Regular

Monday, November 8, 2004 7:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 purchase, exchange, lease or value of real property**
   a. Staff appointments
3. **Reconvene in open session**
4. **Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Superintendent's Report - Goals 1, 2, 3, 6, 7**
7. **Board members special reports**
8. **Consider Consent Agenda Items - Goals 2, 3, 5**
   a. Minutes of the October 18, 2004 regular board meeting and November 1, 2004 special board workshop
   b. Budget amendments
9. **Public hearing for school start date of August 17, 2005**
10. **Consider 2005-06 GISD school calendar**
11. **Consider Interlocal Agreement with the Texas Department of Health**
12. **Cast votes for Hood County Appraisal District Board of Directors**
13. **Consider out-of-state band trip**
14. **Consider competitive job markets**
15. **Consider Policy BBE (LOCAL)**
16. **Consider 2004-05 employe health insurance benefits**
17. **Public comments/audience participation**
18. **Personnel - Goal 6**
    a. Consider staff appointments
19. **Adjourn**

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
October 18, 2004

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, October 18, 2004 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Charlie Cloud

Board Members Present

Jerry Campbell
J. Mark Graves
Brian Condit
Gene Ellis
Micky Shearon
Bowen Brawner

School Officials Present

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

Others Present

School Employees
Media
Community Members

Meeting Called to Order

President, Charlie Cloud, called the meeting to order at 6:00 p.m. and noted that a quorum of board members is present, the meeting has been duly called and that notice of this meeting has been 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 6:01 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 – purchase, exchange, lease or value of real property.

Reconvened

The board reconvened at 6:24 p.m. and recessed until 7:00 p.m.

The board reconvened at 7:00 p.m.

Dean Porter, Minister at Lake Granbury Christian Temple, led in the invocation and Baccus Elementary students, Cheyenne and Brayden Redden led in the pledge to the U.S. Flag and the Texas Flag.

Superintendent's Report

Mr. Ron Sherman, Support Services Coordinator for Aramark presented the annual custodial services report.

Granbury ISD Transportation Director, Terry Slemmons recognized Ms. Shelly Moorhead as the September Transportation Employee of the month. Slemmons also recognized Ms. Elizabeth Miller for 10 years without an at-fault accident, Ms. Kathy Heinlien for 13 years without an at-fault accident and Cynthia Styer for 15 years without an at-fault accident.

Board Members Special Reports

Board President, Charlie Cloud reminded the board of the November 1, 2004 board workshop at 5:00 p.m.

Board member, Mark Graves announced that the National Honor Society induction ceremony will be held on Monday, October 25, 2004 at 7:00 p.m. at the GHS auditorium.

Consent Agenda Items

A motion was made by Micky Shearon and seconded by Mark Graves to approve the consent agenda as presented. **MOTION CARRIED** Yes 7 – Noe 0. The consent agenda includes (a) regular board meeting minutes of October 4, 2004, (b) budget amendments, (c) accelerated reader services and supplies bid no. 2005-03, (d) consumables & small miscellaneous supplies bid no. 2005-04

Policy BBE (LOCAL)

A motion was made by Bo Brawner and seconded by Brian Condit to amend policy BBE (LOCAL) to include a specific time line for presenting board members with requested information. **MOTION FAILED** Yes 2 – Noe 5 – Brian Condit and Bo Brawner voted in favor

Board of Trustee involvement with Facilities Committee

A motion was made by Micky Shearon and seconded by Gene Ellis to allow the Facility Committee to do the work they have been charged to do and for the board members to refrain from attending the meetings. **MOTION CARRIED** Yes 6 – Noe 0 Abstained 1 - Bo Brawner abstained

Consider Competitive Job Markets

A motion was made by Mark Graves and seconded by Jerry Campbell to add Glen Rose ISD and HEB ISD to the job market survey for all categories. Jerry Campbell withdrew his second in order to allow the administration time to contact TASB and clarify the number of districts that can be included in this market study. This item will be brought back to the board at the next regular board meeting.

Public Comments

Gregg Doss, Acton MS employee and representative for the insurance committee, addressed the board concerning employee health insurance benefits.

Danny Clark, GISD transportation employee addressed the board regarding employee health insurance benefits.

Arlo Bowen, GISD transportation employee addressed the board regarding employee health insurance benefits.

