTIFICATION OF REPORT *(Policy DIA Local)*

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

CONFIDENTIALITY *(Policy DIA Local)*

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

INVESTIGATION OF THE REPORT *(Policy DIA Local)*

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

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

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

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

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

CONCLUDING THE INVESTIGATION *(Policy DIA Local)*

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

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

DISTRICT ACTION *(Policy DIA Local)*

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

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

APPEAL *(Policy DIA Local)*

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

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

RETALIATION PROHIBITED *(Policy DIA Local)*

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

RECORDS RETENTION *(Policy DIA Local)*

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

ACCESS TO POLICY *(Policy DIA Local)*

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

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

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and District employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate District official. All allegations of prohibited harassment of a student by an employee or adult will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting Suspected Child Abuse,* page 42, and *Bullying,* page 58, for additional information.

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

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

SEXUAL HARASSMENT BY AN EMPLOYEE

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

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

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

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

SEXUAL HARASSMENT BY OTHERS

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

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

EXAMPLES OF SEXUAL HARASSMENT

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

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

OTHER PROHIBITED HARASSMENT

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

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

EXAMPLES

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

REPORTING PROCEDURE

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

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

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

TIMELY REPORTING

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

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

DISTRICT OFFICIALS

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

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

NOTICE TO PARENTS

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

CONFIDENTIALITY

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

INVESTIGATION OF THE REPORT

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

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

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

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

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

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

CONCLUDING THE INVESTIGATION

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

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

DISTRICT ACTION

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

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

APPEAL

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

RETALIATION PROHIBITED

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

Reporting Crime *(Policy DG)*

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

RECORDS RETENTION

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

ACCESS TO POLICY

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

Staff Dress Code

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

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

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

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

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

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

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

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

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

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

DRUG ABATEMENT *(policy DI (LOCAL))*

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

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

DRUG-FREE SCHOOLS REQUIREMENTS

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

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

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

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

Dietary Supplements *(Policies DH, FFAC)*

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

Psychotropic drugs *(Policy FFAC)*

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

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

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

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

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

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

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

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

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

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

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

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

Sexual Abuse and Maltreatment of Children

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

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

Fraud and Financial Impropriety *(Policy CAA)*

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

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

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

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

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

Conflict of Interest *(Policy DBD)*

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

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

Employees should contact their supervisor for additional information

Gifts and Favors *(Policy DBD)*

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

Associations and Political Activities *(Policy DGA)*

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

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

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

Charitable Contributions – *(Policy DG)*

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

Safety *(Policy CK series)*

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

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

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

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

State law prohibits smoking, using tobacco products, e-cigarettes, or any other electronic vaporizing device on all District-owned property and at school-related or school-sanctioned activities, on or off school property. This includes all buildings, playground areas, parking facilities, and facilities owned by the District or used by the District for athletics and all other activities. Drivers of District-owned vehicles are prohibited from smoking, using tobacco products or e-cigarettes while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Criminal History Background Checks *(Policy DBAA)*

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

Employee Arrests and Convictions *(Policy DH) LOCAL*

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

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

Moral turpitude includes the following:

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

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

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

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

Visitors in the Workplace *(Policy GKC)*

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

Copyrighted Materials *(Policy CY)*

Employees are expected to comply with the provisions of federal copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Electronic media, including motion pictures and other audiovisual works, are to be used in the classroom for instructional purposes only. Duplication or backup of computer programs and data must be made within the provisions of the purchase agreement. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

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

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded) or

2. The new copy is a backup; Backup cannot be used simultaneously with the original and must be erased if the original is resold.

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

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

Technology Resources *(Policy CQ)*

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

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

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

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

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

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

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

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

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

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

- The employee may not set up or update the employee's personal social network page(s) using the district's computers, network, or equipment.
- The employee shall limit use of personal electronic communication devices to send or receive calls, text messages, pictures and videos to breaks, meal times, and before and after scheduled work hours, unless there is an emergency or the use is authorized by a supervisor to conduct district business.

- The employee shall not use the district's logo or other copyrighted material of the district without express, written consent.
- An employee may not share or post, in any format, information, videos, or pictures obtained while on duty or on district business unless the employee first obtains written approval from the employee's immediate supervisor. Employees should be cognizant that they have access to information and images that, if transmitted to the public, could violate privacy concerns.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:

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

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

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

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

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

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

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

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

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

- The employee may use any form of electronic media **except** text messaging. Only a teacher, trainer, or other employee who has an extracurricular duty may use text messaging, and then only to communicate with students who participate in the extracurricular activity over which the employee has responsibility. An employee who communicates with a student using text messaging shall comply with the following protocol:
    - The employee shall include at least one of the student's parents or guardians as a recipient on each text message to the student so that the student and parent receive the same message:
    - The employee shall include his or her immediate supervisor as a recipient on each text message to the student so that the student and supervisor receive the same message; or
    - For each text message addressed to one or more students, the employee shall send a copy of the text message to the employee's district email address.
- The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests; for an employee with extracurricular duty, matters relating to the extracurricular activity).
- The employee is prohibited from knowingly communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for the purpose of communicating with students. The employee must enable administration and parents to access the employee's professional page.
- The employee shall not communicate directly with any student between the hours of 9:00 p.m. and 7:00 a.m. An employee may, however, make public posts to a social network site, blog, or similar application at any time.
- The employee does not have a right of privacy with respect to communications with students and parents.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Texas Educators' Code of Ethics including:

    - Compliance with the Public Information Act and the Family Educational Rights and Privacy Act (FERPA), including retention and confidentiality of student records. [See Policies CPS and FL]
    - Copyright law [Policy CY]
    - Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student. [See Policy DF]
- Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with one or more currently-enrolled students.
- Upon written request from a parent or student, the employee shall discontinue communicating with the student through e-mail, text messaging, instant messaging, or any other form of one-to-one communication.

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

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

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

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

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

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

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

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

NETIQUETTE and APPROPRIATE USE GUIDELINES:

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

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

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

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

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

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

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

FACULTY/STAFF UNDERSTANDING:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FACULTY/STAFF AGREEMENT:

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

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

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

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

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

CONSEQUENCES FOR VIOLATION OF THIS AGREEMENT:

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

Faculty/Staff Name (print):_____

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

General Procedures

Asbestos Management Plan *(Policy CKA)*

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

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Pest Control Treatment *(Policies CLB, DI)*

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

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

Bad Weather Closing

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

- WBAP AM 820
- KXAS Channel 5

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

Emergencies *(Policies CKC, CKD)*

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

Purchasing Procedures *(Policy CH)*

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

Name and Address Changes

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

Personnel Records *(Policy DBA, GBA)*

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

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

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

Important Note: Educator Must Update Their Mailing Address

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

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

Building Use *(Policies DGA, GKD)*

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

Contacts for more information:

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

Termination of Employment

Resignations *(Policy DFE)*

Contract Employees

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

The Superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate ~~that~~ the employee has engaged in any of the acts listed under *Reports to* Texas Education Agency on page 56.

Non-Contract Employees

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

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

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

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

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

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

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

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

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

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

Probationary Status *(Policy DCA)*

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

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

Return to Probationary Status *(Policy DFAC)*

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

Hearings before Hearing Examiner *(Policy DFD)*

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

Reduction in Force *(Policy DFF)*

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

Reports to Texas Education Agency *(Policy DF)*

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

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

The superintendent is also required to notify TEA when a certified employee resigns and evidence ~~that~~ the educator engaged in the conduct listed above.

The reporting requirements above are in addition to the superintendent's ongoing duty to notify TEA when a certified employee has a reported criminal history. "Reported criminal history" means any formal criminal justice system charges or dispositions including arrests, detentions, indictments, criminal information, convictions, deferred adjudications, and probations in any state or federal jurisdiction **that is obtained by a means other than the Fingerprint-based Applicant Clearinghouse of Texas (FACT).**

Reports concerning court-ordered withholding

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

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

Student Issues

Equal Educational Opportunities *(Policies FB, FFH)*

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

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

Student Records *(Policy FL)*

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

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

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

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

Parent and Student Complaints *(Policy FNG)*

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

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

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

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

Administering Medication to Students *(Policy FFAC)*

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

Employees authorized by the Superintendent or designee may administer to students:

- Prescription medication in accordance with legal requirements. [See FFAC(LEGAL)]
- Nonprescription medication, upon a parent's written request, when properly labeled and in the original container.
    - Herbal substances or dietary supplements provided by the parent and only if required by the individualized education program of Section 504 plan of a student with disabilities.

Dietary Supplements (*Policies DH, FFAC)*

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

Psychotropic Drugs (*Policy FFAC)*

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

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

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

Student Conduct and Discipline *(Policies in the FN series and FO series)*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance *(Policy FEB)*

Teachers and staff should be familiar with the District's policies and procedures for attendance accounting. These procedures require minor students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the Student Handbook. Contact the campus principal for additional information.

Student Bullying *(Policy FFI)*

All employees are required to report student complaints of bullying to the campus principal or supervisor. The District's policy includes definitions and procedures for reporting and investigating bullying of students can be found online at www.granburyisd.org

Student Hazing *(Policy FNCC)*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. While most initiation rites are permissible, engaging in or permitting "hazing" is a criminal offense. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus administrator.

Student Dress Code

All staff members are responsible for knowing what student dress is appropriate under the dress code in the Student Handbook, as well as enforcing the student dress code. A copy of the Granbury ISD Student Handbook is on-line in the public folder section of the Granbury Independent School District web page.

Student Code of Conduct

All staff members are responsible for having knowledge of and assisting in the enforcement of the student Code of Conduct, as printed in the Granbury ISD Student Handbook.

Student Field Trips

All student field trips must have prior approval by the District and the Supervisor. Once approval has been gained, several forms are required for such trips. These forms can be found in your Campus front office.

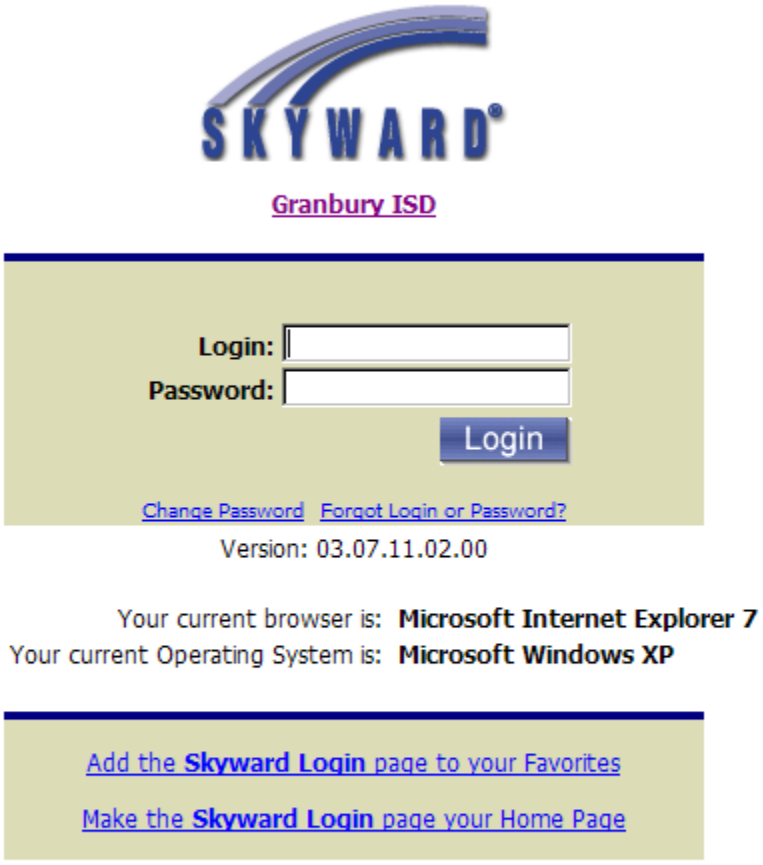
Employee sponsors must accompany students on all buses on all field trips at all times.

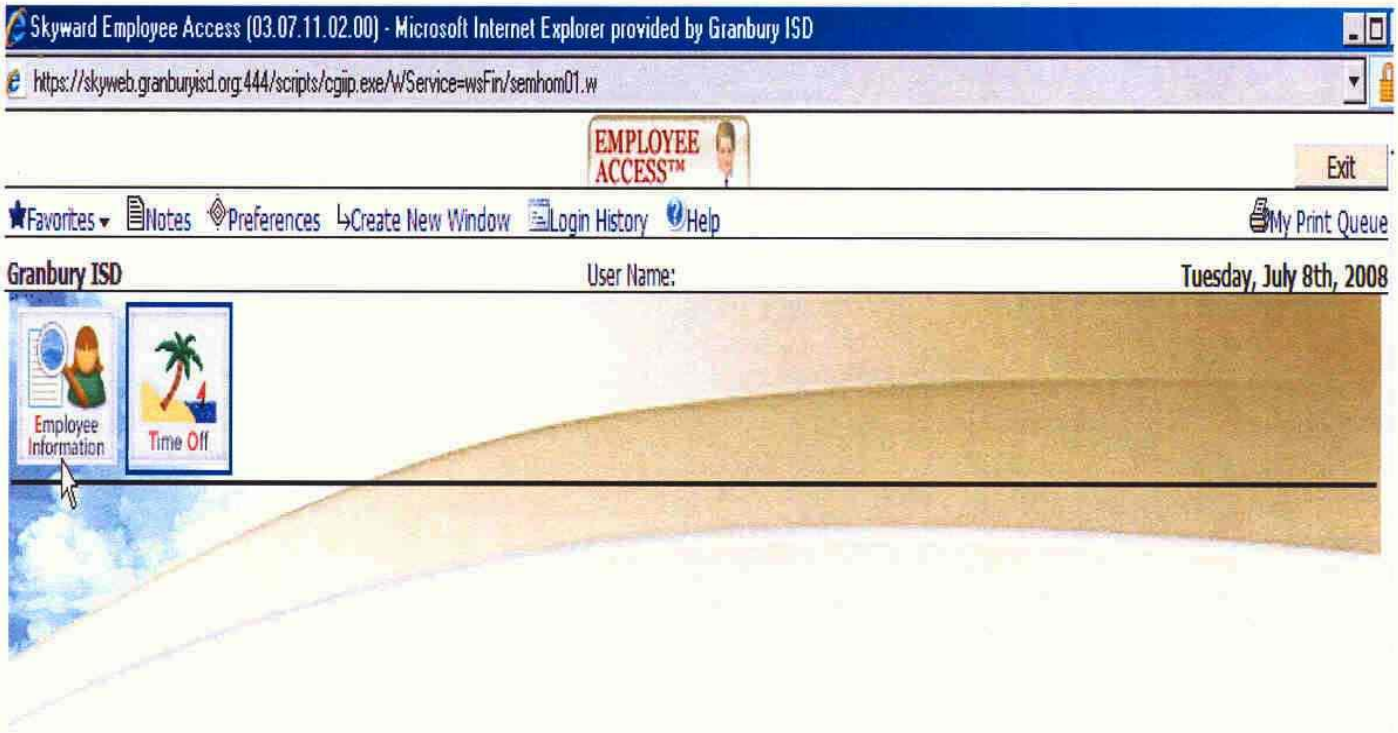
EXHIBITS

GO TO THIS LINK AND THEN FOLLOW THE ARROWS ON THE EXAMPLES TO GET PAYSTUB INFORMATION.

www.granburyisd.org/employeeaccess

CONTACT BUSINESS OFFICE FOR LOGIN INFORMATION.





PaCU

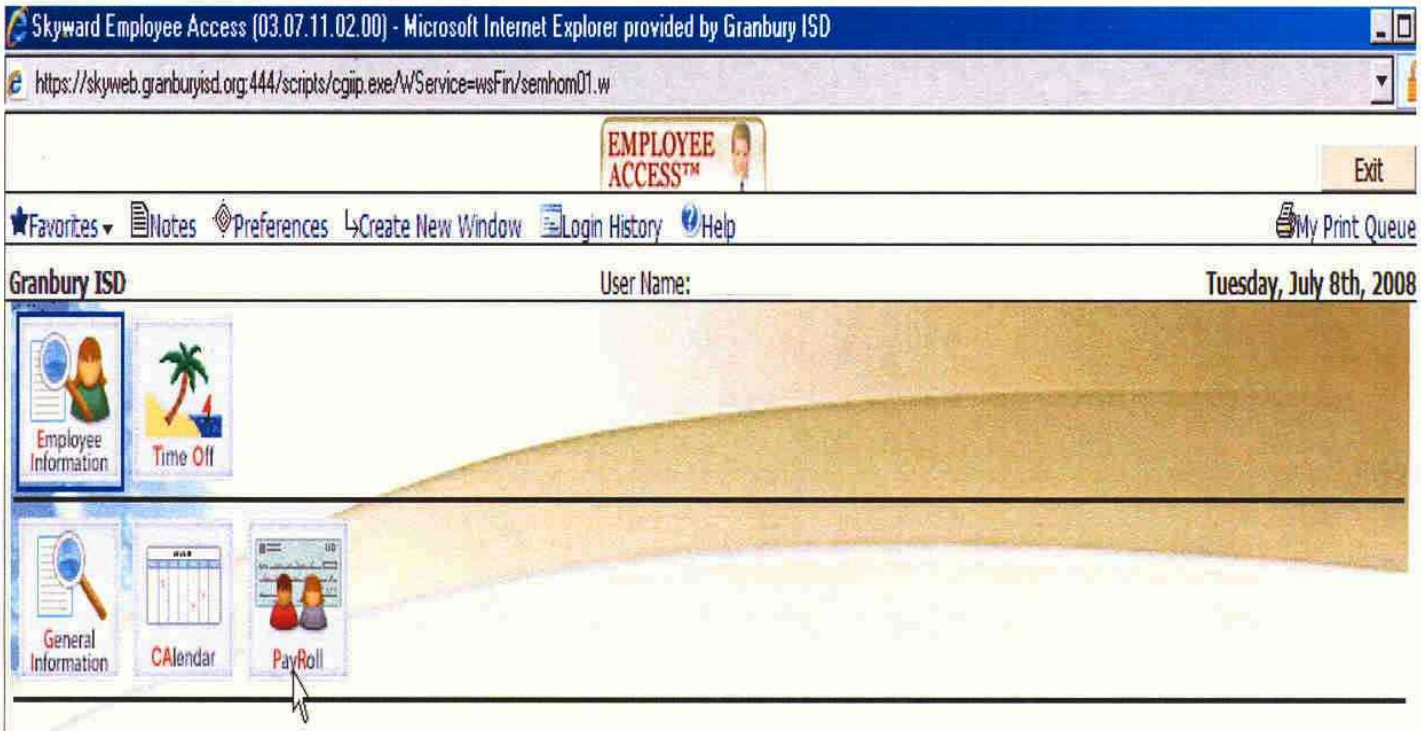
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School Management Systems