Employee Health Insurance

A motion was made by Jerry Campbell and seconded by Gene Ellis to approve the 2004-05 employee health insurance benefits as presented and to direct the administration to research the possibility of the district contributing an additional $20.00 - $30.00 towards the insurance premiums for each employee participating in the insurance program and to report back to the board at the next regular board meeting. **MOTION CARRIED** Yes 7 – Noe 0

Personnel

A motion was made by Brian Condit and seconded by Mark Graves to approve the appointment of Heather Dollins, Secondary Curriculum Coordinator. **MOTION CARRIED** Yes 7 – Noe 0

Adjournment

There being no further business, the meeting was adjourned at 10:07 p.m.

Charlie Cloud, President

Micky Shearon, Secretary

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL SPECIAL MEETING
MINUTES
November 1, 2004

The Board of Trustees of the Granbury Independent School District convened in an official **SPECIAL** meeting on Monday, November 1, 2004 at 5:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Charlie Cloud

Board Members Present

Jerry Campbell
Mark Graves
Brian Condit
Gene Ellis
Bowen Brawner (arrived at 5:18 p.m.)
Micky Shearon

School Officials Present

William Harris, Superintendent

Others Present

Bill Nemir, Texas Association of School Boards

Meeting Called to Order

President, Charlie Cloud, called the meeting to order at 5:13 p.m.

Governance Team Building and Self-Assessment

Mr. Bill Nemir with the Texas Association of School Boards conducted a board workshop with the board of trustees and Superintendent William Harris. This training is the required Governance Team Building and Self Assessment workshop required of all board members and superintendents.

Adjournment

The meeting was adjourned at 9:00 p.m.

_____ _____

Charlie Cloud, President Micky Shearon, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: November 08, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: October 28, 2004
RE: Budget Amendments

SUMMARY:

Attached are budget amendments that are for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield
Date Submitted: October 28, 2004

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Jimmy Dawson, Originator
This Amendment recognizes funds in the amount of $605 allocated to function 12. These funds are generated from students participating in the PSAT and will be used for the grading of this test.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $23 allocated to function 12. These funds are generated from library book fines and will be use to purchase additional library books and media.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $1,760 allocated to function 31. These funds are generated from students participating in the PSAT and will be used for the grading of this test.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes donated funds in the amount of $500 allocated to function 11. These funds are donated by Exxon Mobile and will be used to purchase additional supplies for the Kindergarten.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $2,622 allocated to function 12. These funds are generated by the fall book fair and will be used to purchase additional library books and media.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $390 allocated to function 12. These funds are generated from the purchase of books by a visiting author and will be used to purchase additional library books and media.

Fund 199, Mr. Roger Morgan, Originator
This Amendment recognizes funds in the amount of $1,012allocated to function 12. These funds are generated from the fall book fair and will be used to purchase additional library books and media.

Fund 199, Ms. Kellie Brandon, Originator
This Amendment recognizes funds in the amount of $581 allocated to function 12. These funds are generated from the fall book fair and will be used to fund professional services for the Emma library.

Fund 199, Ms. Nancy Alana, Originator
This Amendment recognizes funds in the amount of $900 allocated to function 12. These funds are generated from the fall book fair and will be used to fund fees for a visiting author.

OFFICE OF CURRICULUM & INSTRUCTION

For:	**Board of Trustees**
Date:	**November 8, 2004**
Action:	**Information**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**November 2, 2004**
		RE:	**Early Start Waiver**

SUMMARY:

Texas Education Code 25.0811 allows districts to apply to the TEA for a waiver to begin school prior to the week of August 22, 2005, providing certain conditions are satisfied:

- At least 60 days prior to waiver being submitted to TEA-notice is published in newspaper having general circulation in the district.
- Notice must be that district intends to apply for a waiver of the prohibition concerning the date of the first day of instruction and specify the start date
- District must hold a public hearing concerning the first day of instruction. Waiver application is submitted to agency with a summary of the public opinions expressed concerning the proposed first day of instruction.

The District will apply for a waiver at a later board meeting.

Recommendation:

Informational Only

Respectfully Submitted:

Jan Van Dorn

Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: Jan Van Dorn

OFFICE OF CURRICULUM & INSTRUCTION

For:	**Board of Trustees**
Date:	**November 8, 2004**
Action:	**Approval**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**November 8, 2004**
		RE:	**Proposed School Calendar 2005-06**

SUMMARY:
Each year the District is required to adopt an official School Calendar that is to be approved by the Board of Trustees and filed with the State of Texas.