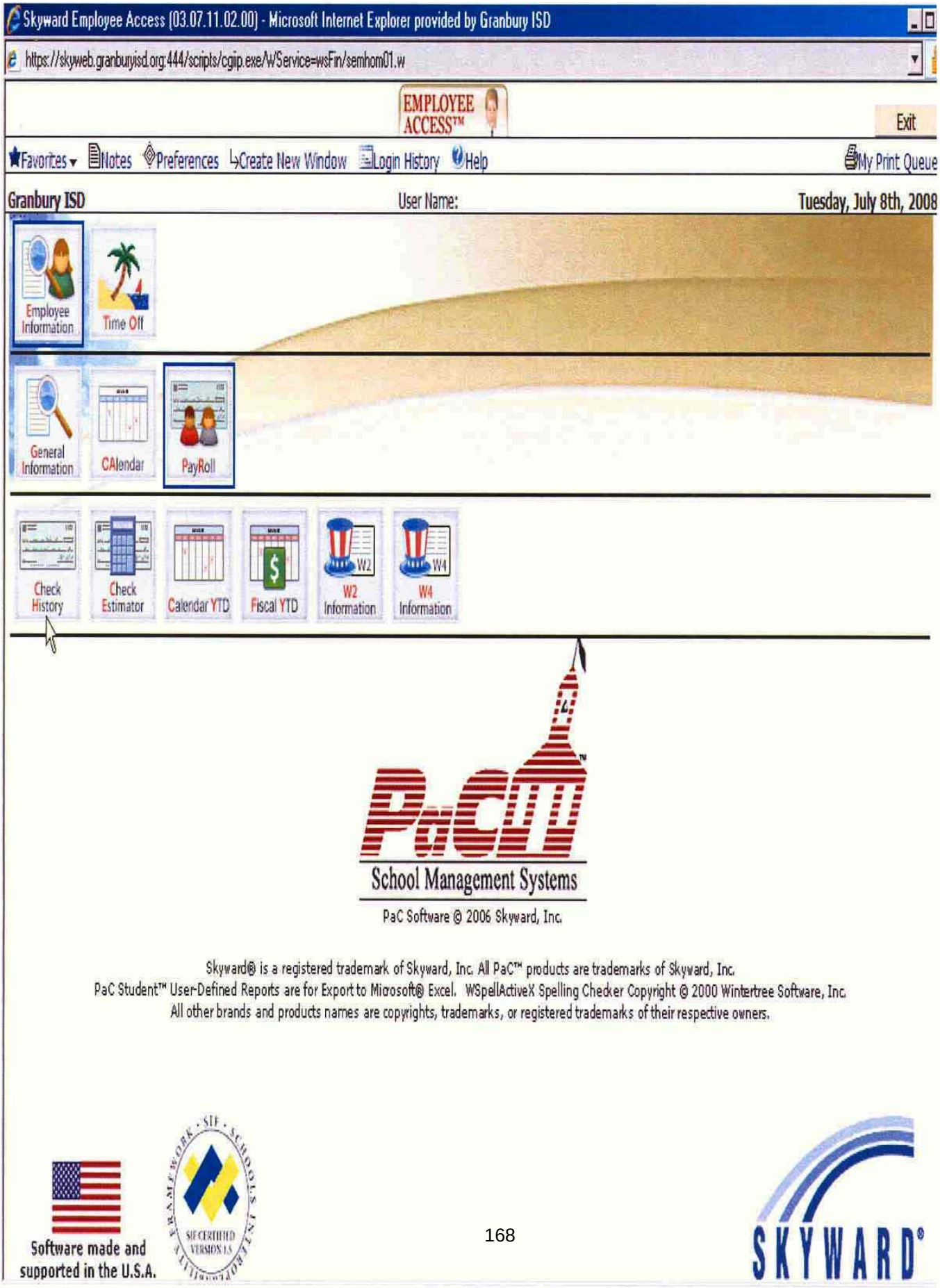
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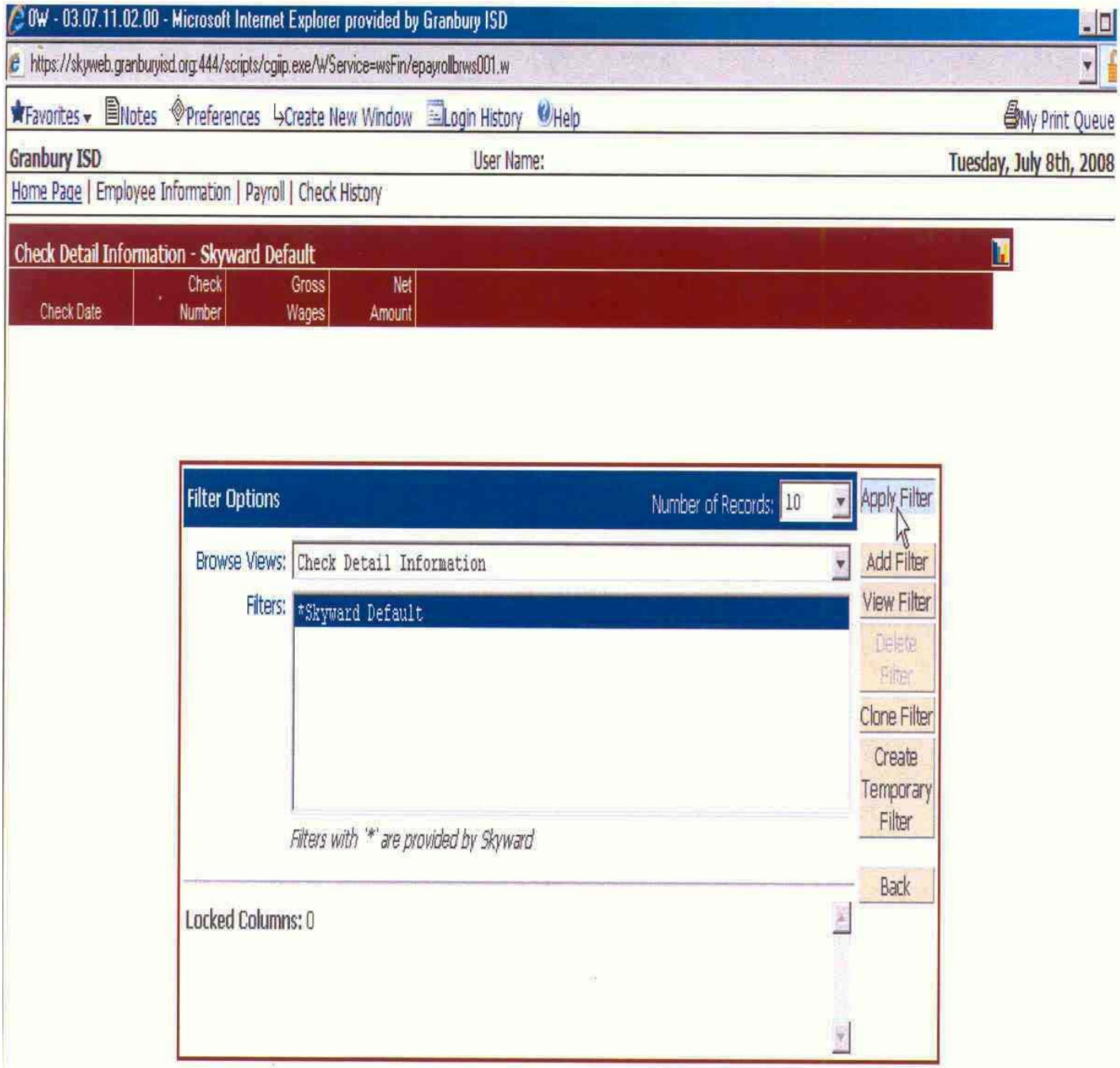
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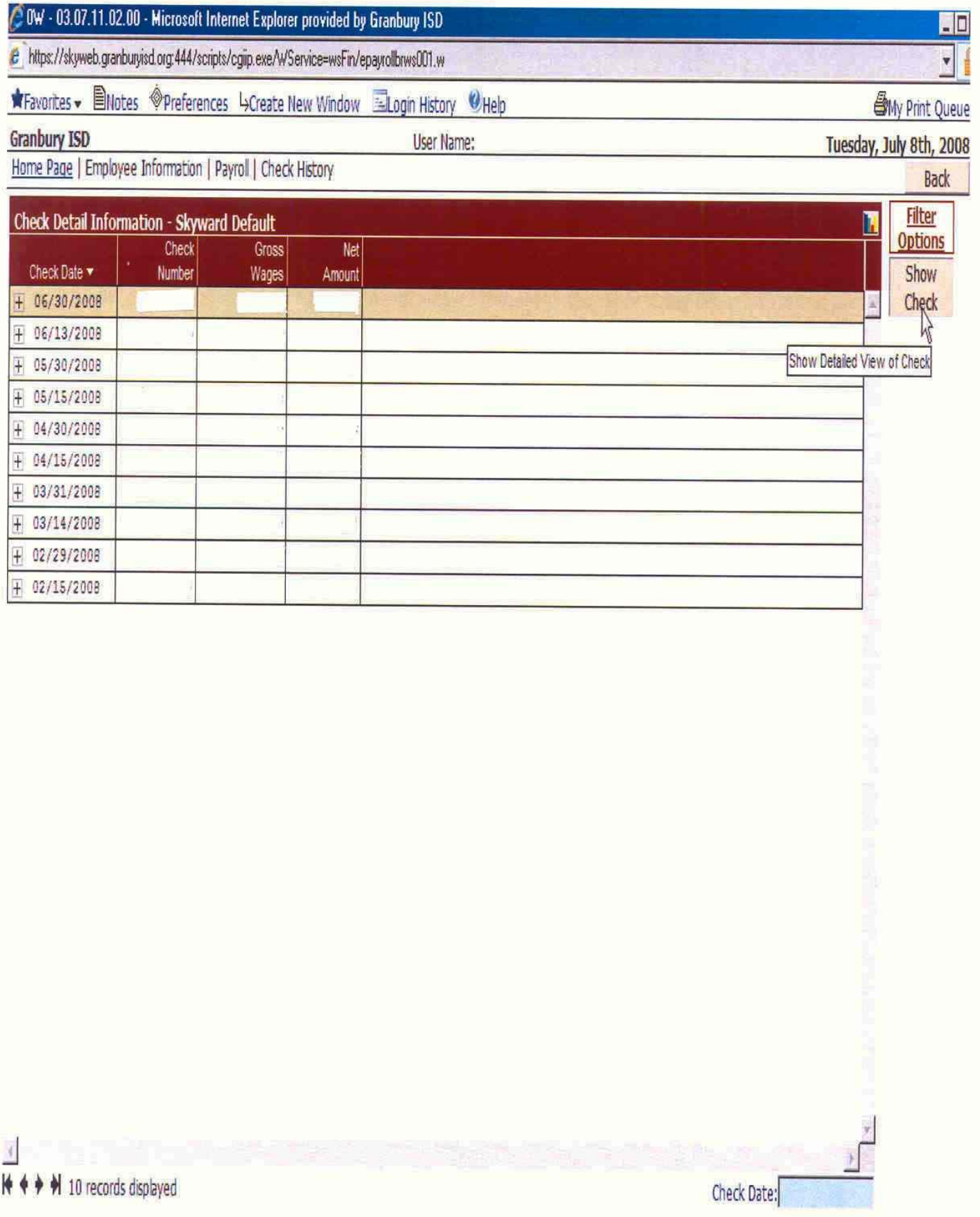
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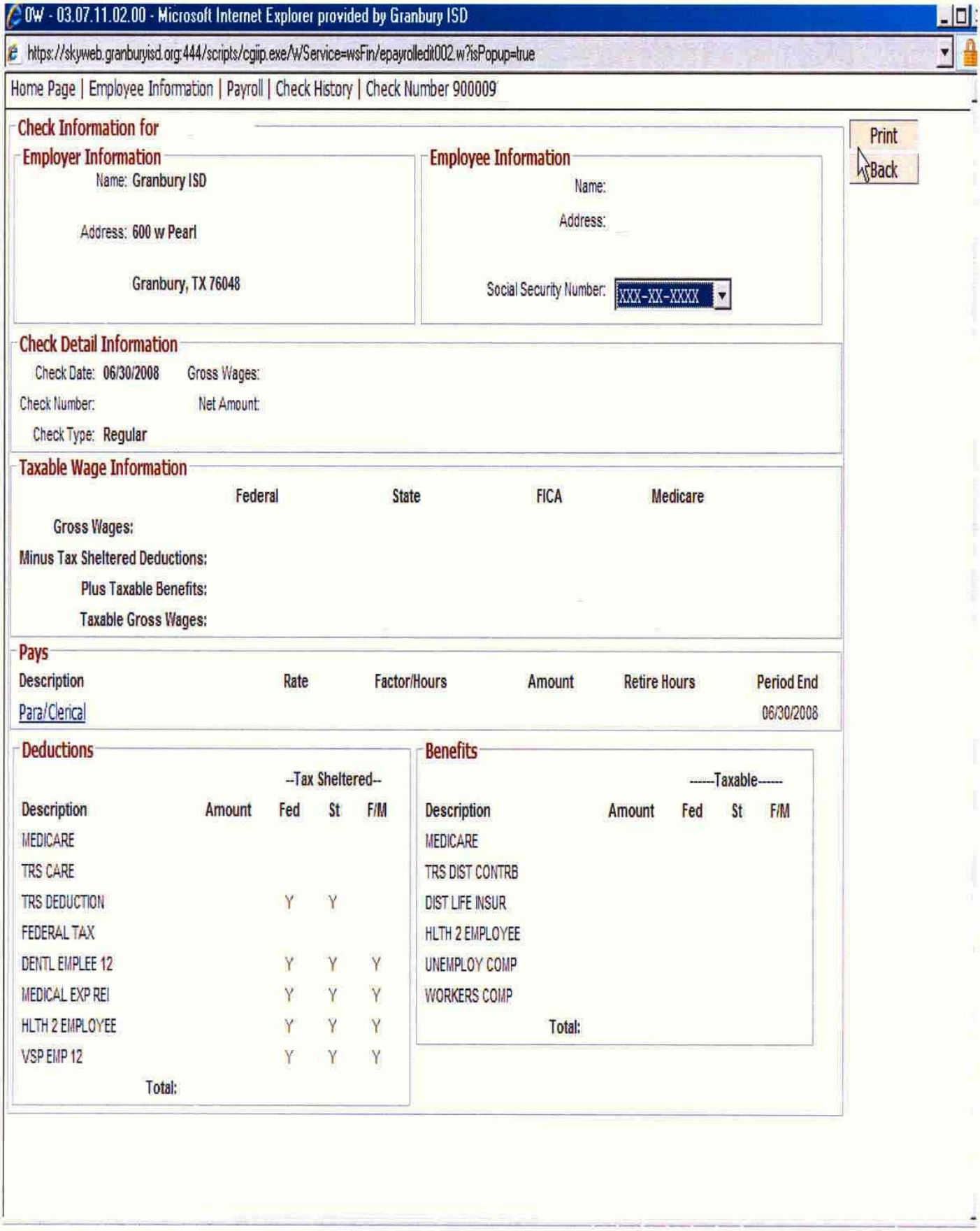
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EMPLOYEE ACCESS™
Exit
Favorites
Notes
Preferences
Create New Window
Login History
Help
My Print Queue
Granbury ISD
User Name:
Tuesday, July 8th, 2008
Employee Information
Time Off
General Information
CAlendar
PayRoll
Check History
Check Estimator
Calendar YTD
Fiscal YTD
W2 Information
W4 Information
PaCTT
School Management Systems
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https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/epayrollbrws001.w
Favorites
Notes
Preferences
Create New Window
Login History
Help
My Print Queue
Granbury ISD
User Name:
Tuesday, July 8th, 2008
Home Page | Employee Information | Payroll | Check History
Check Detail Information - Skyward Default
Check Date
Check Number
Gross Wages
Net Amount
Filter Options
Number of Records: 10
Apply Filter
Browse Views: Check Detail Information
Add Filter
Filters: *Skyward Default
View Filter
Delete Filter
Clone Filter
Create Temporary Filter
Filters with '*' are provided by Skyward
Back
Locked Columns: 0


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Preferences
Create New Window
Login History
Help
My Print Queue
Granbury ISD
User Name:
Tuesday, July 8th, 2008
Home Page | Employee Information | Payroll | Check History
Back
Check Detail Information - Skyward Default
Filter Options
Show Check
Show Detailed View of Check
Check Date
Check Number
Gross Wages
Net Amount
06/30/2008
06/13/2008
05/30/2008
05/15/2008
04/30/2008
04/15/2008
03/31/2008
03/14/2008
02/29/2008
02/15/2008
10 records displayed
Check Date:


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https://skyweb.granburyisd.org:444/scripts/cgiip.exe/WService=wsFin/epayrolledit002.w?isPopup=true
Home Page | Employee Information | Payroll | Check History | Check Number 900009
Print
Back
Check Information for
Employer Information
Name: Granbury ISD
Address: 600 w Pearl
Granbury, TX 76048
Employee Information
Name:
Address:
Social Security Number: XXX-XX-XXXX
Check Detail Information
Check Date: 06/30/2008
Gross Wages:
Check Number:
Net Amount:
Check Type: Regular
Taxable Wage Information
Federal
State
FICA
Medicare
Gross Wages:
Minus Tax Sheltered Deductions:
Plus Taxable Benefits:
Taxable Gross Wages:
Pays
Description
Rate
Factor/Hours
Amount
Retire Hours
Period End
Para/Clerical
06/30/2008
Deductions
--Tax Sheltered--
Description
Amount
Fed
St
F/M
MEDICARE
TRS CARE
TRS DEDUCTION
Y
Y
FEDERAL TAX
DENTL EMPLEE 12
Y
Y
Y
MEDICAL EXP REI
Y
Y
Y
HLTH 2 EMPLOYEE
Y
Y
Y
VSP EMP 12
Y
Y
Y
Total:
Benefits
------Taxable------
Description
Amount
Fed
St
F/M
MEDICARE
TRS DIST CONTRB
DIST LIFE INSUR
HLTH 2 EMPLOYEE
UNEMPLOY COMP
WORKERS COMP
Total:

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Director of Human Resources

For:	**Board of Trustees**
Date:	**July 25, 2016**
Action:	**Action**

To:	**Dr. James M. Largent, Superintendent**	**From:**	**Shane Conklin**
		Date:	**July 25, 2016**
		RE:	**T-TESS 2016-17 Certified Appraisers**

SUMMARY:

The District is required to select a method to appraise teachers; an appraisal system recommended by the commissioner of education or a local teacher appraisal system. The commissioner's recommended appraisal system, the Texas Teacher Evaluation Support System (T-TESS), was developed in accordance with the Texas Education Code (TEC), 21.351.

The recommendation from the departments of Human Resources and Curriculum is to use the commissioner's recommended evaluation system as it supports teacher growth by using a coaching and goal setting model.

The attached list of educators are certified and qualified to be T-TESS evaluators. It is our recommendation that the Board of Trustees approve the list of educators as T-TESS evaluators.

Respectfully submitted,

Shane Conklin
Shane Conklin
Director of Human Resources

GRANBURY ISD

SCHOOL CALENDAR 2016-17

July 2016

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

August 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	NH	NH	SD/NH	SD/NH	13
14	C	SD	SD	W	W	20
21	~~22~~	~~23~~	~~24~~	~~25~~	~~26~~	27
28	~~29~~	~~30~~	~~31~~			

8

September 2016

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

21 6 weeks

October 2016

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

20

November 2016

S	M	T	W	T	F	S
		1	2	3	ER	5
6	SD	8	9	10	11	12
13	14	15	16	17	~~18~~	19
20	H	H	H	H	H	26
27	~~28~~	29	30			

16 5 weeks

December 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	~~ER~~	17
18	H	H	H	H	H	24
25	H	H	H	H	H	31

12 5 weeks

January 2017

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

19 6 weeks

February 2017

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

19 7 weeks

March 2017

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

18

April 2017

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

19 7 weeks

May 2017

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

22

June 2017

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

1 7 weeks

CALENDAR KEYS

NH	New Hire Orientation
FD	Flex Day/Teacher Work Day
C	Convocation
SD	Staff Development/Student Holiday
W	Work Day/Student Holiday
ER	Early Release Days
	First & Last Day of School
H	Student/Teacher Holiday
	Beginning of grading period
	End of grading period
	Graduation

DATES AT A GLANCE

Aug 10-12: New Hire Orientation
Sept 7: Labor Day
Oct 10: Columbus Day
Nov 7: Student Holiday
Nov 21-25: Thanksgiving Break
Dec 19-Jan 2: Christmas Break
Jan 3: Student Holiday
Jan 16: Martin Luther King Day
Feb 20: Presidents' Day
Mar 13-17: Spring Break
May 29: Memorial Day
May 30-June 2: Flex Days
June 1: Last Day of School
June 2: Graduation
Aug 11, 12, & Jan 3: Exchange Days for Teachers

GRADING PERIODS

First Semester - 77 days
Aug 22 - Sept 30
Oct 3 - Nov 4
Nov 8 - Dec 16

Second Semester - 98 days
Jan 4 - Feb 10
Feb 13- Apr 7
Apr 10- June 1

www.granburyisd.org

Granbury ISD

Certified T-TESS Appraisers

Elementary Assistant Principals

Bledsoe, DeAnna F
Ghiglieri, Leslie Jo Rexrode
Gibson, Chelsey Leann
Meek, Laura Michelle
Mendel, Denisa Kay
Willmeth, Karla D

Middle School Assistant Principals

Berryman, Jeffrey David
Berryman, Kristie A
Flores-Rodriquez, Margaret A
Dafoe, John W

High School Assistant Principals

Clark, Tammy J
Dafoe, John W
Heffernan, Jimmy Ray
Hill, Ammie Kristine
Hunt, Dale Allen
Sanderson, Patti Jean

Principals

Brown, Stacie Ann
Cody JR, Jeffie Don
Herrera, Robert Anthony
Lambert, Kellie L
Marks, Virginia Kathryn
Roe, Anna Christine
Ross, Virginia Winn
Dawson, Jimmy Don
Yelverton, Patricia R
Ross, Jeremy Samuel-Bean

Directors

Fullerton, Sherri Diane
Gentry, Judy Renee
Williams, Sharon Daughety

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 18, 2016
RE: Approval of Resolution Adopted by the Parker County Appraisal District Seeking Approval to Construct and Furnish an Addition to Their Current Appraisal District Office

SUMMARY:

Due to growth in Parker County, the Parker County Appraisal District (PCAD) is seeking approval from the taxing entities it serves to construct and furnish an addition to their current building. Attached is a letter from Larry Hammonds, PCAD Chief Appraiser, detailing their request as well as a copy of the resolution adopted by the PCAD Board of Trustees and an estimated annual cost to each entity. In order to make sure I was clear on what they were asking of GISD, I contacted Mr. Hammond by telephone. He told me all they are asking is for the GISD Board of Trustees to approve the resolution they adopted to indicate GISD's support and approval of their building project. He reiterated, as is stated in the attached letter, the resolution must be approved by three-fourths of the taxing entities in order for them to move forward with the construction project. The estimated increase to the annual allocation for GISD's share of the PCAD budget is $360 per year for the next 15 years. Failure of the GISD Board of Trustees to act or respond to the resolution will be considered a disapproval.

RECOMMENDATION:

To approve the resolution adopted by the Parker County Appraisal District seeking approval to construct and furnish an addition to their current appraisal district office.

Respectfully submitted,

D Williams

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: July 18, 2016

PARKER COUNTY APPRAISAL DISTRICT
1108 Santa Fe Drive
Weatherford, Texas 76086
TELEPHONE: 817-596-0077 x119
FAX: 817-613-8096
parkercad@parkercad.iswdata.com

Dobie) Let's Review & Talk

June 27, 2016

Received
JUN 30 2016
Granbury ISD

Dr. James Largent
Granbury Independent School District
600 W. Pearl Street
Granbury, Tx 76048

182

Re: Resolution seeking approval for the construction of an addition to the Parker County Appraisal District's current building.

Dear Dr. Largent:

In 2003, the Parker County Appraisal District moved into a new office building at 1108 Santa Fe Drive. The building has 13,500 square feet and was designed to conduct the business of appraisal and collection of property taxes for a minimum of 10 years. The building was financed on a fifteen year note and the loan was paid off three years early. The Parker County Appraisal District is currently debt free.

The building has functioned well since 2003. However, with the exceptional growth in Parker County and the increased demand for services by taxpayers, we are out of room and need to add-on to our building.

The Board of Directors has approved a resolution to seek approval from the governing bodies of the taxing entities it serves to construct and furnish an addition to the current appraisal district office of approximately 3,500 square feet and additional parking spaces at a cost not to exceed $750,000. The proposed expansion will provide space for six additional offices, two restrooms, and four rooms to conduct appraisal review board protest hearings, and forty-two additional parking spaces. Funding for the project will be achieved by obtaining a tax-exempt loan at Plains Capital Bank in Weatherford, Texas with payments amortized over fifteen or twenty years.

With payments made over fifteen or twenty years, the annual cost allocation to the 32 taxing entities participating in the appraisal district's budget will be minimal. A spreadsheet is included that shows an estimate of the annual cost associated with this new construction for each taxing unit.

We are asking for your support for this project and request that you present this resolution to your board for their approval. Section 6.051 of the Property Tax Code requires the Chief Appraiser to notify each taxing unit about the proposal and request that the governing body of each taxing unit take action to approve or disapprove the proposal within 30 days of receiving the request.

The resolution must be approved by three-fourths of the taxing entities. Failure to act or respond to the resolution is treated as if it were disapproved.

Please add this item to your next available board agenda.

I will be happy to answer any questions you may have regarding this proposal.

Sincerely,

Larry Hammonds
Chief Appraiser
Parker County Appraisal District

STATE OF TEXAS)(

PARKER COUNTY APPRAISAL DISTRICT

COUNTY OF PARKER)(

RESOLUTION 2016-6-21

WHEREAS, the Texas Property Tax Code , by its overall provisions and by the specific provisions of Section 6.02, establishes the authority of the Board of Directors to govern the appraisal district, and

WHEREAS, the Board of Directors of the Parker County Appraisal District has determined that there is an immediate need for additional office space to conduct the business of the appraisal district, now and into the future, and

WHEREAS, Section 6.051 of the Texas Property Tax Code authorizes the Board of Directors of an appraisal district to purchase or lease real property or construct improvements as necessary to establish and operate the appraisal office,

THEREFORE, BE IT RESOLVED, by the Board of Directors of the Parker County Appraisal District to seek approval from the governing bodies of the taxing entities it serves requesting permission to construct and furnish an addition to the current appraisal district office of approximately 3,500 square feet at a cost not to exceed $750,000. Funding for this project will be achieved by obtaining a tax-exempt loan at Plains Capital Bank in Weatherford, Texas with payments amortized over fifteen or twenty years.

Adopted unanimously on June 21, 2016.

PARKER COUNTY APPRAISAL DISTRICT
PROJECTED ANNUAL COST ALLOCATION
BASED ON A $750,000 LOAN AMORTIIZED FOR 15 YEARS
ANNUAL PAYMENT OF $69,000

	2015 TAX LEVY	% OF TOTAL LEVY	ANNUAL ALLOCATION INCREASE
ALEDO ISD	41,669,204	18.15	12,524
AZLE ISD	11,437,903	4.981	3,437
BROCK ISD	7,837,849	3.414	2,356
GARNER ISD	1,891,082	0.824	569
GRANBURY ISD	1,198,016	0.522	360
LIPAN ISD	146,256	0.064	44
MILLSAP ISD	4,887,621	2.129	1,469
MINERAL WELLS ISD	145,924	0.064	44
PEASTER ISD	3,907,630	1.701	1,174
PERRIN-WHITT ISD	606,732	0.264	182
POOLVILLE ISD	1,494,335	0.65	449
SPRINGTOWN ISD	11,379,821	4.957	3,420
WEATHERFORD ISD	54,637,563	23.8	16,422
CITY OF ALEDO	897,888	0.39	269
CITY OF AZLE	853,004	0.372	257
CITY OF FORT WORTH	374,028	0.163	112
CITY OF MILLSAP	40,976	0.018	12
CITY OF MINERAL WELLS	397,453	0.173	119
CITY OF RENO	529,090	0.23	159
CITY OF SANCTUARY	26,755	0.011	8
CITY OF SPRINGTOWN	968,677	0.421	290
CITY OF WEATHERFORD	9,798,462	4.268	2,945
CITY OF WILLOW PARK	1,814,414	0.79	545
PARKER COUNTY	41,426,907	18.045	12,450
WEATHERFORD COLLEGE	11,938,482	5.2	3,588
PARKER CO. HOSPITAL	11,961,480	5.19	3,581
ESD#1	3,815,018	1.661	1,146
ESD#3	1,447,156	0.63	435
ESD#6	573,394	0.25	173
ESD#7	753,922	0.328	226
ESD#8	281,714	0.123	85
ESD#9	477,263	0.217	150
	229,616,019	100	69,000

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 18, 2016
RE: Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance through the Texas Rural Education Association Risk Management Cooperative

SUMMARY:

The District previously executed an Interlocal Agreement with the Texas Schools Property Casualty Cooperative (TSPCC) and last year the Board approved the purchase of a policy through TSPCC that included a 3 year rate guarantee. The Interlocal Agreement allows the District to purchase property and liability insurance using a partially self-funded process by participating in this fund. Last fall TSPCC joined forces with the Texas Rural Education Association (TREA) and changed their name to the Texas Rural Education Association Risk Management Cooperative (TREA RMC). The attached renewal proposal from TREA RMC and a new Interlocal Agreement reflecting the name change is being presented for the Board's consideration.

Last year the property and casualty insurance cost was $286,720 (which included a 3 year rate guarantee deposit of $37,398). The cost for 2016-17 will be $248,291 if we continue with the 3 year renewal option. This is a slight increase over the year 2 guaranteed price commitment of $246,829 presented last year. The increase of $1,462 (or 0.59%) over last year's guaranteed year 2 cost is attributable to the increased net square footage and value added by new construction in 2015-16. Continuing to participate in the 3 year rate guarantee program will guarantee our rate for the next 3 years will not rise. In addition to guaranteeing our annual cost will not rise (except for adjustments in square footage and value), the annual cost for years 2 and 3 will also decrease by approximately 1% each year. If we choose not to continue with the 3 year rate guarantee program, the 1 year renewal option with no rate guarantee will be $261,359. The property deductible will remain at $10,000 per occurrence. A deductible of $25,000 applies to wind and hail, same as last year.

This method of purchasing coverage, through the interlocal, is very cost effective at this time. The coverage can be obtained without going through the formal bid process. Administration reviews this process annually and if such a time comes when this process is no longer beneficial to the District; the Administration will process the necessary paperwork to complete the bid process.

Even though this purchase can be made without going through the bid process, Board Policy CH (LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for

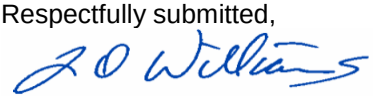
goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place, except as otherwise provided in this policy".

The 2016-17 budget presented earlier will have sufficient funds to cover the cost of this insurance. The following is my recommendation.

RECOMMENDATION:

That the Board approve the purchase of Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance through the Texas Rural Education Association Risk Management Cooperative (TREA RMC) under the 3 year commitment program at a cost of $248,291. Coverage will be with a $10,000 property deductible and a $25,000 wind/ hail deductible effective September 1, 2016 to August 31, 2017.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: July 18, 2016

RENEWAL SUMMARY

Property / Casualty

Granbury ISD

		1 Year Renewal	3 Year Rate Guarantee
Option 1	**1 YEAR CONTRIBUTION (Includes membership longevity discount)**	**$261,359**	
Option 2	**3 YEAR RATE GUARANTEED RATE (Conditions explained on invoice)**		**$248,291**
	Deposit due at policy inception		**$0**
		OPTION 2 TOTAL	**$248,291**
	OPTION 2	**YEAR TWO TOTAL**	$245,808
	OPTION 2	**YEAR THREE TOTAL**	$243,325

TEXAS RURAL EDUCATION ASSOCIATION RISK MANAGEMENT COOPERATIVE

QUOTE 2016/2017

. **Granbury ISD** TREA 111901

. **600 West Pearl** Date: 7/13/2016

. **Granbury, TX 76048** **Coverage Period** **09/01/16** to **09/01/17**

Coverages		Limits	Deductibles	Contributions
Property				
Replacement Cost Limit on		$221,593,713	10,000	$235,000
Buildings, Personal Property and Auxiliary Structures				
RISK OF DIRECT PHYSICAL LOSS				
INCLUDES WIND, HURRICANE, AND HAIL				
COVERAGE WITH A	$25,000	DEDUCTIBLE		
Extra Expense & Business Income		500,000	1,000	Included
Equipment Breakdown		Same as Property Limit	1,000	Included
		Not to exceed $100,000,000		
MISCELLANEOUS PROPERTY				
RISK OF DIRECT PHYSICAL LOSS, REPLACEMENT COST				
Mobile Equipment		100,000	1,000	Included
Music Equipment		500,000	1,000	Included
Audio/Visual Equipment		100,000	5,000	Included
Computer Equipment & Media		1,000,000	5,000	Included
Fine Arts		50,000	1,000	Included
Personal effects and property of others		50,000	1,000	Included
Personal property in transit		50,000	1,000	Included
Property off premises		100,000	1,000	Included
Miscellaneous equipment		100,000	1,000	Included
General Liability				
Includes Personal Injury		1,000,000	500	2,000
Employee Benefits Coverage		100,000	500	Included
General Aggregate		1,000,000		Included
Fire Legal liability		500,000	500	Included
Law Enforcement Liability		1,000,000	500	Included
Educators Legal Liability				
Per Occurrence		1,000,000	2,500	7,500
Annual Aggregate		1,000,000		
*Sexual Misconduct Claims at full Policy Limits				
Administrative Hearings		5,000	NA	Included
Administrative Hearings Aggregate		25,000	NA	Included
Crime				
Public Emp. Dishonesty		100,000	1,000	500
Money & Securities		50,000	1,000	
Forgery & Alteration		50,000	1,000	
Computer Fraud		50,000	1,000	
Automobile				
Auto Liability	Per Person BI	100,000	500	11,000
	Per Occurrence BI	300,000		Included
	Property Damage	100,000	500	Included
Hired & Non Owned Liability		Included	Included	If Any
Automobile Phy Damage		Comprehensive	500	13,442
		Collision	500	Included

TOTAL CONTRIBUTION		**269,442**
*** Membership Commitment Discount**	Less	**$8,083**
1 YEAR DISCOUNTED CONTRIBUTION		**$261,359** ☐
*** 3 Year Rate Guarantee**	Less	**$13,068**
3 YEAR GUARANTEED RATE DISCOUNTED CONTRIBUTION		**$248,291** ☐
3 YEAR GUARANTEED RATE EXTENSION DEPOSIT		**$0** ☐

Accepted By: _____ Date: _____

To accept coverage please indicate 3 Year Rate Guarantee Extension if desired by the District, sign and return by fax to: 979-285-9056

*** Three year rate guarantee provides a discount each year on underwritten contribution for a deposit.**

July 13, 2016

INVOICE

This Invoice is provided as billing by Texas Rural Education Association Risk Management Cooperative (TREA RMC) in accordance with the coverage provided for:

Member: **Granbury ISD**
600 West Pearl
Granbury, TX 76048

Terms of Rate Guarantee:
This Invoice includes an optional 3 year premium rate guarantee provided by Texas Rural Education Association Risk Management Cooperative (TREA RMC). In exchange for the deposit listed below, TREA RMC will guarantee the contribution rate for 3 years. The deposit can be returned to the District at the end of the coverage term listed below or the term can be extended another policy year. If the District decides to terminate coverage with TREA RMC prior to the coverage term listed below the deposit shall not be returned to the District. If the District adds total insured value, the TREA RMC reserves the right to increase the contribution at the guaranteed rate of this agreement.

Attention: **Mr. Dobie Willams**

Coverage Date: **September 1, 2016** **Through** **September 1, 2019**

Amount Due:

		1-year w/ Member Discount	3-year Rate Guarantee Discount
Property	$235,000	**$227,950**	**$216,553**
General Liability	$2,000	**$1,940**	**$1,843**
Educators Legal Liability	$7,500	**$7,275**	**$6,911**
Crime	$500	**$485**	**$461**
Automobile Liab	$11,000	**$10,670**	**$10,137**
Automobile Phy Damage	$13,442	**$13,039**	**$12,387**
Total	**$269,442**	**$261,359**	**$248,291**

3 Year Rate Guarantee Deposit (member for 3 years)	**$0**
Contribution Year 1 with 3 Year Rate Guarantee Deposit	**$248,291**
Year 2 including 3 Year Rate Guarantee	**$245,808**
Year 3 including 3 Year Rate Guarantee	**$243,325**
1 Year Renewal Option (No Future Rate Guarantee)	**$261,359**

Please make check payable to TREA RMC
TREA RMCooperative
28 Circle Way
Lake Jackson, TX 77566

Agreement Number: TREA 111901

COMMON COVERAGE AGREEMENT DECLARATIONS

Coverage Term: One Year
Coverage Period: 9/1/2016 to 9/1/2017 AT 12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN

MEMBER NAME AND MAILING ADDRESS

Granbury ISD

600 West Pearl
Granbury, TX 76048

BUSINESS DESCRIPTION

IN RETURN FOR THE PAYMENT OF THE CONTRIBUTION, AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE AGREEMENT, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS WHEN A CORRESPONDING NOTATION IS SHOWN UNDER CONTRIBUTION:

	CONTRIBUTION
SCHOOL PROPERTY COVERAGE PART	$235,000
GENERAL LIABILITY COVERAGE DOCUMENT	$2,000
EDUCATORS LEGAL LIABILITY	$7,500
CRIME	$500
BUSINESS AUTO COVERAGE DOCUMENT	$24,442
TOTAL	$269,442

FORMS APPLICABLE TO ALL COVERAGE PARTS:
See Index of forms and endorsements

TOTAL CONTRIBUTION: Including Three Year Agreement Discount $248,291
THE COVERAGE AGREEMENT MAY BE SUBJECT TO ADJUSTMENT

MAILING ADDRESS
TREA RISK MANAGEMENT ASSOCIATION
28 CIRCLE WAY
LAKE JACKSON, TX 77566

TREA RISK MANAGEMENT COOPERATIVE

SCHOOLS PROPERTY COVERAGE
DECLARATIONS

Agreement Number: TREA 111901 Effective Date: 9/1/2016 12:01 AM Standard Time

BUSINESS DESCRIPTION Independent School District

DESCRIPTION OF PREMISES

Refer to Schedule / Statement of Values on file with Company

COVERAGES PROVIDED- COVERAGE AT THE DESCRIBED PREMISES APPLIES ONLY FOR COVERAGE FOR WHICH A LIMIT OF COVERAGE IS SHOWN

Coverages	Limits of Coverage	Deductibles	Contribution
Buildings & Contents	$221,593,713	See Below	$235,000
Extra Expense	$500,000	$1,000	Included
Music Equipment	$500,000	$1,000	Included
Audio/Visual Equipment	$100,000	$5,000	Included
Computer Equipment & Media	$1,000,000	$5,000	Included
Fine Arts	$50,000	$1,000	Included
Personal effects and property of others	$50,000	$1,000	Included
Personal property in transit	$50,000	$1,000	Included
Property off premises	$100,000	$1,000	Included
Miscellaneous equipment	$100,000	$1,000	Included
Breakdown of Mechanical Equipment	$221,593,713	$1,000	Included

DEDUCTIBLE $10,000 Direct Physical Loss / $25,000 Wind And Hail

FORMS AND ENDORSEMENTS – SEE FORMS LIST

CONTRIBUTION for this Coverage Part $235,000

THESE DECLARATIONS ARE PART OF THE COMMON COVERAGE AGREEMENT DECLARATIONS CONTAINING THE NAME OF THE MEMBER AND THE COVERAGE PERIOD

GENERAL LIABILITY COVERAGE DOCUMENT
DECLARATIONS

Agreement Number: TREA 111901
Effective Date: 9/1/2016 to 9/1/2017

MEMBER NAME AND MAILING ADDRESS
Granbury ISD
600 West Pearl
Granbury, TX 76048

IN RETURN FOR THE PAYMENT OF THE CONTRIBUTION, AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE AGREEMENT, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

LIMITS OF LIABILITY		**Deductible**
General Aggregate Limit (Other Than Products-Completed Operations	**$1,000,000**	
Products-Completed Operations Aggregate Limit	**$1,000,000**	500
Personal and Advertising Injury Limit	**$1,000,000**	500
Employee Benefits Coverage	**$100,000**	500
Bodily Injury and Property Damage, Each Occurrence Limit	**$1,000,000**	500
Fire Damage Limit	**$500,000**	500

DESCRIPTION OF BUSINESS AND LOCATION OF PREMISES

Form Of Business

Individual Joint Venture Partnership X Other Organization

Business Description: Public School System

Location of All Premises You, Own, Rent or Occupy: **See Schedule of Locations & Values on file with Company**

Total Contribution **$2,000.00**

Contribution shown is payable: $2,000 at inception

FORMS AND ENDORSEMENTS

Forms and Endorsements applying to this coverage Part and made a part of this Coverage Agreement at time of issue:

SEE FORMS LIST

Forms and Endorsements applicable to this Coverage Part omitted if shown elsewhere in the coverage agreement.