A sub-committee of the District Advisory Council was formed in order to gather input from all campuses, draft, and present a calendar to the entire DAC for its consideration. Each year DAC is given this responsibility as the administration feels that the calendar is best developed by representatives of those stakeholders on whom it has the greatest impact. Through the course of two meetings and numerous emails, three calendars were developed. From these calendars, a clear choice arose from the three. The enclosed draft calendar was the one chosen by the DAC to present to the Superintendent.

Recommendation:
That the Board adopt the proposed calendar for the 2005-2006 calendar year.

Respectfully Submitted:

Jan Van Dorn

Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: William Harris
Jan Van Dorn
DAC Committee

GRANBURY INDEPENDENT SCHOOL DISTRICT

SCHOOL CALENDAR 2005-2006

DRAFT Calendar 2A Early Start

July 2005

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
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31						

August 2005

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November 2005

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December 2005

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26		(28				

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April 2006

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30						

May 2006

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21	22	23	24	25)	26	27
28	29		31			

June 2006

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25	26	27	28	29	30	

CALENDAR KEYS

- New Staff Inservice
- First & Last Day of School
- Mandatory Attendance for Teachers/ Student Holiday
- Principal choice of Comp Inservice or Work day - Student Holiday
- Student Teacher Holiday
- TAKS Test
- Bad Weather Days
- [ ] Beginning/end of six weeks
- Graduation

Bad Weather Days
April 14, 2006 1st to be used
May 19, 2006 2nd to be used

Semester Dates

8-17-05 to 1-13-06 1-17-06 to 5-25-06

Trimester Dates

8-17-05 to 11-10-05, 11-14-05 to 2-24-06
2-28-06 to 5-25-06

1st Semester	90
2nd Semester	85
Total	175

1st Trimester	60
2nd Trimester	59
3rd Trimester	56
Total	175

(12 Teacher Staff Development Preparation Days)

TAKS Test Schedule

Feb 21	Gr 4 & 7 Writing
	Gr 9 Reading
	Gr 10 English, L/A
	Gr 3 & 5 Reading
	Exit Level English, L/A
April 4	Gr 5 Mathematics
April18	Gr 3, 4, 6, 7, 8, & 10 Math
April 19	Gr 4, 6, 7 & 8 Reading
	Exit Level Math
April 20	Gr 5 & 8 Science
	Gr 9 Mathematics
	Gr 10 Science
	Exit Level Science
April 21	Gr 8 & 10 Social Studies
	Exit Level Social Studies

No evening activities will be scheduled on the day before TAKS test are given

Interlocal Agreement Between the Granbury Independent School District and the Texas Department of State Health Services

This Interlocal Agreement ("Agreement") is entered into between the Granbury Independent School District ("District"), and the Texas Department of State Health Services ("Department"). The District is an Independent School District organized under Education Code Chapter 11. The Department is a Local Health Department under Chapter 121 of the Health and Safety Code. The Interlocal Cooperation Act, Government Code Chapter 791, governs this Agreement.

I. Purpose

Under a grant from the Texas Department of State Health Services, the Department is required to plan and prepare for a public health emergency which may result from natural or man-made causes. During such an emergency, it may be necessary to immunize or treat all or large numbers of people in the area served by the District and Department. Prior public health experience with mass immunizations has shown that schools are well suited to this activity because: 1) their location is known to large numbers of individuals within the community; 2) they have large assembly areas; 3) they have other necessary facilities such as refrigeration and restrooms.

The Department has concluded that the District possesses facilities that are qualified to serve if mass immunization or treatment is necessary. The District desires to be as helpful as possible in the event of a public health emergency, and agrees to make its facilities available for purposes of mass immunization or treatment, under the terms set out below. The District and the Department have concluded that this contemplated use of the facilities is a "governmental function" as defined in the Interlocal Agreement Act.

II. Public Health Emergency

This agreement will go into effect only if:

1) The Commissioner of Health or the local health authority declare that large scale immunization or treatment is necessary as a control measure for an outbreak of communicable disease; and
2) Classes at the facility are either not scheduled, or are canceled.