THESE DECLARATIONS AND THE COMMON COVERAGE DECLARATIONS, IF APPLICABLE, TOGETHER WITH THE COMMON COVERAGE CONDITIONS, FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED AGREEMENT.



EDUCATORS LEGAL LIABILITY COVERAGE PART
DECLARATIONS

Agreement Number TREA 111901 Effective Date 9/1/2016 12:01 AM Standard Time

The Educators Legal Liability Coverage Part consists Of this Declarations Form and the Educators Legal Liability Coverage Form.

INSURING AGREEMENTS, LIMITS OF COVERAGE AND DEDUCTIBLES

INSURING AGREEMENTS	LIMIT OF COVERAGE	DEDUCTIBLE Per Occurrence	CONTRIBUTION
Educators Legal Liability			
	$1,000,000.00 Per Occurrence **$1,000,000.00 Annual Aggregate**	$2,500	$7,500
Total Contribution for this Coverage Form			$7,500

If any insuring agreement is unlisted above, such insuring agreement and any other reference thereto in this coverage document is deleted.

ENDORSEMENTS FORMING PART OF THIS COVERAGE WHEN ISSUED:

CANCELLATION OF PRIOR COVERAGE: BY ACCEPTANCE OF THIS COVERAGE PART YOU GIVE US NOTICE CANCELING PRIOR COVERAGE DOCUMENT OR POLICY.



COMMERCIAL CRIME COVERAGE PART
DECLARATIONS

Agreement Number TREA 111901 Effective Date: 9/1/2016 12:01 AM Standard Time

The Commercial Crime Coverage Part consists Of this Declarations Form and the Commercial Crime Coverage Form.

EMPLOYEE BENEFIT PLANS(S) INCLUDED AS NAMED COVERED PERSONS AND/OR ORGANIZATIONS:_____

COVERAGE AGREEMENTS, LIMITS OF COVERAGE AND DEDUCTIBLES

COVERAGE AGREEMENTS	LIMIT OF COVERAGE Per Occurrence	DEDUCTIBLE Per Occurrence	CONTRIBUTION
Employee Dishonesty	$100,000	$1,000	$500
Money & Securities	$50,000	$1,000	Included
Forgery & Alteration	$50,000	$1,000	Included
Computer Fraud	$50,000	$1,000	Included

Total Contribution for this Coverage Form $500

If any coverage agreement is unlisted above, such coverage agreement and any other reference thereto in this coverage document is deleted.

ENDORSEMENTS FORMING PART OF THIS COVERAGE WHEN ISSUED:

CANCELLATION OF PRIOR COVERAGE: BY ACCEPTANCE OF THIS COVERAGE PART YOU GIVE US NOTICE CANCELING PRIOR COVERAGE DOCUMENT OR POLICY.

BUSINESS AUTO COVERAGE FORM DECLARATIONS

Agreement Number: TREA 111901

Item One: Member and Mailing Address
Granbury ISD
600 West Pearl
Granbury, TX 76048

Coverage Agreement Period From 9/1/2016 to 9/1/2017

Form of Business Public School System

IN RETURN FOR THE PAYMENT OF THE CONTRIBUTION, AND SUBJECT TO ALL THE TERMS OF THIS COVERAGE AGREEMENT, WE AGREE WITH YOU TO PROVIDE THE COVERAGE AS STATED IN THIS POLICY.

Item Two: Schedule of Coverages And Covered Autos — Schedule and values of vehicles on file with the Company

COVERAGES	COVERED AUTOS	LIMIT		Deductible	CONTRIBUTION
LIABILITY					
Bodily Injury	(1) All Owned and or Leased Automobiles	$100,000	Each Person		
		$300,000	Each Accident	$500.00	
Property Damage		$100,000	Each Accident		$11,000.00
Combined Liability		$	Each Accident		
Personal Injury Protection		N/A			
Auto Medical Payments					
Uninsured / Underinsured Motorists					
Bodily Injury	(1) All Owned and or Leased Automobiles	N/A	Each Person		
		N/A	Each Accident		
Property Damage		N/A	Each Accident		
Combined Liability		$	Each Accident		
Physical Damage Comprehensive Coverage		Stated Amount, Actual Cash Value or Cost of Repair, Whichever is Less minus $ 500 Ded. For Each Covered Auto But No Ded. Applies to Loss Caused by Fire or Lighting			
Physical Damage Specified Causes of Loss Coverage		Stated Amount, Actual Cash Value or Cost of Repair, Whichever is Less minus		$500 Ded. For each covered Auto	$13,442.00
Physical Damage Collision Coverage		Stated Amount, Actual Cash Value or Cost of Repair, Whichever is Less minus		$500 Ded. For each covered Auto but no Ded. Applies to Loss Caused by Fire or Lighting	Included

Endorsements Attached to this Coverage form:
See forms List

Estimated Total Contribution $24,442.00

Contribution shown is payable: $24,442 at inception

These Declarations together With The Common Coverage Conditions, Coverage Form (s) And forms And Endorsements, If Any, Issued To Form a Part Thereof, Complete the Above Numbered Policy.

Texas Liability Coverage Card...This policy provides at least the minimum amounts of liability coverage required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and the named member, and may provide coverage for other persons and other vehicles as provided by the coverage document.

Automobile Liability Coverage Provider
Texas Rural Education Association
Risk Management Cooperative
979-299-9945

Vehicle – Year, Make, Model of covered Vehicle, VIN
All Owned, and or leased vehicles

Member:
Granbury ISD
600 West Pearl
Granbury, TX 76048

Coverage Document Number: TREA 111901
Coverage Effective Date: 9/1/16 Coverage Expiration Date: 9/1/17

KEEP THIS LIABILITY COVERAGE CARD IN YOUR VEHICLE OR POSSESSION

Texas Liability Coverage Card...This policy provides at least the minimum amounts of liability coverage required by the Texas Motor Vehicle Safety Responsibility Act for the specified vehicle and the named member, and may provide coverage for other persons and other vehicles as provided by the coverage document.

Automobile Liability Coverage Provider
Texas Rural Education Association
Risk Management Cooperative
979-299-9945

Vehicle – Year, Make, Model of covered Vehicle, VIN
All Owned, and or leased vehicles

Member:
Granbury ISD
600 West Pearl
Granbury, TX 76048

Coverage Document Number: TREA 111901
Coverage Effective Date: 9/1/16 Coverage Expiration Date: 9/1/17

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Texas Rural Education Association
Risk Management Cooperative
979-299-9945

Vehicle – Year, Make, Model of covered Vehicle, VIN
All Owned, and or leased vehicles

Member:
Granbury ISD
600 West Pearl
Granbury, TX 76048

Coverage Document Number: TREA 111901
Coverage Effective Date: 9/1/16 Coverage Expiration Date: 9/1/17

KEEP THIS LIABILITY COVERAGE CARD IN YOUR VEHICLE OR POSSESSION

Texas Liability Coverage Card

Keep This Card

IMPORTANT: This card or a copy of your Insurance policy must be shown when you Apply for or renew your:

` motor vehicle registration
` drivers license
` motor vehicle safety inspector sticker .

You also may be asked to show this card or your policy if you have an accident or if a peace officer asks to see it.

All drivers in Texas must carry liability Insurance on their vehicles or otherwise meet legal requirements for financial responsibility. Failure to do so could result in fines up to $1,000, suspension of your drivers license and motor vehicle regestration, and impoundment of your vehicle for up to 180 days (at a cost of $15 per day).

Tarjeta de Seguro de Responsibilidad de Texas

Guarde esta tarjeta

IMPORTANTE: Esta tarjeta o una copia de su poliza de seguro debe ser mostrada cuando usted solicite o renueve su:

` registro de vehiculo de motor
` licencia para conducer
` etiqueta de inspeccion de seguridad para su vehiculo.

Puede que usted tenga tambien que mostrar esta tarjeta o su poliza de seguro si tiene un accidente o si un official de la paz se la pide.

Todos los conductors en Texas deben de tener seguro de responsabilidad para sus vehiculos, o de otra manera llenar los requsitos legales de responsabilidad civil. Fallo en linear este requisitos pudiera resuitar en multas de hasta $1,000, suspension de su licencia para conducer y su registro de Vehiculo de motor, y la retencion de su vehiculo por un periodo de hasta 180 dias (a un costo de $15 por dia).

Texas Liability Coverage Card

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` licencia para conducer
` etiqueta de inspeccion de seguridad para su vehiculo.

Puede que usted tenga tambien que mostrar esta tarjeta o su poliza de seguro si tiene un accidente o si un official de la paz se la pide.

Todos los conductors en Texas deben de tener seguro de responsabilidad para sus vehiculos, o de otra manera llenar los requsitos legales de responsabilidad civil. Fallo en linear este requisitos pudiera resuitar en multas de hasta $1,000, suspension de su licencia para conducer y su registro de Vehiculo de motor, y la retencion de su vehiculo por un periodo de hasta 180 dias (a un costo de $15 por dia).

TEXAS RURAL EDUCATION ASSOCIATION
RISK MANAGEMENT COOPERATIVE
Interlocal Cooperation Contract

This interlocal cooperation contract is entered into between the Texas Rural Education Association Risk Management Cooperative (**TREA RMC**) and a combination of local governmental units (**"Members"**) to establish a self-insurance fund to provide property and liability risk management, workers compensation coverage, loss control and claims administration services.

WITNESSETH:

WHEREAS, the Texas Government Code allows for local governments to contract with other local governments to provide administrative functions; and

WHEREAS, the Texas Government Code allows for local governments or an entity acting on behalf of a local government to establish a self-insurance fund to protect the local government; and

WHEREAS, each **Member**, as a public school district, public college district, charter school, or education service center, is a local government and is able to enter into this interlocal cooperation contract;

NOW, THEREFORE, in consideration of the payment of contributions, the agreement of other **Members** to similar terms and conditions, and **TREA RMC** performing services as outlines in this contract, all parties do hereby agree to all terms and conditions of this agreement and the governing bylaws established as follows:

1. Term:
   The term of this agreement is one year from the effective date state below with automatic renewal for two successive years at rates to be determined by the **TREA RMC** unless terminated according to the termination provisions in this agreement.

2. Coverage:
   Each **Member** will be provided with a **coverage document** evidencing the coverage(s) to be afforded under this agreement, and the **Member** agrees to abide by the provisions of the **coverage document**, and any amendments or endorsements agreed to by the Board.

3. Contributions:
   The **Member** agrees to pay when due the contributions required based upon rating methodology approved by the **Board**, and shall pay interest to the **TREA RMC** on past due contributions at the rate of ten percent (10%) per annum.

4. Audit:

TREA RMC will be required to make available an annual audited financial statement to each **Member** prepared by an Independent Certified Public Accountant.

5. Bylaws:
   Members of TREA RMC agree to abide by the Bylaws of **TREA RMC**, as amended from time to time.

6. **Member** Services:
   The **Board** is authorized by the **Members** to enter in contracts to provide services to **TREA RMC** and its **Members**. These services include, but are not limited to: Claims administration, underwriting and administration, loss control, actuarial, utilization review, marketing, and reinsurance placement.

7. Excess Insurance:
   The **Board** is authorized to purchase excess insurance and aggregate excess insurance, or reinsurance, for the **coverage document**. The amount and attachments of excess insurance or reinsurance shall be determined by the Board.

8. Governance:
   TREA RMC shall be governed by a **Board** in accordance with the Bylaws.

9. Notice:
   Any written notice to **TREA RMC** shall be made by first class mail delivered to the Texas Rural Education Association Risk Management Cooperative, at 28 Circle Way, Lake Jackson, Texas 77566, or at an address later designated by written notice by the **TREA RMC** to its **Members**.

10. Termination:
    By **Member**: **Member** may terminate **Membership** in **TREA RMC** by giving 30 days' notice prior to renewal date.

    By **TREA RMC**: A **Member** may be terminated by **TREA RMC** under the following circumstances:

    A. Upon ten (10) days' notice by certified mail for non-payment of contributions by the **Member**. Sixty (60) days minimum earned contribution will apply.

    B. Upon sixty (60) days' notice by certified mail for failure to comply with terms and conditions of this agreement and bylaws.

    C. Upon sixty (60) days' notice by certified mail for failure to comply with any reasonable information requests made by **TREA RMC** or recommendations made by loss control.

D. Upon sixty (60) days' notice by certified mail for a continued adverse loss experience developed by the **Member** as deemed excessive by the **Board**.

Within a reasonable time after termination, **TREA RMC** shall return to the terminated **Member** a pro rata refund of unearned contributions for the current year, after any audit adjustments or adjustments for additional contributions required by the bylaws. Any unearned premium may be offset by unfunded liabilities contributed by losses from **Members** other than the terminated **Member** *only* if the assets of **TREA RMC** are determined by an independent actuarial evaluation to be insufficient to pay all **TREA RMC** ultimate incurred losses. In the event the assets of **TREA RMC** are determined to be insufficient to pay all ultimate **TREA RMC** incurred losses, the terminated **Member** agrees to accept upon the date of termination direct responsibility *only* for the unfunded portion of the losses contributed by the terminated **Member**.

11. Excess Contributions:
    A **Member** who leaves **TREA RMC** or is terminated gives up any rights to any potential refunds of excess contributions for current and prior years. The **Board** reserves the right to distribute any excess contributions paid by **Members** in the manner in which it sees fit.

12. Designated Fund **Member** Representative:
    Each **Member** shall designate and individual to represent the **Member** at annual meetings with authorized voting rights on behalf of the **Member**. The designated **TREA RMC Member** representative shall also serve as the person authorized to receive all correspondence and notices for **TREA RMC**. Notice sent to the authorized representative shall constitute notice to the **TREA RMC Member**.

13. Deductibles:
    Each **Member** shall be responsible for the payment of all deductibles as outlines in the **coverage document** and consistent with written proposals for coverage issued by **TREA RMC**.

14. **Members** will join **TREA RMC** by notification to **TREA RMC**, subject to the payment of their initial contribution.

15. Limit of Liability:
    The **Members** by this agreement affirm that **TREA RMC** is a form of self-insurance. Therefore, under no circumstances shall any **Member's** ultimate liability to **TREA RMC** exceed the ultimate value of any unfunded liabilities contributed by covered losses from the **Member** during the life of **TREA RMC**. In the event that **TREA RMC** ceases to exist for any reason whatsoever, each **Member** shall accept direct responsibility only for any unfunded portion of the liabilities incurred by that **Member**.

TEXAS RURAL EDUCATION ASSOCIATION
RISK MANAGEMENT COOPERATIVE

DEFINITIONS

Board: Board of Directors elected by **Members** to carry out the business of **TREA RMC.**

Coverage Document: "Written agreements, by line of business, which describe the scope of all coverage(s) to be afforded by **TREA RMC** to the **Member**, as well as the limits, deductibles, exclusions and conditions of such coverage.

TREA RMC: An administrative entity of all **Members** executing the interlocal cooperative contract.

Member(s): The individual school district, community college district or education service center, which has by execution of the contract joined the **TREA RMC.**

TEXAS RURAL EDUCATION ASSOCIATION
RISK MANAGEMENT COOPERATIVE

IN WITNESS WHEREOF, the **Member** named below has caused this agreement to be executed this ____ day of _____, 2016.

For **TREA RMC:**

Texas Rural Education Association Risk Management Cooperative



By: _____

Chairman, **Board** of Directors
Texas Rural Education Association Risk Management Cooperative

For the **Member:**

_____ Authorized Official

_____
Title

_____
Entity

Designated **Member** Representative

_____
Name

_____
Title

_____
Address

_____
Phone Number

_____
Email Address

TEXAS RURAL EDUCATION ASSOCIATION RISK MANAGEMENT COOPERATIVE

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 18, 2016
RE: Proposed Tax Rates to be Published in the "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate".

SUMMARY:

As part of the budget and tax rate adoption process the District must hold a public meeting to accept public input before the adoption of the final budget and tax rates. Prior to this meeting the District must publish notice in a local newspaper at least 10 but not more than 30 days before the public meeting in strict accordance with Texas Education Code section 44.004.

Guidance from the Texas Association of School Boards (TASB) – Legal Services indicates that school boards should review available dates that comply with required "Notice" time frames. TASB also says the Texas Comptroller's Truth-in-Taxation Website indicates that the proposed tax rates that will be published in the "Notice" should be adopted by the school board as an action item at a board meeting. Lastly, TASB – Legal Services indicates that although Board action on the proposed tax rates to be published in the "Notice" is not required by statute, it is recommended as best practice.

August 22, 2016 is the scheduled board meeting date to adopt the budget and tax rates. In accordance with Texas Education Code 44.004, August 10, 2016 is the proposed date to publish the "Notice" in the local newspaper. The proposed tax rates to be published in the "Notice" are as follows:

M&O Tax Rate:	$1.04	per $100 of valuation
I&S Tax Rate:	0.215	per $100 of valuation
Total Tax Rate:	$1.255	per $100 of valuation

Based on preliminary property value estimates and budgetary needs for the 2016-17 school year the above proposed tax rates will generate sufficient revenues. The proposed M&O tax rate of $1.04 is the same as it has been for the last several years. The proposed Debt Service (I&S) tax rate of $0.215 is one cent lower than last year's I&S rate. We can adopt a lower rate than published in the Notice, but we cannot adopt a higher rate than published.

RECOMMENDATION:

It is recommended that the proposed tax rates be approved for publication on August 10, 2016 in the local newspaper in accordance with Texas Education Code 44.004.

Respectfully submitted,

D O Williams

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Dr. James Largent

Date Submitted: July 18, 2016

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 18, 2016
RE: Agreement for the Purchase of Attendance Credits

SUMMARY:

The purpose of this agreement is to enable the district to reduce its wealth per weighted student to a level that is not greater than the equalized wealth level as determined by the commissioner of education in accordance with Section 41.002, Education Code.

The voters approved this agreement as one of the methods in which GISD can reduce its wealth per student as required by Chapter 41 of the Texas Education Code. GISD has entered into this agreement each year since the Chapter 41 determination and filed in such a time as the early credit was applicable.