III. Obligations of the Department

1) The Department will supply or arrange for all equipment, vaccine, medicine and personnel necessary to administer the vaccine or medication.
2) The Department will supply or arrange for all equipment and personnel necessary for staffing, security, crowd control and other tasks, except as described in section IV below.
3) The Department will be responsible for disposal of medical waste and disinfection at the facility following its use for the emergency. The health authority will provide written assurance of its safety for use as a school facility following its use.

4) The Department will be responsible for any damage to property belonging to the District as a result of its use during the public health emergency, and to the extent they can be determined, costs for utilities described in section IV below. This compensation is mutually agreed to be "an amount that fairly compensates the performing party" as stated in the Interlocal Cooperation Act. The amounts to be paid to the District will be paid from current revenues available to the Department.
5) The Department is responsible for the acts and negligence of its employees or volunteers, under state and federal law.

Obligations of the District

1) The District is responsible for allowing the use of the facility and all utilities (gas, electric, water, and telecommunications) normally associated with its use as a school facility.
2) The District is responsible for providing use of all rooms, fixtures, and equipment existing at the facility that the Department regards as necessary for on site use during the period of the emergency.
3) The District will provide at least one person on-site during the period of emergency use with access to the rooms, fixtures and equipment described above.
4) The District is responsible for the acts and negligence of its employees or volunteers, under state and federal law.

Term

This agreement becomes effective when approved by the governing body of the District and Department. It may be canceled by either party by giving thirty days notice to the other party, otherwise it remains in effect for five years and may be renewed by mutual agreement.

President, Board of Trustees, Granbury Independent School District	Texas Department of State Health Services
Date of Approval by Granbury Independent School District Board of Trustees	Date of Approval by the Governing Board of The Texas Department of State Health Services

HOOD COUNTY APPRAISAL DISTRICT

1902 WEST PEARL STREET • P. O. BOX 819
GRANBURY, TEXAS 76048
PHONE: 817-573-2471 • FAX: 817-579-8155

JEFF LAW, CHIEF APPRAISER

October 19, 2004

ATTN: *William Harris, Superintendent*
Granbury I.S.D.
600 West Pearl St.
Granbury, TX 76048

Dear Mr. Harris:

Enclosed is a ballot for the election of two members to the Hood County Appraisal District Board of Directors as prescribed by Section 6.03 of the Property Tax Code. The term of office is for two years beginning January 1, 2005.

The nominations were Michael Carmichael of Granbury, Jim Coleman of Tolar, Tom Kemp of Pecan Estates, Gary Raper of Granbury, and Laura Terhune of Decordova Bend.

Please cast your votes and return the ballot before **December 15, 2004**.

Sincerely,
Hood County Appraisal District

Jeffery D. Law
Chief Appraiser

JDL/lh

Enclosure

STATE OF TEXAS)

COUNTY OF HOOD)

OFFICIAL BALLOT

Granbury I.S.D.

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

CANDIDATES

_____ **Michael Carmichael**

_____ **Jim Coleman**

_____ **Tom Kemp**

_____ **Gary Raper**

_____ **Laura Terhune**

_____

President, Granbury I.S.D.

ATTEST:

_____

OFFICE OF CURRICULUM & INSTRUCTION

For:	**Board of Trustees**
Date:	**November 8, 2004**
Action:	**Approval**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**November 1, 2004**
		RE:	**Spring Band Trip, 2005**

SUMMARY:

Mr. Kyle Maxwell, GHS Head Band Director, has respectfully requested that a band trip to Colorado Springs to participate in the Cavalcade of Music Contest on May 4-8, 2005, be approved.
Students will miss Thursday and Friday school days and the cost of the trip will be approximately $300.00 per student. Funds for the trip will be raised by the students and the Band Booster Organization.

Recommendation:

Administration recommends the approval of the trip.

Respectfully Submitted:

Jan Van Dorn

Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: Jan Van Dorn
Kyle Maxwell
Band Directors

Masterpiece Tours

910 W. Parker Rd., #160
Plano, TX 75075
(800) 934-7687 / (972) 509-5395
FAX (972) 509-2961

November 3, 2004

GRANBURY HIGH SCHOOL BAND
CAVALCADE OF MUSIC FESTIVAL
COLORADO SPRINGS, CO
MAY 4-8, 2005

PROPOSED ITINERARY

May 4 – Wed.	4:00pm depart on 2 coaches for Amarillo. Bring a sack lunch for the bus. 11:00pm check in at Hampton Inn East in Amarillo.
May 5 – Thur.	Breakfast at Hampton Inn. Load buses and check out. 9:00am depart for Colorado Springs. Lunch stop en route. 3:00pm arrive at Radisson Inn & Suites, 1645 N Newport Rd. Time to check in, relax, swim. Dinner tbd and evening activity tbd. Possible ice skating, etc. this evening.
May 6 – Fri.	Breakfast at Radisson. Festival performance at Pikes Peak Center. Pikes Peak Cog Railway to 14,110 feet of magnificent panaromas. Itinerary and meals will be set around performance times.
May 7 – Sat.	Breakfast at Radisson. Tour USAF Academy then on to Denver for some fun at Six Flags Elitch Gardens. Return to the hotel when park closes. Get organized for an early departure.
May 8 – Sun.	Breakfast at Radisson. Load buses, check out and head for Granbury. Meal stops at director's discretion en route. Evening arrival at GHS.
Package includes:	2 Deluxe Motor Coaches, 4 nights hotel accommodations, 4 breakfasts, Festival Entry Fees, Pikes Peak Cog Rail, Six Flags admission, Ice skating One adult (2 per rm) for each 6 paid student packages at no extra charge.

Estimated package price: Student Quad (4 per room) $400, Student Triple (3 per room) $425

Granbury
Independent School District

Troy K. Green
Executive Director of
Human Resources

600 W. Bridge Street • Granbury, Texas 76048 • Phone (817) 408-4185 • Fax (817) 408-4199

MEMORANDUM

TO: **WILLIAM HARRIS**

FROM: **TROY K. GREEN**

SUBJECT: **COMPETITIVE JOB MARKETS**

DATE: **OCTOBER 27, 2004**

CHOOSE ONE: [X] *ACTION REQUIRED* [X] *FYI* [ ] *DISTRIBUTE*

Attached you will find a spreadsheet showing the competitive market that we are recommending the District use for the comparison of our salaries and job market analysis. This listing reflects the suggestions made by members of the Board of Trustees at their last meeting on Monday, October 18, 2004.

If you have questions or I can be of any further assistance please give me a call at 4185. I will be looking forward to working with you on the market studies when the list is complete.

Recommended Job Market Districts

Granbury ISD

District	Enrollment	Teachers	Administrators	Professional Support	Clerical & Auxiliary	Comment
Aledo ISD	3,262	✓	✓	✓	✓	Area district
Alvarado ISD	3,277	✓	✓	✓	✓	Area district
Burleson ISD	6,526	✓	✓	✓	✓	Area district/like size
Cleburne ISD	5,880	✓	✓	✓	✓	Area district/like size
Crowley ISD	10,007	✓	✓	✓	✓	Area district/large employer
Everman ISD	3,543	✓	✓	✓	✓	Area district
Fort Worth ISD*	75,077	✓		✓	✓	Area district/large employer
Glen Rose ISD*	1,553	✓		✓	✓	Area district
Mansfield ISD*	18,109	✓	✓	✓	✓	Area district/large employer
HEB ISD **	19,438		✓			Area district/large employer
Waxahachie ISD**	5,492		✓			Cohort district
Weatherford ISD	6,603	✓	✓	✓	✓	Area district/like size
Granbury ISD	6,672	✓	✓	✓	✓	

** Single-incumbent administrator and professional positions from significantly larger and/or smaller districts should be reviewed carefully for pay comparison. The jobs may not be equivalent in terms of skill, effort, and responsibility.*

***Districts outside of the local area are not appropriate for making pay comparison for clerical, auxiliary, and teaching jobs.*

Texas Association of School Boards

Policy Service
P.O. Box 400
Austin, Texas 78767–0400
512-467-0222, 800-580-7529

October 22, 2004

William Harris
Superintendent
Granbury ISD
600 West Pearl Street
Granbury, TX 76048

Dear Mr. Harris:

As you and I discussed, all board members have access to TASB staff members. We encourage individual members to work within the framework of the team of eight, however.