After reviewing the options available, this option is the most viable for GISD. In order to take advantage of the Early Agreement Credit, the attached agreement must be adopted and submitted to TEA by September 1, 2016.

RECOMMENDATION:

It is recommended that GISD enter into the attached Agreement for the Purchase of Attendance Credits with the Texas Education Agency for the 2016-17 school year.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Dr. James Largent

Date Submitted: July 18, 2016

Agreement for the Purchase of Attendance Credits

This agreement is entered into pursuant to the Texas Education Code (TEC), Chapter 41, Subchapters A and D, and rules adopted by the commissioner of education as authorized by the TEC, §41.006. The purpose of this agreement is to enable the district to reduce its wealth per weighted student to a level that is not greater than the equalized wealth level as determined by the commissioner of education in accordance with the TEC, §41.002.

The school year to which this agreement applies is 2016-17 (the "school year").

The agreement is for Granbury Independent School District ("the district"), with a county-district number of 111-901, to purchase attendance credits from the state for the school year.

This agreement is subject to the approval of the voters of the district as provided by the TEC, §41.096. The board of trustees of the district agrees to submit to the commissioner of education, on request, a certified copy of the board minutes showing the canvass of the election.

Initial payments will be based on the commissioner's estimate of the cost of each credit using the district's projected maintenance and operations tax revenue and the estimated number of students in weighted average daily attendance for the school year (TEC, §41.093). The district agrees to make the payments in accordance with the schedule specified in the TEC, §41.094.

The actual cost of each credit will be determined by the commissioner in accordance with the TEC, §41.093, when final data on the district's maintenance and operations tax revenue and the number of students in weighted average daily attendance for the school year are available. If that amount is less than the amount paid by the district through August 15 of the school year, the difference will be refunded. If that amount is greater than the amount paid, the district shall remit an amount equal to the difference for deposit in the state treasury to be used for the Foundation School Program.

The cost of purchased attendance credits will be reduced for county appraisal district costs. The reduction will be computed in accordance with the TEC, §41.097. If the reduction exceeds the cost for the school year, the difference will be carried forward and applied to each subsequent year's cost until the total amount of the reduction has been exhausted.

_____ Date: _____

Signature of President, Board of Trustees

_____ Date: _____

Signature of Secretary, Board of Trustees

Signature of Superintendent

James Largent, Ed.D

Typed Name of Superintendent

Date:

Signature of Commissioner of Education or Designee

Date:

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 18, 2016
RE: 2016-17 Compensation Plan

SUMMARY:

Board Policy DEA (Local) establishes that, "*The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives*."

The 2016-17 Salary Schedules, Stipend/Extra Duty Schedules and Signing Bonus program are attached for your review.

Policy DEA(local) further states "*The Superintendent shall administer the compensation plans consistent with the budget approved by the Board*."

The budget to be adopted includes the cost associated with the attached schedules.

RECOMMENDATION:

That the Board adopt the schedules as presented by Administration.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Shane Conklin
Dobie Williams

Date Submitted: July 18, 2016

GRANBURY ISD

DRAFT

2016 - 2017 Salary Range

Teacher / Librarian / RN and SLP Assistant and SLP Bachelor*

Base Salary Range

10-Month Salary Range Minimum: $47,000.00

10-Month Salary Range Maximum: $64,590.00

Master's Degree Stipend $2,160.00

Continuing Teachers, Librarians, Nurses, SLP Assistants and SLP Bachelors will receive a $1,500 Pay Increase for 2016/2017

The salaries listed above are based on 10-month employment for the 2016-2017 school year. Salary plans are determined on an annual basis and salary advancement is not guaranteed. Pay increases are based on the annual pay raise budget approved by the Board of Trustees.

Salaries are determined individually with consideration for job-related experience and credentials.

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

Board Approved _____

GRANBURY INDEPENDENT SCHOOL DISTRICT

PROFESSIONAL SUPPORT & ADMINISTRATION - EXEMPT

2016 - 2017 Pay Ranges

DRAFT

PAY GRADE A1	# of Days	Daily Rate	Minimum	Midpoint	Maximum
Minimum DR Does Not Meet FLSA for Exempt Employees			148.00	185.00	222.00

PAY GRADE A2	# of Days	Daily Rate	Minimum	Midpoint	Maximum
Minimum DR Does Not Meet FLSA for Exempt Employees			177.60	222.00	266.40

PAY GRADE A3	# of Days	Daily Rate	Minimum	Midpoint	Maximum
			209.57	261.96	314.35
Business Office: Payroll Supervisor	226				
HR Office: Human Resources Specialist	226				
Technology: Network Engineer	226				
Technology: Network Services Manager	226				
Technology: PEIMS Coordinator	226				
Technology: Software Support Specialist	226				
Transportation Manager	240				

PAY GRADE A4	# of Days	Daily Rate	Minimum	Midpoint	Maximum
			241.00	301.25	361.50
Counselor: Elementary	191				
Counselor: Intermediate	191				
Counselor: STARS/BTC	192				
Counselor: Middle School	198				
Counselor: Ninth Grade Center	207				
Counselor: High School	207				
Counselor: High School	226				
Assistant Principal: Elementary	207				
Assistant Principal: Intermediate	207				
Business Office: Purchasing Manager	226				
Technology: Instructional Technology Specialist	226				

PAY GRADE A5	# of Days	Daily Rate	Minimum	Midpoint	Maximum
			259.07	323.84	388.61
Special Education: Occupational Therapist	187				
Special Education: Orientation & Mobility Specialist	188				
Special Education: Speech Language Pathologist	188				
Special Education: Visual Impairment Specialist	188				
Special Education: School Psychologist - LSSP	198				
Assistant Principal: Middle School	207				
Special Education: Diagnostician	207				
District Comptroller: Business Office	226				
Support Services: Director	226				
Technology: Network Administrator	226				

		Minimum	Midpoint	Maximum
	Daily Rate	278.50	348.13	417.76
PAY GRADE A6	**# of Days**			
Assistant Principal: Ninth Grade Center	207			
Assistant Principal: High School	207			
GMS Coordinator - Title I Campus Intervention	207			
High School Coordinator - Title I Campus Intervention	207			
Special Education: Coordinator	217			
Assistant Principal: High School	226			
Curriculum: Coordinator - Dyslexia/Section 504	226			
Curriculum: Coordinator - Data Specialist	226			
Curriculum: Coordinator - Elem/Federal Programs	226			
Curriculum: Coordinator - Secondary ELA/Science	226			
Curriculum: Coordinator-Secondary Math/SS/GT/At-Risk	226			
Technology: Instructional Coordinator	226			
		Minimum	Midpoint	Maximum
	Daily Rate	299.39	374.24	449.09
PAY GRADE A7	**# of Days**			
Principal: Elementary	217			
Principal: Intermediate	217			
Principal: STARS/BTC	217			
		Minimum	Midpoint	Maximum
	Daily Rate	321.85	402.31	482.77
PAY GRADE A8	**# of Days**			
Director of Athletics	226			
Director of Facilities & Maintenance	226			
Director of Transportation	226			
Director of Technology	226			
Principal: Middle School	226			
Principal: Ninth Grade Center	226			
Public Information Officer	226			
		Minimum	Midpoint	Maximum
	Daily Rate	345.98	432.48	518.98
PAY GRADE A9	**# of Days**			
Principal: High School	226			
Director of Special Education	226			
Director of C.T.E.	226			
Director of Human Resources	226			
Director of Curriculum & Instruction	226			
		Minimum	Midpoint	Maximum
	Daily Rate	371.94	464.92	557.90
PAY GRADE A10	**# of Days**			
		Minimum	Midpoint	Maximum
	Daily Rate	446.32	557.90	669.48
PAY GRADE A11	**# of Days**			
Assistant Superintendent - Administrative Services	226			
Assistant Superintendent - Finance & Operations	226			

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Board Approved _____

GRANBURY INDEPENDENT SCHOOL DISTRICT

AUXILIARY - NON EXEMPT

2016 - 2017 Pay Ranges

DRAFT

PAY GRADE AUX 1	# of Days		Minimum	Midpoint	Maximum
		Hourly Rate	9.20	11.50	13.80
		Daily Rate	73.60	92.00	110.40
Transportation: Bus Attendant	175				
Child Nutrition: Food Service Worker/Cook	177				
Custodial: Custodian - 190	190				
Custodial: Custodian - 240	240				

PAY GRADE AUX 2	# of Days		Minimum	Midpoint	Maximum
		Hourly Rate	9.66	12.08	14.50
		Daily Rate	77.28	96.64	116.00
Child Nutrition: Cashier	177				

PAY GRADE AUX 3	# of Days		Minimum	Midpoint	Maximum
		Hourly Rate	10.14	12.68	15.22
		Daily Rate	81.12	101.44	121.76
Custodial: Custodian - Asst Night Lead (sf -300k)	240				

PAY GRADE AUX 4	# of Days		Minimum	Midpoint	Maximum
		Hourly Rate	10.86	13.57	16.28
		Daily Rate	86.88	108.56	130.24
HS: Security Guard	175				
Child Nutrition: Cafeteria Mgr <700 Students	183				
Maintenance: Groundskeeper	240				

PAY GRADE AUX 5	# of Days		Minimum	Midpoint	Maximum
		Hourly Rate	12.16	15.20	18.24
		Daily Rate	97.28	121.60	145.92
Transportation: Bus Driver & Utility Bus Driver	175				
Child Nutrition: Cafeteria Mgr >700 students	183				
Maintenance: General Worker	240				
Maintenance: HVAC Assistant	240				
Maintenance: Irrigation Specialist	240				
Transportation: Mechanic Assistant	240				

PAY GRADE AUX 6	# of Days		Minimum	Midpoint	Maximum
		Hourly Rate	13.01	16.26	19.51
		Daily Rate	104.08	130.08	156.08
Transportation: Bus Driver - Lead	185				
Child Nutrition: Cafeteria Manager - HS	183				
Maintenance: Supervisor Athletic Grounds	240				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE AUX 7		**Hourly Rate**	**14.31**	**17.89**	**21.47**
		Daily Rate	**114.48**	**143.12**	**171.76**
Maintenance: Lead Grounds/Athletics Grounds	**240**				
Maintenance: Carpenter	**240**				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE AUX 8		**Hourly Rate**	**15.74**	**19.68**	**23.62**
		Daily Rate	**125.92**	**157.44**	**188.96**
Transportation: Mechanic	**240**				
Maintenance: Lead - General Workers	**240**				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE AUX 9		**Hourly Rate**	**17.16**	**21.45**	**25.74**
		Daily Rate	**137.28**	**171.60**	**205.92**
Maintenance: Electrician	**240**				
Maintenance: HVAC/Refrigeration Technician	**240**				
Maintenance: Licensed Plumber	**240**				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE AUX 10		**Hourly Rate**	**20.94**	**26.17**	**31.40**
		Daily Rate	**167.52**	**209.36**	**251.20**
Maintenance: Supervisor - Lead HVAC	**240**				
Maintenance: Supervisor - General	**240**				
Transportation: Supervisor - Vehicle Maintenance	**240**				

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Board Approved _____

GRANBURY INDEPENDENT SCHOOL DISTRICT

CLERICAL / PARAPROFESSIONAL - NON EXEMPT

2016 - 2017 Pay Ranges

DRAFT

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 1		Hourly Rate	8.80	11.00	13.20
		Daily Rate	35.20	44.00	52.80
Aide: Extended School Day (3.75 Hours per Day)	175				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 2		Hourly Rate	11.00	13.75	16.50
		Daily Rate	88.00	110.00	132.00
Aide: Bilingual	187				
Aide: Instructional - Classroom, Library, P.E.	187				
Aide: Clerk/Computer Lab - MS	187				
Aide: Computer Lab	187				
Aide: ESL	187				
Aide: ISS	187				
Aide: Title I	187				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 3		Hourly Rate	11.77	14.71	17.65
		Daily Rate	94.16	117.68	141.20
Aide: Instructional - Inclusion (Not SPED)	187				
Aide: ISS / Office	187				
Aide: Special Education - Autism	187				
Aide: Special Education - B.S.I.	187				
Aide: Special Education - Deaf Education	187				
Aide: Special Education - Life Skills	187				
Aide: Special Education - PPCD	187				
Aide: Special Education - Support Facilitator	187				
Clerk: Office	187				
Clerk: Receptionist - Middle School	187				
Clerk: Attendance - Middle School	196				
Clerk: Mail/Office - Business Office	226				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 4		Hourly Rate	12.59	15.74	18.89
		Daily Rate	100.72	125.92	151.12
Clerk: Attendance - High School	196				
Secretary: Assistant Principal - HS	202				
Clerk: PEIMS/Scheduling - Middle School	207				
Clerk: Special Ed Data	207				
Secretary: Counselor - HS	217				
Clerk: Receptionist - HS	226				
Clerk: Curriculum	226				
Clerk: Transportation	226				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 5		Hourly Rate	13.47	16.84	20.21
		Daily Rate	107.76	134.72	161.68
Accelerated Instructional Aide	187				
Bilingual Interpreter	187				
Communications Asst: Deaf Ed - Special Education	187				
Language Interpreter	187				
Site Leader: Extended School Day	187				
Clerk: PEIMS - Special Education	207				
Clerk: PEIMS/Scheduling - HS	217				
Quality Control/Compliance Technician - CN	226				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 6		**Hourly Rate**	**14.42**	**18.02**	**21.62**
		Daily Rate	**115.36**	**144.16**	**172.96**
Lead Site Leader: ESD	**187**				
Clerk: Bookkeeper/GHS Activity Fund - HS	**191**				
Secretary: Elementary School	**217**				
Secretary: Intermediate School	**217**				
Secretary: STARS/BTC	**217**				
Clerk: Catering/CN - Child Nutrition	**226**				
Clerk: Systems - Curriculum	**226**				
Clerk: Purchasing - Technology	**226**				
Clerk: Route Clerk - Transportation	**226**				
District Trainer - Child Nutrition	**226**				
Secretary: Middle School	**226**				
Secretary: Central Admin, CTE, Maintenance, Technology & Transportation	**226**				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 7		**Hourly Rate**	**15.42**	**19.28**	**23.14**
		Daily Rate	**123.36**	**154.24**	**185.12**
School Nurse (LVN)	**187**				
Accounts Payable/WC Specialist: Business Office	**226**				
Benefits Specialist: Human Resources	**226**				
FAR/Payroll Specialist: Support Services	**226**				
Coordinator-Substitutes / Leave - Human Resources	**226**				
Payroll Assistant - Business Office	**226**				
Purchasing Assistant - Business Office	**226**				
Secretary - CN, Curriculum, HR, Special Education,	**226**				
Secretary: Principal - CNGC & High School	**226**				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 8		**Hourly Rate**	**16.50**	**20.63**	**24.76**
		Daily Rate	**132.00**	**165.04**	**198.08**
Deaf Ed Interpreter: Basic Certification	**187**				
Secretary: Athletic Director	**226**				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 9		**Hourly Rate**	**17.66**	**22.07**	**26.48**
		Daily Rate	**141.28**	**176.56**	**211.84**
Secretary: Asst Superintendent -BO Finance & Ops	**226**				
Secretary: Asst Superintendent -CA Adm Services					

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 10		**Hourly Rate**	**21.72**	**27.15**	**32.58**
		Daily Rate	**173.76**	**217.20**	**260.64**
Deaf Education Specialist - GHS/Special Education	**188**				
Administrative Assistant - Superintendent//Board	**226**				
Certification Officer - Human Resources	**226**				

	# of Days		Minimum	Midpoint	Maximum
PAY GRADE C/P 11		**Hourly Rate**	**30.76**	**38.45**	**46.14**
		Daily Rate	**246.08**	**307.60**	**369.12**
Orientation & Mobility Specialist Part-Time Non-Exempt (FLSA): Special Education	**188**				

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Board Approved _____

GRANBURY INDEPENDENT SCHOOL DISTRICT

TECHNOLOGY - NON EXEMPT
2016 - 2017 Pay Ranges

DRAFT

PAY GRADE Tech 1	# of Days		Minimum	Midpoint	Maximum
		Hourly Rate	16.00	20.00	24.00
		Daily Rate	128.00	160.00	192.00
Technology: Computer Technician	226				

PAY GRADE Tech 2	# of Days		Minimum	Midpoint	Maximum
		Hourly Rate	17.92	22.40	26.88
		Daily Rate	143.36	179.20	215.04
Technology: Computer Support Specialist	226				
Facilities & Safety: Technician	226				

PAY GRADE Tech 3	# of Days		Minimum	Midpoint	Maximum
		Hourly Rate	20.61	25.76	30.91
		Daily Rate	164.88	206.08	247.28
Technology: SR Computer Support Specialist	226				

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Board Approved _____

GRANBURY ISD

ATHLETIC STIPEND SCHEDULE

DRAFT

GRANBURY HIGH SCHOOL	TEAM	STIPEND	2016-2017
Campus Coordinator of Mens' Athletics		NEGOTIATED	
Campus Coordinator of Womens' Athletics		NEGOTIATED	**3.0%**
ATHLETIC TRAINERS			
Athletic Trainer		13,000	13,390
Athletic Trainer		13,000	13,390
FOOTBALL			
Head Coach	Varsity / JV / 9th	NEGOTIATED	
Offensive Coordinator	Varsity / JV	9,000	9,270
Defensive Coordinator	Varsity / JV	9,000	9,270
Assistant Coach	Varsity / JV	8,000	8,240
Assistant Coach	Varsity / JV	8,000	8,240
Assistant Coach	Varsity / JV	8,000	8,240
Assistant Coach	Varsity / JV	8,000	8,240
Assistant Coach	Varsity / JV	8,000	8,240
Assistant Coach	Varsity / JV	8,000	8,240
Assistant Coach	Varsity / JV	8,000	8,240
Assistant Coach	Varsity / 9th	6,500	6,695
Assistant Coach	Varsity / 9th	6,500	6,695
Assistant Coach	Varsity / 9th	6,500	6,695
Assistant Coach	Varsity / 9th	6,500	6,695
VOLLEYBALL			
Head Coach	Varsity / JV / 9th	8,500	8,755
Assistant Coach	Varsity/JV	4,900	5,047
Assistant Coach	Varsity/JV	4,500	4,635
Assistant Coach	9th	4,500	4,635
Assistant Coach	9th	4,500	4,635
BASKETBALL - MEN			
Head Coach	Varsity / JV / 9th	8,500	8,755
Assistant Coach 1	Varsity / JV	4,900	5,047
Assistant Coach	JV	4,600	4,738
Assistant Coach	9th	4,600	4,738
Assistant Coach	9th	4,600	4,738
BASKETBALL - WOMEN			
Head Coach	Varsity / JV /9th	8,500	8,755
Assistant Coach 1	Varsity / JV	4,900	5,047
Assistant Coach	JV	4,600	4,738
Assistant Coach	9th	4,600	4,738