While TASB Legal Service does not furnish policy samples, they do discuss policy options and alternate text with members. Our standard practice in Policy Service is to copy the Superintendent on policy samples provided for board members. At BF(LOCAL), your policy says in part, "Policies and policy amendments may be initiated by the Superintendent, Board members, school personnel, or community citizens, but generally shall be recommended for the board's consideration by the Superintendent." The Education Code lists as a Superintendent duty "preparing recommendations for policies to be adopted by the Board and overseeing the implementation of adopted policies." [See BP(LEGAL)] Besides keeping everyone on the same page, so to speak, providing a copy assists the Superintendent in developing his or her policy recommendations and in preparing the board meeting packets.

In regard to the proposed text that Mr. Brawner presented during the board meeting, the board did not have the authority to act on the revision according to its adopted policy at BF(LOCAL). The policy says in part "Local policies may be adopted or amended by a majority of the Board at any regular or special meeting, provided that Board members have had advance written notice of the proposed change..." The purpose of that provision is to provide board members with adequate time to digest and thoughtfully consider any proposal and to think about questions they might have.

Since Mr. Brawner is a recently elected trustee, it is understandable that he has not had time to familiarize himself with all of the District's policies nor with the intent underlying the policy provisions. A series of courses,TASB ISD, is specifically designed to help new board members come up to speed as quickly as possible. It includes a class on Governance Basics to address the decision-making authority and process within the district's own set of laws—its (LOCAL) policies. The next opportunity to take that class is during Winter Governance in February. I don't have the exact time for the class, but the dates of the conference are

February 17–19; the times will be posted later on TASB's web site. The conference would be a good opportunity to attend other classes in that series as well.

That brings us to the core issue, the proposed text for BBE(LOCAL). My recommendation is to follow the provisions of the District's current policy for now. In an apparent effort to be accommodating, past practice has been more lax than the policy requires and the result has been unacceptable.

While board members most certainly have access to practically all district information, the information must be requested "under Board policies for orderly access" as noted in BBE(LEGAL). Before employees are pulled from their day-to-day duties to do the additional work of compiling reports, the board should have the opportunity to determine if a requested report actually pertains to the specific business of the board. If it does not, in the opinion of the board—the "body corporate" [See BBE(LEGAL)]—an individual trustee is not authorized to direct the work of an employee of the District—See BBE(LOCAL) at INDIVIDUAL AUTHORITY FOR COMMITTING THE BOARD.

The proposed text would be necessary only if the board was effectively being denied access to information or reports that had been requested. If the Board finds after a time that information is not being provided as requested, then it should consider more stringent measures. For example, a time frame for compliance could be added. For now, I would suggest that the Board merely advise the Superintendent of its expectations regarding the timeliness based on the particular task and the urgency of obtaining the report.

Thank you for giving me the opportunity to weigh in on these policy provisions. I hope you will continue to use me as a resource for policy development. We folks at TASB are happiest when we're able to provide a beneficial service to districts.

If you have any remaining questions, please let me know.

Sincerely,

Kaye Teaff

Kaye Teaff
Policy Consultant

cc: Kathleen Wells

Granbury ISD
111901

BOARD POLICIES

BF
(LOCAL)

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

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

HARMONY WITH LAW

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

SEVERABILITY

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

POLICY DEVELOPMENT

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

OFFICIAL POLICY MANUAL

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

ADOPTION AND AMENDMENT

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

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

TASB LOCALIZED UPDATES

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

BOARD AUTHORITY	The Board has final authority to determine and interpret the policies that govern the schools and, subject to the mandates and limits imposed by state and federal authorities, has complete and full control of the District. Board action shall be taken only in meetings that comply with the Open Meetings Act. [See BE(LEGAL)]
TRANSACTING BUSINESS	When a proposal is presented to the Board, a discussion shall be held and a decision reached. Although there may be dissenting votes, which are a matter of public record, each Board decision shall be an action by the whole Board binding upon each member.
INDIVIDUAL AUTHORITY FOR COMMITTING THE BOARD	Board members as individuals shall not exercise authority over the District, its property, or its employees. Except for appropriate duties and functions of the Board President, an individual member may act on behalf of the Board only with the express authorization of the Board. Without such authorization, no individual member may commit the Board on any issue. [See BDAA]
INDIVIDUAL ACCESS TO INFORMATION	An individual Board member, acting in his or her official capacity, shall have the right to seek information pertaining to District fiscal affairs, business transactions, governance, and personnel matters, including information that properly may be withheld from members of the general public in accordance with the Public Information Chapter of the Government Code. [See GBA]
LIMITATIONS	Individual members shall not have access to confidential student records unless the member is acting in his or her official capacity and has a legitimate educational interest in the records in accordance with policies FL(LEGAL) and (LOCAL).
REQUESTS FOR RECORDS	Individual members shall seek access to records or request copies of records from the Superintendent or other designated custodian of records. When a custodian of records other than the Superintendent provides access to records or copies of records to individual Trustees, the provider shall inform the Superintendent