GRANBURY HIGH SCHOOL	TEAM	STIPEND	2016-2017
			3.0%
SOCCER - MEN			
Head Coach	Varsity / JV/ 9th	8,000	8,240
Assistant Coach 1	JV	4,800	4,944
Assistant Coach	9th	4,000	4,120
SOCCER - WOMEN			
Head Coach	Varsity / JV/ 9th	8,000	8,240
Assistant Coach	JV	4,800	4,944
Assistant Coach	9th	4,000	4,120
TRACK - WOMEN			
Head Coach	Varsity/JV	7,600	7,828
Assistant Coach	Varsity/JV	4,500	4,635
Assistant Coach	Varsity/JV	4,500	4,635
Assistant Coach	Varsity/JV	4,500	4,635
TRACK - MEN			
Head Coach	Varsity/JV	7,600	7,828
Assistant Coach	Varsity/JV	4,500	4,635
Assistant Coach	Varsity/JV	4,500	4,635
Assistant Coach	Varsity/JV	4,500	4,635
CROSS COUNTRY			
Head Coach	Varsity/JV	6,500	6,695
Assistant Coach	Varsity/JV	3,500	3,605
GOLF - WOMEN			
Head Coach	Varsity/JV	7,600	7,828
Varsity / JV	Varsity/JV	2,400	2,472
GOLF - MEN			
Head Coach	Varsity/JV	7,600	7,828
Varsity / JV	Varsity/JV	2,400	2,472

GRANBURY HIGH SCHOOL	TEAM	STIPEND 2016-2017	
			3.0%
BASEBALL			
Head Coach	Varsity	8,500	8,755
Assistant Coach	Varsity/ JV	4,900	5,047
Assistant Coach	JV / 9th	4,600	4,738
Assistant Coach	JV / 9th	4,600	4,738
SOFTBALL			
Head Coach	Varsity	8,500	8,755
Assistant Coach	Varsity/JV	4,900	5,047
Assistant Coach	JV	4,600	4,738
TENNIS			
Head Coach	Varsity/JV	8,000	8,240
Assistant Coach	Varsity/JV	5,000	5,150
SWIMMING			
Head Coach	Varsity/JV	7,600	7,828
Assistant Coach	Varsity/JV	4,400	4,532
POWER LIFTING			
Head Coach	Varsity / JV	5,600	5,768
Assistant Coach	Varsity / JV	3,500	3,605
Assistant Coach	Varsity / JV	3,500	3,605

ACTON MIDDLE SCHOOL		TEAM	2016-2017 STIPEND	3.0%
Campus Coordinator of Boy's Athletics			1,500	1,545
Campus Coordinator of Girl's Athletics			1,500	1,545
FOOTBALL				
	Coach	8th	3,700	3,811
	Coach	8th	3,700	3,811
	Coach	8th	3,700	3,811
	Coach	7th	3,700	3,811
	Coach	7th	3,700	3,811
	Coach	7th	3,700	3,811
VOLLEYBALL				
	Coach	8th	2,700	2,781
	Coach	8th	2,700	2,781
	Coach	7th	2,700	2,781
	Coach	7th	2,700	2,781
BASKETBALL - BOYS				
	Coach	8th	2,000	2,060
	Coach	8th	2,000	2,060
	Coach	7th	2,000	2,060
	Coach	7th	2,000	2,060
BASKETBALL - GIRLS				
	Coach	8th	2,000	2,060
	Coach	8th	2,000	2,060
	Coach	7th	2,000	2,060
	Coach	7th	2,000	2,060
TRACK - BOYS				
	Coach	8th	1,800	1,854
	Coach	8th	1,800	1,854
	Coach	7th	1,800	1,854
	Coach	7th	1,800	1,854
TRACK - GIRLS				
	Coach	8th	1,800	1,854
	Coach	8th	1,800	1,854
	Coach	7th	1,800	1,854
	Coach	7th	1,800	1,854

GRANBURY MIDDLE SCHOOL	TEAM		STIPEND	2016-2017
				3.0%
Campus Coordinator of Boy's Athletics			1,500	1,545
Campus Coordinator of Girl's Athletics			1,500	1,545
FOOTBALL				
	Coach	8th	3,700	3,811
	Coach	8th	3,700	3,811
	Coach	8th	3,700	3,811
	Coach	7th	3,700	3,811
	Coach	7th	3,700	3,811
	Coach	7th	3,700	3,811
VOLLEYBALL				
	Coach	8th	2,700	2,781
	Coach	8th	2,700	2,781
	Coach	7th	2,700	2,781
	Coach	7th	2,700	2,781
BASKETBALL - BOYS				
	Coach	8th	2,000	2,060
	Coach	8th	2,000	2,060
	Coach	7th	2,000	2,060
	Coach	7th	2,000	2,060
BASKETBALL - GIRLS				
	Coach	8th	2,000	2,060
	Coach	8th	2,000	2,060
	Coach	7th	2,000	2,060
	Coach	7th	2,000	2,060
TRACK - BOYS				
	Coach	8th	1,800	1,854
	Coach	8th	1,800	1,854
	Coach	7th	1,800	1,854
	Coach	7th	1,800	1,854
TRACK - GIRLS				
	Coach	8th	1,800	1,854
	Coach	8th	1,800	1,854
	Coach	7th	1,800	1,854
	Coach	7th	1,800	1,854
			519,500	535,085
			Increase	**$15,585**
				3.0%

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

Board Approved _____

GRANBURY ISD

EXTRA DUTY
PAY SCHEDULES
DRAFT
2016/2017

DEPARTMENT HEADS:

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

GRANBURY ISD

2016/2017

DRAFT

GRADE LEVEL CHAIRS

ACTON ELEMENTARY	**$1,000 Plus $100 per Teacher Over 10**		
Pre-K & Kindergarten	1	1,000	
1st Grade	1	1,000	
2nd Grade	1	1,000	
3rd Grade	1	1,000	
4th Grade	1	1,000	
5th Grade	1	1,000	
Special Programs: (SPED, Music, PE, 504 & Library)	1	1,000	
Science Fair Building Coordinator	1	400	PAY AFTER EVENT
BACCUS ELEMENTARY	**$1,000 Plus $100 per Teacher Over 10**		
Pre-K & Kindergarten	1	1,000	
1st Grade	1	1,000	
2nd Grade	1	1,000	
3rd Grade	1	1,000	
4th Grade	1	1,000	
5th Grade	1	1,000	
Special Programs (SPED, Music,PE,Hosts & Library)	1	1,000	
Science Fair Building Coordinator	1	400	PAY AFTER EVENT
BRAWNER INTERMEDIATE	**$1,000 Plus $100 per Teacher Over 10**		
3rd Grade	1	1,000	
4th Grade	1	1,000	
5th Grade	1	1,000	
Special Programs: (Art,Music,PE,G/T,SPED,Library, Bilingual)	1	1,000	
Science Fair Building Coordinator	1	400	PAY AFTER EVENT

MAMBRINO SCHOOL	**$1,000 Plus $100 per Teacher Over 10**		
Pre-K & Kindergarten	1	1,000	
1st Grade	1	1,000	
2nd Grade	1	1,000	
3rd Grade	1	1,000	
4th Grade	1	1,000	
5th Grade	1	1,000	
Special Programs:	1	1,000	
(Music, PE, G/T, 504, Library, SPED)			
Science Fair Building Coordinator	1	400	PAY AFTER EVENT

OAK WOODS SCHOOL	**$1,000 Plus $100 per Teacher Over 10**		
Kindergarten	1	1,000	
1st Grade	1	1,000	
2nd Grade	1	1,000	
3rd Grade	1	1,000	
4th Grade	1	1,000	
5th Grade	1	1,000	
Special Programs: Art,Music,PE,504,Library, SPED)	1	1,000	
Science Fair Building Coordinator	1	400	PAY AFTER EVENT

ROBERSON ELEMENTARY	**$1,000 Plus $100 per Teacher Over 10**		
Pre-K & Kindergarten	1	1,000	
1st Grade	1	1,000	
2nd Grade	1	1,000	
Special Programs:	1	1,000	
(SPED, Math Specialist, Music, PE, Library)			
Science Fair Building Coordinator	1	400	PAY AFTER EVENT

GRANBURY ISD

UIL - EXTRA DUTY PAY SCHEDULE

DRAFT

2016/2017

GRANBURY HIGH SCHOOL

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

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

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

GRANBURY ISD

UIL - EXTRA DUTY PAY SCHEDULE

2016/2017

DRAFT

Competing in Quad County Middle School District

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

* Quad County Meet Events not in UIL C&CR

GRANBURY ISD

DRAFT

OTHER EXTRA DUTY PAY SCHEDULE
2016/2017

GRANBURY HIGH SCHOOL				**3.0%**
Band Director/District Coordinator	1	15,500	15,500	15,965
1st Assistant Band Director	1	11,500	11,500	11,845
2nd Asst Band Director (MS/HS Ensemble)	1	2,000	2,000	2,060
Auditorium Manager	1	2,000	2,000	2,060
Cheerleader Sponsor - Varsity	1	5,500	5,500	5,665
Cheerleader Sponsor - 9th	1	3,000	3,000	3,090
Cheerleader Sponsor - Jr.Varsity	1	4,000	4,000	4,120
Choral Director/District Coordinator	1	8,000	8,000	8,240
1st Assistant Choral Director	1	7,000	7,000	7,210
Drama/Theater Arts Sponsor	1	2,000	2,000	2,060
Asst. Drama/Theater Arts Sponsor	1	1,500	1,500	1,545
Drill Team Sponsor	1	6,500	6,500	6,695
F1 Sponsor	1	2,000		
PAY AFTER EVENT - F1 Assistant Sponsor	1	750		
Speech/Debate Sponsor	1	3,500		
Student Council Sponsor	1	2,250		
Assistant Student Council Sponsor	1	1750		
Yearbook Sponsor	1	2,750		
PAY AFTER EVENT - History Fair Coordinator	1	400		
PAY AFTER EVENT - Science Fair Coordinator	1	400		
			68,500	70,555
		GHS	Increase	**$2,055**

GRANBURY ISD

DRAFT

OTHER EXTRA DUTY PAY SCHEDULE
2016/2017

ACTON MIDDLE SCHOOL					**3.0%**
Middle School Band Director	1	7,750		7,750	7,983
Middle School Assistant Band Director	1	7,000		7,000	7,210
Cheerleader Sponsor	1	2,500		2,500	2,575
Middle School Choir Director	1	3,500		3,500	3,605
Middle School Choir Director	1	3,500		3,500	3,605
Yearbook Sponsor	1	1,000			
PAY AFTER EVENT - Geography Bee Sponsor	1	400			
PAY AFTER EVENT - Spelling Bee Sponsor	1	400			
PAY AFTER EVENT - Math Counts Sponsor	1	400			
PAY AFTER EVENT - Science Fair Coordinator	1	400			
PAY AFTER EVENT - History Fair Coordinator	1	400			
				24,250	24,978
			AMS	Increase	**$728**

GRANBURY MIDDLE SCHOOL					**3.0%**
Middle School Band Director	1	7,750		7,750	7,983
Middle School Assistant Band Director	1	7,000		7,000	7,210
Cheerleader Sponsor	1	2,500		2,500	2,575
Assistant Choir Director	1	3,500		3,500	3,605
Assistant Choir Director	1	3,500		3,500	3,605
Yearbook Sponsor	1	1,000			
PAY AFTER EVENT - Geography Bee Sponsor	1	400			
PAY AFTER EVENT - Spelling Bee Sponsor	1	400			
PAY AFTER EVENT - Math Counts Sponsor	1	400			
PAY AFTER EVENT - Science Fair Coordinator	1	400			
PAY AFTER EVENT - History Fair Coordinator	1	400			
				24,250	24,978
			GMS	Increase	**$728**

GRANBURY ISD

OTHER EXTRA DUTY PAY SCHEDULE
2016/2017

DRAFT

SPECIAL ASSIGNMENTS

Automotive Tech Teacher - GHS	1	3,500
Bilingual Teachers - Brawner/Roberson	13	3,500
Project Lead the Way Leader	1	1,500
Project Lead the Way Instructor Training*	6	1,500
*Payment After Required Training is Completed		
Signing Bonus: Bilingual Teacher	2	1,000
Signing Bonus: Foreign Language Teacher	2	2,000
Signing Bonus: Secondary Math Teacher	6	2,000
Signing Bonus: Secondary Science Teacher	6	2,000
Speech Language Pathologists - SPED	8	6,000
Visual Impairment Specialist - SPED	2	6,000

TOTALS:		**3.0%**
GHS	Increase	$2,055
AMS	Increase	$728
GMS	Increase	$728
		$3,510

Revised July 14, 2016

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

GRANBURY INDEPENDENT SCHOOL DISTRICT

Substitute Teacher / Substitute Paraprofessional / Substitute LVN

2016 - 2017 Pay Schedule

DRAFT

Position	Daily Rate
Daily Rate Indicated is Paid Regardless of the Substitute Position	
Teacher/Paraprofessional/LVN: Non-Degreed Substitute	**$70.00**
Teacher/Paraprofessional/LVN: Degreed Substitute	**$75.00**
Teacher/Paraprofessional/LVN: TEA Certified	**$80.00**
Teacher: Long Term Position More than 10 Consecutive Days Certified Teacher Substitute Only	**After 10th Day, Rate Increases to $125.00 Per Day**

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Board Approved _____

GRANBURY ISD

CELL PHONE STIPENDS

2016-2017

DRAFT

CAMPUS/ DEPARTMENT	POSITION	MONTHLY	ANNUAL
AES	ASST PRINCIPAL	$35.00	$420.00
AES	PRINCIPAL	$35.00	$420.00
AMS	ASST PRINCIPAL	$35.00	$420.00
AMS	ASST PRINCIPAL	$35.00	$420.00
AMS	PRINCIPAL	$35.00	$420.00
ASST. SUPERINTENDENT	ASST SUPERINTENDENT	$60.00	$720.00
ASST. SUPERINTENDENT	ASST SUPERINTENDENT	$60.00	$720.00
ATHLETICS	DIRECTOR	$60.00	$720.00
BRAWNER	ASST PRINCIPAL	$35.00	$420.00
BRAWNER	PRINCIPAL	$35.00	$420.00
CTE	DIRECTOR	$35.00	$420.00
CURRICULUM	COORDINATOR	$35.00	$420.00
CURRICULUM	COORDINATOR	$35.00	$420.00
CURRICULUM	COORDINATOR	$35.00	$420.00
CURRICULUM	COORDINATOR	$35.00	$420.00
CURRICULUM	COORDINATOR	$35.00	$420.00
CURRICULUM	DIRECTOR	$35.00	$420.00
ERE	ASST PRINCIPAL	$35.00	$420.00
ERE	PRINCIPAL	$35.00	$420.00
FACILITIES/MAINTENANCE	DIRECTOR	$60.00	$720.00
FACILITIES/SAFETY	FACILITIES TECH	$60.00	$720.00
GHS	AG TEACHER	$60.00	$720.00
GHS	AG TEACHER	$60.00	$720.00
GHS	AG TEACHER	$60.00	$720.00
GHS	ATHLETIC TRAINER	$35.00	$420.00
GHS	ATHLETIC TRAINER	$35.00	$420.00
GHS	PRINCIPAL	$35.00	$420.00
GHS 207	ASST PRINCIPAL	$35.00	$420.00
GHS 207	ASST PRINCIPAL	$35.00	$420.00
GHS 207	ASST PRINCIPAL	$35.00	$420.00
GHS 226	ASST PRINCIPAL	$35.00	$420.00
GHS 226	ASST PRINCIPAL	$35.00	$420.00
GMS	ASST PRINCIPAL	$35.00	$420.00
GMS	ASST PRINCIPAL	$35.00	$420.00
GMS	PRINCIPAL	$35.00	$420.00
HUMAN RESOURCES	DIRECTOR	$35.00	$420.00
MAINTENANCE	HVAC/ELECTRICAL	$60.00	$720.00
MAINTENANCE	SUPERVISOR	$60.00	$720.00
MAINTENANCE	SUPERVISOR	$60.00	$720.00
MAMBRINO	ASST PRINCIPAL	$35.00	$420.00
MAMBRINO	PRINCIPAL	$35.00	$420.00
NETTIE BACCUS	ASST PRINCIPAL	$35.00	$420.00
NETTIE BACCUS	PRINCIPAL	$35.00	$420.00
OWS	ASST PRINCIPAL	$35.00	$420.00
OWS	PRINCIPAL	$35.00	$420.00
SPECIAL EDUCATION	DIRECTOR	$35.00	$420.00
STARS/BTC	PRINCIPAL	$35.00	$420.00
SUPERINTENDENT OFFICE	PUBLIC INFORMATION OFFICER	$75.00	$900.00
SUPERINTENDENT	SUPERINTENDENT	$125.00	$1,500.00
SUPPORT SERVICES	DIRECTOR	$60.00	$720.00
TECHNOLOGY	COORDINATOR-INSTRUCT. TECH.	$35.00	$420.00
TECHNOLOGY	DIRECTOR	$60.00	$720.00
TECHNOLOGY	NETWORK ADMINISTRATOR	$35.00	$420.00
TRANSPORTATION	DIRECTOR	$60.00	$720.00
TRANSPORTATION	MANAGER	$60.00	$720.00
TRANSPORTATION	SUPERVISOR-DRIVER MNG	$60.00	$720.00

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**July 18, 2016**
Action:	**Information**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**July 25, 2016**
		RE:	**Policy Update 105**

SUMMARY:

Please see attached TASB's Policy Update 105 for review this month.

Respectfully submitted,



Dr. James M. Largent
Superintendent

Vantage Points

A Board Member's Guide to Update 105

Please note: *Vantage Points* is an executive summary, prepared specifically for board members, of the TASB Localized Update 105 policy changes. The short descriptions generally appear in the same order as the codes in the policy manual and 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 105 includes revisions throughout the policy manual based on the passage of the Every Student Succeeds Act (ESSA), signed into law December 10, 2015. ESSA replaces the previous version of the law—the No Child Left Behind Act (NCLBA)—and reauthorizes the Elementary and Secondary Education Act (ESEA). Recent amendments to the Texas Administrative Code are also addressed throughout this update.

Accountability and Accreditation

ESSA made sweeping changes regarding federal accountability. To reflect those changes, as well as Texas's transition to the accountability requirements outlined by House Bill 2804, revisions have been made to legally referenced policies addressing accountability at AIA, AIB, AIC, and AID.

As a result of Administrative Code rule revisions, AIC(LEGAL) has also been amended to address procedures for when a board of managers transitions back to the elected board.

District Governance

Superintendent Nonrenewal

BJCF(LOCAL) POLICY RECOMMENDATION

This local policy addressing nonrenewal of the superintendent is recommended for revision to make the list of reasons for nonrenewal parallel, where appropriate, to the reasons for term contract nonrenewal at DFBB(LOCAL).

Changes to the list of protected characteristics are to better align with those in legal precedent regarding freedom from discrimination, harassment, and retaliation.

Parent and Family Engagement

BQ(LOCAL) POLICY RECOMMENDATION

Revisions at BQ(LOCAL) are to reflect Title I terminology updated by ESSA, which now refers to a "parent and family engagement policy" rather than the former "parent involvement policy" required as part of district and campus improvement plans. Corresponding legal provisions have been added at EHBD(LEGAL).

District Operations

Purchasing

New Administrative Code rules from the Texas Ethics Commission have been added to CH(LEGAL), addressing the Disclosure of Interested Parties form a district must obtain from a business entity if the contract with the entity requires board action or has a value of at least $1 million.

Integrated Pest Management

CLB(LOCAL) POLICY RECOMMENDATION

Recently amended Texas Department of Agriculture rules prompted recommended revisions to this local policy addressing the district's integrated pest management program. The revised rules have been incorporated at CLB(LEGAL).

Flag Displays

CLE(LOCAL) POLICY RECOMMENDATION

For most districts, this is a new policy recommended for inclusion in the manual to reflect the board's obligation beginning with the 2016–17 school year to ensure that the U.S. and Texas flags are displayed when pledges of allegiance are recited by students in classrooms. The statutory detail has been added at CLE(LEGAL).

Records Management

CPC(LOCAL) POLICY RECOMMENDATION

The Texas State Library and Archives Commission (TSLAC) requires a district to submit its records management policy, including the designation of the records management officer. TASB Policy Service consulted with TSLAC to provide appropriate policy recommendations to meet this obligation. CPC(LEGAL) was also substantially revised to incorporate existing statutory detail for clarification.

Cybersecurity

Information about the Cybersecurity Information Sharing Act, effective December 2015, has been added at CQ(LEGAL) (Technology Resources) and GBA(LEGAL) (Access to Public Information).

Website Postings

CQA(LEGAL) has been updated to include several existing website posting requirements from the Administrative Code.

Personnel Issues

Teacher Certification Standards

At DBA(LEGAL), addressing employee credentials and records, the federal requirement for teachers and paraprofessionals to be "highly qualified" was repealed with the passage of ESSA and replaced with a new federal requirement for teachers to meet state licensure and certification standards. Revisions have also been made at DK(LEGAL) (Assignments and Schedules) and DPB(LEGAL) (Substitute, Temporary, and Part-Time Positions) to remove references to "highly qualified," as prompted by ESSA.

DBA(LOCAL) POLICY RECOMMENDATION

Corresponding changes are recommended to this local policy to remove text regarding parent notification requirements when a teacher is not "highly qualified."

Tuberculosis Testing

DBB(LOCAL) POLICY RECOMMENDATION

For districts with text at DBB(LOCAL) requiring evidence of tuberculosis testing prior to employment with the district, that text is recommended for deletion. In general, evidence of tuberculosis testing is no longer required by the Texas Department of State Health Services.

Termination of Employment

DFBB(LOCAL) POLICY RECOMMENDATION

The repeal of federal "highly qualified" requirements also prompted recommended changes to this local policy on term contract nonrenewal to replace a reference to the term "highly qualified" with a reference to state certification and licensure standards. Other changes are recommended for consistency and compliance with current state law.

DFFA, DFFB, AND DFFC(LOCAL) POLICY RECOMMENDATIONS

These reduction-in-force policies are similarly recommended for revision to reflect the repeal in federal law of the "highly qualified" requirement. Note that not all districts have DFFC(LOCAL), which addresses educators on continuing contracts.

Staff Development

In accordance with new Administrative Code rules, suicide prevention training requirements for staff have been incorporated at DMA(LEGAL). All new employees must receive training during new employee orientation, and all existing employees must be trained by September 30, 2016.

Administrative Code rules addressing adolescent literacy academies have also been incorporated at DMA(LEGAL).

Teacher and Campus Administrator Appraisals

Administrative Code rules regarding teacher appraisal and campus administrator appraisal, effective July 1, 2016, have been added to DNA(LEGAL) and DNB(LEGAL). The state-recommended systems are the Texas Teacher Evaluation and Support System (T-TESS) and the Texas Principal Evaluation and Support System (T-PESS). Local policies will be updated in response to a TASB Policy Service survey sent to the district's policy contact.

Curriculum and Instruction

Fine Arts Instruction

The State Board of Education (SBOE) recently revised its rules to require that students complete at least one fine arts course while enrolled in grades 6–8. EHAB(LEGAL) has been revised to address the requirements when grade 6 classes are on an elementary campus. EHAC(LEGAL) has been amended to reflect the course requirement and that a district must provide students in these grades the opportunity to take fine arts courses in at least three of the four fine arts disciplines.

Special Education

Recently revised commissioner of education rules prompted revisions to legally referenced policies on special education at EHBA, EHBAB, EHBAC, EHBAD, and EHBAE. Changes at EHBAB(LEGAL) and EHBAE(LEGAL) require a district to provide copies of a student's individualized education plan (IEP) and certain notices to parents in the parent's native language.

Title I — Comparability of Services

EHBD(LOCAL) POLICY RECOMMENDATION

For districts that did not previously have a local policy addressing Title I comparability of services, this policy is recommended for inclusion in the manual for compliance purposes. For districts that already had this policy, revisions are recommended to reflect the comparability of services requirement in federal law.

Prekindergarten

New Administrative Code rules regarding the high-quality prekindergarten grant program have been incorporated at EHBG(LEGAL) and address eligibility for funding and requirements for applying and receiving funding for the program.

Dual Credit

EHDD(LEGAL) has been revised to reflect Administrative Code rules adopted by the Texas Higher Education Coordinating Board regarding a student's eligibility to enroll in a dual credit course.

Graduation

New commissioner rules addressing the individual graduation committee (IGC) process have been incorporated at EIF(LEGAL). An IGC must convene on or before June 10 and must make a decision to award a diploma by August 31 for a student to be considered a graduate for that school year.

Student Issues

Homeless Students

Legally referenced policies at FB (Equal Educational Opportunity), FD (Admissions), FDC (Homeless Students), and FFC (Student Support Services) have been revised to incorporate ESSA changes to the McKinney-Vento Homeless Assistance Act.

FDC(LOCAL) POLICY RECOMMENDATION

Recommended revisions to this local policy regarding students who are homeless are prompted by changes from ESSA to the McKinney-Vento Homeless Assistance Act and as a result of ongoing dialogue and communication with TEA regarding the dispute resolution process for students who are homeless.

Gun-Free Schools Act

Legally referenced policies regarding student discipline at FNCG and FOD have been revised to include existing provisions from the federal Gun-Free Schools Act (GFSA), including the definition of "school" and exceptions from the GFSA. A state provision was added to FOC to clarify that educational services must be provided to a student younger than six years of age who has been expelled under provisions of GFSA.

Additional Changes from ESSA

In addition to the policies mentioned above, ESSA also prompted revisions to the following legally referenced policies:

- At CNA(LEGAL), new provisions require procedures to be developed by December 10, 2016, between a district and the Department of Family and Protective Services regarding transportation solutions for students in foster care. Former requirements for districts to transport students to higher performing schools have been deleted.
- Changes at EEB(LEGAL) reflect the revised definition of "migratory child" and related definitions as these terms relate to class size waivers.
- EHBE(LEGAL) (Bilingual Education/ESL) has been revised to update the term now used in federal law for "English learners."
- FDB(LEGAL) and FDE(LEGAL) have been updated to address intra-district transfer rights under the new federal law.
- At FL(LEGAL), revisions clarify that the living situation of a homeless student is considered a student education record and that an opt-in

procedure may not be used for parental consent to the release of student information to military recruiters and institutions of higher education. FNA(LEGAL) (Student Expression) and FNCF(LEGAL) (Alcohol and Drug Use) have been revised to remove now-outdated No Child Left Behind provisions regarding federal funds.

More Information

For more detailed 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.

COMMUNITY SCHOOLS HEALTH ADVISORY COUNCIL

REPORT FOR SCHOOL YEAR 2015-2016

Meeting Dates for the 2015-2016 School Year:

- November 3, 2016
- January 15, 2016
- March 4, 2016
- April 22, 2016

Subcommittee for Physical Activity and Fitness Planning Meeting Dates:

- January 15, 2016
- April 22, 2016

Topics Discussed at SHAC:

- CSHAC Purpose/Board Policy
- Standing Orders for GISD
- Procedures & Documentation for Contagious Illnesses
- Immunization Clinics
- Stroke Scan
- Dating Violence Presentation
- Critical Incident Stress Management
- GISD Nurse Update
- GISD Counselor Update
- Human Resources Letter
- GISD Wellness Plan Report
- Child Car Seat Safety
- GISD Partnerships for Healthy Living
- Operation School Supplies
- Miscellaneous Items
- CSHAC Meetings for 2016-2017

Topics Discussed at Subcommittee for Physical Activity and Fitness Planning

- Elementary Physical Fitness
- Secondary Fitness & Wellness

Review of CSHAC Purpose/Board Policy

Misty Walters and Sharon Williams reviewed the purpose of the CSHAC. It is necessary to coordinate school health which focuses on attention to different areas as the most effective and efficient way to meet the health needs of people. These areas that should receive priority are: Nutrition Services, Health Services, Healthy and Safe School Environment, Counseling and Mental Health Services, Staff Wellness Promotion, Parent and Community Involvement, Physical Education, and Health Education. The Sub Committee for Physical Activity and Fitness Planning will be formed through the SHAC and will conduct the required meeting on January 15, 2016 immediately following the SHAC meeting.

Standing Orders

The Standing Orders for GISD for the 2015-2016 school year were presented to the SHAC. These orders were prepared by the nurses of GISD and approved by Dr. Stephen Bishop.

Procedures & Documentation for Contagious Illnesses

When there is an occurrence of a contagious illness in the district, Misty Walters will be notified. This will be immediately reported to the Texas Department of State Health Services in order to confirm the illness. If the illness is confirmed then GISD will follow the protocol set forth from TDSHS.

Immunization Clinics

The SHAC was notified that GISD partnered with HEB to provide Immunization Clinics for all employees and families with school insurance. HEB held clinics at each campus. These clinics provided the immunizations for flu, pneumonia, TDap, and Hepatitis B. Hepatitis B was provided to all staff in high risk positions. It was reported that 374 Flu, 39 Pneumonia, 45 TDap, and 42 HEP B immunizations were given to employees and their families.

Stroke Scan

Granbury ISD, Lake Granbury Medical Center, and Stroke Scan Plus hosted a screening event for GISD employees and their spouses during August and September at the campuses in the district. Stroke Scan Plus brought their mobile ultrasound and equipment to assess early detection and prevention of Stroke, Abdominal Aortic Aneurysm, and Peripheral Arterial Disease. The scan checked the thyroid, gall bladder, liver, kidneys, and atrial fibrillation.

Dating Violence Presentation

Teen Dating Violence Policy, TX Education Code 37.0831 (formerly HB121) mandates that each school district in Texas adopt and implement a dating violence policy. In order to be complaint with this code, GISD Counselors have teamed up with STARRY Counseling from Stephenville, The Paluxy River Children's Advocacy Center, and the Brazos Pregnancy Clinic to formulate a presentation for the students at the secondary level. These agencies presented their program to the council and received positive feedback. The council suggested the schools host a parent preview night before the presentation of the program to the students. After this program was approved by the SHAC, it was presented at STARS High School and Crossland Ninth Grade Center to the students. Both the staff and the students had excellent feedback regarding the presentation. These agencies established a good rapport with the groups and built trust with the student which enabled the students to ask very important questions. The students were appreciative to have the agencies talk to them regarding this issue. The hope is to continue this presentation at the ninth grade level which will relocate to Granbury High School next year. There will be a parent presentation put together next year before the student presentation is held.

Critical Incident Stress Management (CISM)

The GISD counselors and some nurses participated in a 4 day CISM (Critical Incident Stress Management) Training. The training provided support in comprehensive intervention and disaster behavioral health services. There were two sessions. One focused on individual support and debriefing while the other one focused on the group process.

GISD Nurse Update

The fall immunization state report was submitted in December by Misty Walters. All AED machines have received new batteries and all adult and pediatric pads will be replaced by the summer of 2016. The CPR Administration team will be trained by the end of January by Kim Jones and Elizabeth Perchard. All Hearing and Vision Screenings for students will be completed and inputted into Skyward by May 15 for the state report which will be submitted in June of 2016. A protocol for GISD was formulated for bed bugs based on the information that was provided by the Health Department. Nurses will participate in two days of professional development this summer. During the spring the nurses will show the "Growing Up" Videos to all 5th grade students with parent permission.

GISD Counselor Update

Counselors meet four times a year. Topics for the meetings include educational standards, mental health updates, dating violence, and suicide training for all staff. Dating Violence presentations will be provided by STARRY Counseling, Brazos Pregnancy Clinic, and Children's Advocacy Center. The counselors spent several months with academic counseling for all students as they planned for the 2016-2017 school year. Secondary counselors advise the students in regards to graduation plans and career paths as they enroll them for classes.

Human Resource Letter

The GISD Human Resource department produces a monthly newsletter for the GISD staff. The newsletter promotes health services and staff wellness. It is located on the GISD website.

GISD Wellness Plan Report

Linda Williams, Director of Support Services, presented information on the GISD Wellness Plan that is currently being updated by Linda Williams, Sharon Williams, and Misty Walters. The following is a summary of the presentation and information regarding the GISD Wellness Plan.

Every school/local education agency that participates in the National School Lunch Program and/or the School Breakfast Program is required to establish a local school wellness policy that is approved by the board of trustees.

The Healthy, Hunger-Free Kids Act of 2010 expands the scope of local school wellness policies; brings in additional stakeholders in its development, implementation and review; and requires public updates on the content and implementation of the wellness policies. The intent is to strengthen local school wellness policies so they become useful tools in evaluating, establishing, and maintaining healthy school environments, and to make clear to the public (including parents, students, and others in the community) about the content and implementation of local school wellness policies.

Local wellness policies must include, at a minimum, goals for nutrition education, physical activity, and other school-based activities that promote student wellness, as well as nutrition guidelines to promote student health and reduce childhood obesity for all foods available on each school campus.

As of School Year 2006-2007, all districts were required to establish a local school wellness policy.

For School Year 2015-2016, local educational agencies are encouraged to continue reviewing and assessing their local wellness policies and implementing the new requirements. State agencies will hold local education agencies accountable for local school wellness policy implementation, assessment, and public updates during the Child Nutrition Administrative Review.

Child Car Seat Safety

Brianne Langdon presented information about a Car Seat Inspection Event sponsored by the Hood County Extension Office. It will be on March 31st 11:00am-2:00pm in the Wal-Mart parking lot. Children must be present for free replacement seats. They will check all cars seats to see if they are properly installed. They will also be available to teach parents how to choose the right seat, properly install the seats, and figure out the next steps. The law requires all children birth through 8 years old to be in a car seat.

GISD Partnerships for Healthy Living

Naturally Slim - A new program called Naturally Slim will be piloted through the GISD Administrative Team. This program encourages people to reach their weight loss goal by teaching them the right way to eat without the use of dieting. This program consists of web based videos with an interactive dashboard and is designed to be a yearlong program.

HEB Immunization Clinic – GISD partners with HEB to provide on-site immunization clinics for school employees and their families. The clinic for the 2016-2017 school year will be the week of September 19-23.

YMCA – The YMCA partners with our Extended Day program twice a week providing our students that attend with healthy activities. The YMCA also offers membership discounts to GISD employees.

Stroke Scan – 188 employees participated in the Stroke Scan program that was held in the fall of 2015. This is a preventative program which was beneficial to many employees. Stroke Scan will be coming to the individual campuses again the week before school starts in 2016.

Operation School Supplies

Operation School Supplies is a local charitable program for Hood County residents. This program involves multiple agencies within the community that assist families in preparing for the new school year. Students are able to receive their school supplies, haircuts, physicals, and immunizations. This event will take place at Lakeside Baptist Church on Thursday, August 11, 2016 from 9:00am – 5:00pm.

Miscellaneous Items

Sharon Williams reported to the Council that GMS had been selected to participate in the Texas Youth Tobacco Survey and will receive a $300 grant for their participation.

Brianne Langdon presented information about an alcohol and drug awareness program called Sean Speaks. She would be able to provide this program at no charge through the County Extension Service. She also offered to provide a no distracted driving program with this as well if GHS would be interested.

Pecan Valley will be hosting a collaboration Meeting on November 9, 2015 from 2-3:00. They are also offering Mental Health First Aid training to all teachers at no cost.

Labeling classrooms for severe allergies was discussed. Currently GISD has classrooms labeled for peanut allergies. Shellfish and eggs were also a concern.

Sharon Williams reported:
GISD will host the annual **Community Round Table** in August of 2016. This involves the administrative teams of each GISD campus, local Law Enforcement and agencies.
Kerrie Stannell and the Paluxy River Children's Advocacy Center will be presenting a program based on the **maltreatment of children** to all GISD campuses. Principals will sign up for a time for PRCAC to present to each campus during the summer staff development days.

Mindy Spruill reported:
May has been declared **National Mental Health Month in Hood County** by the mayor. This declaration will be read at the City Council meeting on May 3rd at 6:00pm. This will hopefully encourage people to better educate themselves about mental illness, undergo mental health and depression screenings and, if necessary, seek treatment for themselves or family members.
Children's Mental Health Awareness Day is May 5th. Everyone is encouraged to wear green on this day. This day is sponsored by The Caring for Every Child's Mental Health Campaign. They seek to provide awareness about the importance of children's mental health.

The **Food Allergy Research & Education (FARE)** Awareness Week is May 8-14, 2016. The committee has recommended that we contact this organization to see if we can have a member of the organization come to the different health fairs for each campus for the 2016-2017 school year. The idea is to include a table for FARE at these fairs for parents that are interested to receive more information and also to create more awareness.

CSHAC Meetings for 2016-2017
All meetings will take place at 9:30am on Fridays and will be held in the GISD training annex. The meetings for next year will be set in August. Members will be notified and new members will be added to enhance the council.

Elementary Physical Fitness
Janie Chiles, PE teacher at Acton Elementary, gave a presentation in regards to the elementary PE program in GISD. With the new BOND, GISD has been able to build two new gyms for the elementary campuses, Acton Elementary and Emma Roberson. Throughout the district many of the schools participate in Miler's Club and other programs such as Family Fitness Nights, Cross Fit, Archery, and Dance Teams. Some schools encourage GHS students that are involved in sports to come to the elementary campuses to have Sports Fridays which presents good role modeling for the students. Students beginning in 3rd grade participate in the Fitness Gram. PE teachers are attending many different professional development opportunities that are promoting the use of technology in the PE setting.

Fitness & Wellness Updates
The Subcommittee for Physical Activity and Fitness Planning had inquired about the Fitness & Wellness classes at the Middle School level at the previous meeting. Misty Walters followed up with the principals at AMS and GMS to gather information about the programs. The Fitness and Wellness coaches provided information about their goals and activities that they cover in the classes. These activities include sports, healthy living, exercise, hygiene, character building, and coping skills for different issues.

COMMUNITY SCHOOLS HEALTH ADVISORY COUNCIL MEMBERSHIP ROSTER

SCHOOL YEAR 2015-2016

1. Aly, Cheryl	Parent Member
2. Berry, Elizabeth	Parent Member
3. Bishop, Dr. Steven	Local Physician, Medical Director
4. Branum, Tracy	Parent Member
5. Brown, Ginger	Texas Department of State Health
6. Callaway, Jessica	Parent Member
7. Cavitt, Leah	Parent Member
8. Coggins, Luci	Texas Department of State Health Services
9. Garner, Kelly	Parent Member/Co-Chair
10. Gutierrez, Brandee	Parent Member
11. Howser, Suzanne	Parent Member
12. Langdon, Brianne	Parent Member
13. Lindsey, Toni	Parent Member
14. Litke, DeDe	Community Member, Brazos Pregnancy Clinic
15. Mabery, Brenda	Community Member, HCCC
16. McKay, Amy	Parent Member
17. Owens, Sonja	Parent Member
18. Power, Dr. Laura	Parent Member
19. Segars, Toni	Parent Member
20. Spruill, Mindy	Community Member, STARRY Counseling
21. Stannell, Kerrie	Community Member, Children's Advocacy Center
22. Walters, Misty	GISD Counselor/Co-Chair
23. Williams, Linda	Child Nutrition Department, GISD
24. Williams, Sharon	Curriculum Department, GISD
25. Yarborough, Shannon	Parent Member

Advisory Members 2015-2016

1. Berryman, Kristie	Assistant Principal, AMS
2. Bishop, Stacy	Acton Middle School Counselor
3. Flores, Mary	Community Member, Hood County Sheriff's Office
4. Gonzalez, Vicky	Community Member, STARRY Counseling
5. Drysdale, Kim	RN, Oakwoods Elementary School Nurse
6. McCoy, Laurie	Child Nutrition Department, GISD
7. Meador, Jeff	GISD Public Information Officer

8. Muncy, Shelly	Community Member, Mission Granbury
9. Perchard, Elizabeth	RN, Mambrino Elementary School Nurse
10. Spencer, Kim	Crossland Ninth Grade Counselor

GRANBURY ISD

SUPPORT SERVICES

Linda Williams, Director of Support Services
School Board Presentation
July 2016

GRANBURY ISD

Overview of Support Services

It is the mission of the Support Services department to ensure that all students are fed nutritious meals on a daily basis that comply with State and Federal Guidelines, and that school campuses and district facilities are clean and welcoming for students, staff, and visitors.