of the records provided. **The Superintendent or designee shall promptly produce the requested information in five working days in paper form, electronic form, or both. "Promptly" means as soon as possible under the circumstances, that is, within a reasonable time, without delay. If the requested information is unavailable because it is in storage or active use, the Superintendent or designee shall certify this fact in writing to the requesting board member and the board member shall set a date and hour within a reasonable time when the information will be delivered.**

REQUESTS FOR REPORTS	Individual members shall not direct or require District employees to prepare reports derived from an analysis of information in existing District records or to create a new record compiled from information in existing District records. Directives to the Superintendent or custodian of records regarding the preparation of reports shall be by Board action.
CONFIDENTIALITY	At the time Board members are provided access to confidential records or to reports compiled from such records, the Superintendent or other District employee shall advise them of their responsibility to comply with confidentiality requirements.
REFERRING COMPLAINTS	If employees, parents, students, or other members of the public bring concerns or complaints to an individual Board member, he or she shall refer them to the Superintendent or another appropriate administrator, who shall proceed according to the applicable complaint policy. [See (LOCAL) policies at DGBA, FNG, and GF] When the concern or complaint directly pertains to the Board's own actions or policy, for which there is no administrative remedy, the Trustee may request that the issue be placed on the agenda.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: November 8, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: November 1, 2004
RE: District Insurance Contribution

SUMMARY:
The Board approved the Insurance Benefits package as presented at the October 18, 2004 meeting. Administration was asked to research whether or not additional funds were available to assist employees with the increased health insurance premiums.

The following points should be considered in making the determination of whether additional funds are available.

- The approved district contribution of $325 is **8.4% higher** than last year's contribution level of $297.
- Salary increases were an average of **4%** for 2004-05.
- Comparisons are made to the **CORE plan** as it is more reflective of the insurance market.
- **District insurance contributions of our new peer group** were reviewed. I used the peer group for the teachers. Please see the attached spreadsheet. The average district contribution of our peer group for 2003-04 was $238.54/month compared to our 2003-04 amount of $297 and our 2004-05 approved amount of $325/month. The % paid by the district of employee only coverage for our peer group for 2003-04 was 73% compared to GISD 2003-04 93.7% and the 2004-05 approved 86.7%. The employee only deduction for the peer groups averaged $88.42 compared to GISD 2003-04 $20 and GISD 2004-05 $50.
- **District Contribution Summary:** GISD is paying considerably higher amounts and % paid by district for employee coverage is considerably higher than the other districts.
- **Part-time Contribution**. The analysis was done on full-time employees. There was no analysis done for part-time. However, the majority of the districts were only paying the $225 required amount and if they were only paying that for the full-time, you know they aren't paying more for the part-

time. This compared to GISD's $229 shows that GISD is paying more for part-time than the majority of the other districts in the peer group.

- **Part-time Participants**. Currently we have 7 transportation and 5 cafeteria part-time employees participating in the health insurance program. There were 5 additional transportation employees who recently dropped coverage when they went from full-time to part-time. The majority of these employees have employee only coverage. Total eligible for this contribution is 40-50 employees.
- **Part-time Summary**: Increase of the minimal amount discussed would probably not be significant enough for the part-timers who dropped coverage to continue coverage or for those currently not participating to participate. Only the 12 currently participating would benefit and the administration time to make a change would be added to current workload described below.
- **Expectation level of employees**. Discussions with Dixie and her enrollment staff have revealed that the employees have accepted the insurance cost and have no great expectation of increased funding.
- **Administration of any changes**. Administration of a change at this time, while probably minimal, will require additional staff time and increased workload at a short time of the year. November and December are short work months with the holidays.

Two options for increased funding are presented on the attached spreadsheet. Pros and Cons of each option compared to the other option are listed as well as the total cost of each option.

As mentioned previously, the current GISD budget is a deficit budget of $600,000. The cost of the above options would be on top of the already deficit budget.

Should you need additional information or clarification on information included please let me know.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: November 1, 2004