Staff & Budget 2015-16

The Child Nutrition department had 61 food service positions during the 2015-2016 school year

- 1 Director
- 5 Central Office Staff
- 10 Cafeteria Managers
- 45 Cafeteria Staff

Budget Expenses:	Child Nutrition
Salaries	$1,307,800
Contracted Services	$ 50,057
Supplies/Materials	$1,874,643
Travel	$ 9,000
Equipment	$ 21,500
Electricity	$ 60,000
Total	$3,322,000

GRANBURY ISD

Child Nutrition Meals/Sales
August 2015 – May 2016

Meals Served during the 2015-2016 school year

- Reimbursable Breakfasts Served: 288,685
- Reimbursable Lunches Served: 627,301
- Total Reimbursable Meals: 915,986
- Reimbursable Meal Local Revenue $560,667
- Federal Reimbursement Aug-May $1,929,288
- Total Reimbursable Revenue $2,489,955
- State Revenue $16,313

Oct 2015 FAR 49.67%

May 2016 FAR 51.75%

Ala Carte Sales 2015-2016

- GHS $265,646 (coffee bar $106,185)
- CNG $ 69,523
- GMS $ 66,346
- AMS $104,768
- AES $ 46,398
- EES $ 8,302
- BES $ 17,592
- OES $ 17,508
- MAM $ 19,179
- BIS $ 17,245

Total Ala Carte Sales Aug-May $632,507

Meals & Ala Carte $3,138,775

Areas of Responsibility

- Nutrition/Menus
- Federal, State, and Local compliance
- Free & Reduced meal program
- Parent/Student Involvement
- Wellness
- Training
- Marketing
- Catering

GRANBURY ISD GCA 15-16



Custodial Services were contracted to GCA Services Group

GCA had 66 custodial positions during the 2015-2016 school year

- 1 Account Manager
- 1 Assistant Account Manager
- 21 Lead Custodians
- 43 Custodians

GCA Contracted Services for SY15-16	$2,341,815
Monthly Contract Expense	$ 153,189

GCA Responsibilities

- Clean, sanitize and maintain all campuses and gym floors per State and OSHA standards
- Purchase, repair, and maintain all necessary equipment that is utilized in the custodial operation
- Work closely with campus administrative staff as well as central office staff to coordinate district functions and set up rooms within the school district

GCA STRATEGIC PLANNING GOALS

2016-2017

Goal 1: Maintain a clean and safe environment for students and staff utilizing daily work schedules

Actions: (1)Train staff using GCA method of the week training guides and daily safety tips (2) open communication with campus staff to resolve any issues (3) Principal's monthly report cards (4) GCA monthly quality inspections and safety audits

Obstacles: (1) Adequate time for training (2) hiring qualified staff (3) construction

Goal 2: Maintain custodial staff by attracting and retaining quality employees enabling growth in skills and achievement

Actions: (1) Advertise job opportunities through online applications, newspaper ads, GCA website, Texas Workforce, flyers (2) employee of the month/year awards (3) advancing qualified staff to higher paid lead positions

Obstacles: (1) Applicants may not have access to internet (2) difficulties staffing evening and overnight shifts (3) employee/applicant transportation issues

GRANBURY ISD

Healthy Kids Summer Lunch Program

- Every year the child nutrition program with the help of community volunteers provides meals to children from June through early August
- SY14-15 we served 27,030 meals
- This summer through 7/15/16 we have served 8,598 meals

Goal: Provide healthy meals to area children at serving sites following state and federal regulations

Actions: Advertise summer program through GISD campuses and web site and through TDA provided posters, flyers, web site and phone number

Obstacles: Low participation due to heat at outdoor serving sites, transportation to sites, other summer activities

Child Nutrition Strategic Plan 2016-17

Goal 1: Continue staff development to be compliant in all areas

Actions: (1) Follow USDA Professional Standards for Continuing Education Requirements for All School Nutrition Employees (2) USDA requires all food service workers receive Food Handlers certificate (3) Attend training/workshops/webinars through ESC11 (4) Continue annual civil rights, HACCP, and district required training will be received by all child nutrition staff

Obstacles: (1) Time restraints for staff training

Goal 2: Comply with approved child nutrition components of the School Wellness Policy and Wellness Plan

Actions: (1) Develop menus that are in compliance with all state and federal regulations (2) Increase program participation by distributing menus, student surveys, offer a variety of menu selections (3) Share information with families through menus and web site to promote healthy choices (4) Participate in school health fairs, operation school supplies and other opportunities to promote participation in the lunch and breakfast programs (5) work with campuses to provide nutritional information to students and families (6) continue to work with administrators and SHAC to implement, assess and update the wellness plan

Obstacles: (1) Stringent regulations (2) lack of internet access for some families

Child Nutrition Strategic Plan cont. 2016-17

Goal 3: Comply with nutrition guidelines (USDA's Smart Snacks in School) for all food and beverages sold to students on school property during the school day

Actions: (1) Continued child nutrition staff training (2) Inform administrators and campus staff of competitive food regulations through the district wellness policy and plan (3) use USDA calculator to document compliant foods available for sale to students in cafeterias (4) Wellness Plan will be made available to the public online (5) Participate in the required annual wellness assessment through SHAC (6) Retain records as required by TDA and USDA

Obstacles: (1) Stringent ala carte nutrition guidelines (2) Monitoring compliance

Goal 4: Increase Participation in the Free & Reduced meal program

Actions: (1) Make applications available to all campuses, assure applications are distributed to all students at the beginning of school and as new students enroll (2) Process all applications promptly, notify household of eligibility (3) Work with campuses to request completed meal applications before prior year eligibility drops (4) Research the possibility of online meal applications, work with technology department (5) Update state direct certification matches monthly and work with district homeless liaison to ensure all prequalified students receive FAR benefits

Obstacles: (1) Perceived stigma (2) Family lack of internet access

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Information

TO: Dr. James Largent, Superintendent

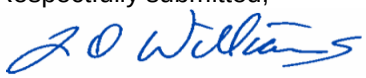
FROM: Dobie Williams
DATE: July 18, 2016
RE: June 30, 2016 Financial Statement

SUMMARY:

Attached is the financial statement for the period ended June 30, 2016 for the general operating fund.

The statement for the period ended June 30, 2016, includes only those transactions that occurred between the period of September 1, 2015, and June 30, 2016. Revenue collected to date equals 93.87% of the budgeted amount compared to 94.14% last year. Expenditures to date represent 81.35% of the budget compared to 78.12% last year.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Persons Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: July 18, 2016

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JUNE 30, 2016

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	48,573,905	47,722,845	851,060	98.25%	99.67%
	INVESTMENT INCOME	29,000	128,416	-99,416	442.81%	110.85%
	OTHER LOCAL INCOME	539,398	478,680	60,718	88.74%	105.10%
5800	STATE					
	STATE FUNDING	9,179,309	6,616,019	2,563,290	72.08%	66.22%
5900	FEDERAL					
	FEDERAL PROJECTS	835,000	583,853	251,147	69.92%	108.06%
	TOTAL REVENUES	**59,156,612**	**55,529,812**	**3,626,799**	**93.87%**	**94.14%**
EXPENDITURES						
11	INSTRUCTION	31,684,019	26,154,285	5,529,734	82.55%	77.48%
12	INSTRUCTIONAL RESOURCES & MEDIA	729,195	616,506	112,689	84.55%	78.87%
13	CURRICULUM & STAFF DEVELOPMENT	804,074	644,204	159,870	80.12%	82.25%
21	INSTRUCTIONAL LEADERSHIP	505,360	400,851	104,509	79.32%	83.83%
23	SCHOOL LEADERSHIP	3,358,602	2,737,305	621,297	81.50%	83.19%
31	GUIDANCE/COUNSELING	2,663,410	2,226,568	436,842	83.60%	81.39%
32	SOCIAL WORK SERVICES	65,000	64,648	352	99.46%	100.00%
33	HEALTH SERVICES	431,690	358,988	72,702	83.16%	76.76%
34	TRANSPORTATION	2,817,573	2,209,999	607,574	78.44%	81.76%
35	FOOD SERVICE	0	0	0	0.00%	0.00%
36	CO-CURRICULAR/EXTRACURRICULAR	1,881,518	1,510,708	370,810	80.29%	78.17%
41	GENERAL ADMINISTRATION	2,345,426	1,819,168	526,258	77.56%	79.73%
51	PLANT MAINTENANCE	6,174,294	5,113,976	1,060,318	82.83%	78.97%
52	SECURITY & MONITORING SERVICES	561,898	447,637	114,261	79.67%	79.64%
53	DATA PROCESSING	1,252,711	1,030,509	222,202	82.26%	87.23%
61	COMMUNITY EDUCATION	88,603	33,790	54,813	38.14%	58.86%
71	DEBT SERVICE	0	0	0	0.00%	0.00%
81	FACILITIES CONSTRUCTION & ACQUISITION	410,528	352,227	58,301	85.80%	99.10%
91	CONTR INSTRUCTIONAL SERVICES	3,199,338	2,323,995	875,343	72.64%	71.59%
93	PAYMENTS TO FISCAL AGENT	25,620	25,620	0	100.00%	0.00%
99	OTHER INTER GOV CHARGES	840,000	607,669	232,331	72.34%	64.91%
	TOTAL EXPENDITURES	**59,838,859**	**48,678,652**	**11,160,207**	**81.35%**	**78.12%**
		0				
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**(682,247)**	**6,851,160**	**(7,533,407)**		

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED JUNE 30, 2016

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	49,142,303	48,329,941	812,362	98.35%
5800 STATE SOURCES	9,179,309	6,616,019	2,563,290	72.08%
5900 FEDERAL SOURCES	835,000	583,853	251,147	69.92%
TOTAL REVENUES	**59,156,612**	**55,529,812**	**3,626,799**	**93.87%**
EXPENDITURES				
6100 PAYROLL COSTS	44,148,591	36,529,901	7,618,690	82.74%
6200 PROFESSIONAL & CONTRACTED SERVICES	9,695,876	7,495,044	2,200,832	77.30%
6300 SUPPLIES/MATERIALS	2,735,924	2,118,808	617,116	77.44%
6400 OTHER OPERATING	1,317,804	945,624	372,180	71.76%
6500 DEBT SERVICE	0	0	0	0.00%
6600 CAPITAL OUTLAY	1,940,663	1,589,275	351,388	81.89%
TOTAL EXPENDITURES	**59,838,859**	**48,678,652**	**11,160,207**	**81.35%**
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	**(682,247)**	**6,851,160**	**(7,533,407)**	

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 18, 2016
RE: Cash Flow and Investment Report as of June 30, 2016

SUMMARY:

Attached is the Cash Flow and Investment Report for the period ending June 30, 2016.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Emmett Whitefield

Date Submitted: July 18, 2016

GRANBURY INDEPENDENT SCHOOL DISTRICT

CASH AND INVESTMENT REPORT

FROM JUNE 1, 2016 TO JUNE 30, 2016

FOR BOARD MEETING JULY 25, 2016

		FIRST FINANCIAL BANK								INVESTMENTS				MAPP	
		GENERAL FUND	DEBT	CAPITAL PROJ	PAYROLL	A/P	WC FUND	EZDENT	CHILD NUTRITION	LOGIC	LONE STAR	TEXPOOL	TEXAS TERM	PROGRAM	TOTAL
BEGINNING BALANCE-JUNE 1, 2016		$ 1,008,941	$ 6,414	$ 420,825	$ 1,397,423	$ 354,302	$ 167,008	$ 32,129	$ 631,956	$ 2,652,560	$ 47,837,677	$ 2,276	$ 9,775,306	$ 4,986,382	$ 69,273,199
LOCAL REVENUE-RENT, CAFÉ MEALS,ATH		$ 477,719		$ -					$ 5,814						$ 483,533
															$ 262
TAX COLLECTIONS		$ -	$ -								$ 477,892				$ 477,892
															$ -
TEA COLLECTIONS:															$ -
CHILD NUTRITION		$ 219,686							$ -						$ 219,686
FOUNDATION		$ -													$ -
TITLE FUNDS		$ -													$ -
AVAILABLE SCHOOL FUND		$ 191,440													$ 191,440
IDEA-B FUNDS		$ -													$ -
IMA		$ 1,755													$ 1,755
PERKINS		$ -													$ -
MAC/SHARS		$ 61,346													$ 61,346
TRANSFERS IN		$ 5,000,000	$ -	$ 1,050,000	$ 1,648,253	$ 1,959,436	$ 32,831	$ 15,435		$ -	$ -	$ -	$ -	$ -	$ 9,705,955
															$ -
BOND PAYMENT															$ -
OPERATING EXPENSES		$ (1,817,220)	$ -	$ (1,391,744)		$ (2,019,255)	$ (23,457)	$ (12,075)	$ (24,307)	$ -				$ (717)	$ (5,288,775)
PAYROLL		$ (3,657,474)		$ -	$ (1,960,109)				$ (91,683)						$ (5,709,266)
TEA RECAPTURE		$ (436,224)	$ -			$ -									$ (436,224)
TRANSFERS OUT		$ -	$ -	$ -			$ -			$ -	$ (6,050,000)	$ -	$ -		$ (6,050,000)
MARKET APPRECIATION / (DEPRECIATION)														$ 8,672	$ 8,672
MONTHLY DIVIDENDS & INTEREST EARNED AND PAID		$ 162	$ 1	$ 31	$ 160	$ 42	$ 29	$ 6	$ 97	$ 1,230	$ 21,220	$ 1	$ 665	$ 30,953	$ 54,595
ACCRUED INTEREST PAID															$ -
ENDING BALANCE-JUNE 30, 2016		$ 1,050,131	$ 6,415	$ 79,112	$ 1,085,726	$ 294,525	$ 176,412	$ 35,495	$ 521,877	$ 2,653,790	$ 42,286,788	$ 2,277	$ 9,775,971	$ 5,025,290	$ 62,993,808
INTEREST ACCRUED, NOT PAID AT MONTHS END															$ -
WEIGHTED AVERAGE MATURITY		1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	1 Day	461 Days	48 Days	43 Days	14 Days	1.437 Years	
CURRENT MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.580%	0.560%	0.363%	0.450%	0.908	
PRIOR MONTH AVERAGE MONTHLY INTEREST RATE:		0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.200%	0.547%	0.550%	0.340%	0.440%	1.086	
													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 6/30/16)

Sep-15	$ 22,209.02	Mar-16	$ 35,114.58
Oct-15	$ 6,291.89	Apr-16	$ 29,811.29
Nov-15	$ 5,974.21	May-16	$ 28,377.81
Dec-15	$ 72,324.60	Jun-16	$ 54,594.65
Jan-16	$ 16,796.29	Jul-16	
Feb-16	$ 25,033.27	Aug-16	
		TOTAL	$ 296,527.61

JUNE INTEREST ACCRUED	$ -
JUNE INTEREST EARNED & PD	$ 54,594.65
JUNE TOTAL INTEREST	$ 54,594.65

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 18, 2016
RE: Bond Expenditure Update
As of June 30, 2016

SUMMARY:

Attached are bond expenditures through the period ended June 30, 2016. 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: July 18, 2016

GRANBURY ISD

Bond Project Status

Budget, Commitments, Expenditures, Construction Contracts (thru 06/30/16)

Summary Status - Construction

Description	Budgeted	Committed	Expended
Soft Cost	$ 4,980,083.58	$ 7,960.00	$ 4,570,956.48
Hard Cost	$ 55,751,670.26	$ 8,729,359.01	$ 45,599,625.00
Contingency	$ 2,978,680.12	$ 26,865.89	$ 516,791.18
Construction Total	***$ 63,710,433.96***	***$ 8,764,184.90***	***$ 50,687,372.66***

Summary Status - Other Areas

Description	Budgeted	Committed	Expended
Band Equip	$ 400,000.21	$ 127.86	$ 259,704.21
Bus Replacement	$ 1,600,000.00	$ -	$ 1,599,999.98
Classroom Furniture	$ 999,827.67	$ -	$ 226,360.77
Furniture, Fixture, Equip	$ 4,461,564.48	$ 2,184,324.53	$ 1,370,713.12
Technology	$ 10,800,000.39	$ 1,097,580.97	$ 4,828,881.62
Other Areas Total	***$ 18,261,392.75***	***$ 3,282,033.36***	***$ 8,285,659.70***

Construction Vendor Status

Contract / Service	Paid to Date	Description
Alliance Geotech	$ 252,712.56	*Materials Testing*
Buford-Thompson	$ 45,853,677.00	*Construction Mgr*
City of Granbury	$ 168,789.55	*Permits*
DFW Waste Oil	$ 650.00	*Oil Disposal - GHS Auto Shop*
Elliott Electric	$ 10,682.75	*CTE Move to Ag Complex*
ERI Consulting	$ 5,925.00	*Asbestos Abatement Consultant GHS*
GCA Services	$ 12,431.00	*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)*
Grainger	$ 1,289.22	*Hoists for Ag & Auto Shop*
Granbury Glass	$ 2,292.00	*Mirrors - GHS*
Granbury Winnelson	$ 5,833.84	*Rods for Band & Choir Uniform Storage*
HC News	$ 196.50	*Public Notice Ad*
HD Snow House Moving	$ 13,600.00	*Move Portables*
Henson's	$ 2,311.00	*JROTC Metal Plate*
Home Depot	$ 7,446.29	*Ramps to Portables; Misc.*
Huckabee	$ 4,081,679.37	*Architect*
IESI	$ 12,397.83	*Temporary Roll-Off*
JPH Land Surveying	$ 44,900.00	*Survey*
JSK Company	$ 7,480.00	*Video Surveillance Supplies - GHS*
Kelly-Moore	$ 2,622.18	*JROTC Floor*
Lone Star Communications	$ 3,380.00	*AES & EES Gym Intercom*
Mark's Plumbing	$ 392.48	*Temporary Training Rm*
Mobile Modular	$ 11,952.30	*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	$ 21,382.00	*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	$ 1,925.66	*Glass in Receptionist Door - BES*
Construction Vendor Total	***$ 50,687,372.66***	

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 25, 2016
For: Information

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: July 18, 2016
RE: Report of Categorical Purchases Between $50,000 and $100,000 as Per Board Policy CH (LOCAL)

SUMMARY:

The attached categorical purchases between $50,000 and $100,000 for the period ending June 30, 2016 are being reported as per the requirements of Board Policy CH (LOCAL), which states:

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

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

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

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Debbie Johnson

Date Submitted: July 18, 2016

GRANBURY ISD

REPORT ON PURCHASES THROUGH A COOPERATIVE OR INTERLOCAL

Single Purchase Between $50,000 and $100,000 in accordance with CH(LOCAL)

Board Meeting – July 25, 2016

Purchases 6/1/16 through 6/31/16

Vendor	Cooperative/Interlocal	Description	Amount
Apple	DIR	Ipads for Campuses	$56,100.00 (BOT 3/28/16)
Dell Marketing	DIR	Computers for GHS	$89,905.85 (BOT 3/28/16)
CDW-G	TIPS	Classroom computers & keyboards	$62,456.10 (BOT 8/24/15)