Regular

Monday, January 17, 2005 6:00 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
b. Conduct annual evaluation of Superintendent
c. Consider Superintendent's contract as revised
d. Consider appointment of GHS Head Football Coach
3. **Reconvene in open session**
4. **Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Recognitions**
a. GHS - FFA Public Relations Team
b. GMS presentation
c. School Board Recognition
7. **Superintendent's Report - Goals 1, 2, 3, 6, 7**
a. Updated Bond financial projections
b. Student enrollment presentation
c. 2005-2006 budget calendar & assumptions
d. Hood County Appraisal District Board of Directors election results
e. Texas English Language Proficiency Assessment System/Annual Measurable Achievement Objectives - Title 3
8. **Board members special reports**
9. **Consider Consent Agenda Items - Goals 2, 3, 5**
a. Minutes of the December 13, 2004 regular board meeting
b. Budget amendments
c. Disposal of wrecked Ag trailer
d. Grainger purchase of security equipment and supplies
e. 3/4 Ton Pick Up Truck CSP 2005-09
f. Printing & copying services CSP No. 2005-11
g. Computer and copy paper Bid No. 2005-12
h. 2005-06 First day of instruction waiver
i. TAKS early release schedule waiver
10. **Consider Charles A Dana Center partnership for High Achievement agreement**
11. **Middle School and High School course recommendations**
12. **Consider policy DEC (LOCAL)**
13. **Review LEGAL policies and act on LOCAL polices of Update 74: CAA (LOCAL) - Fiscal Management Goals and Objectives Financial Ethics;CE (LOCAL) - Annual Operating Budget; DBA (LOCAL) - Employment Requirements and Restrictions Credentials and Records; DBD (LOCAL) - Employment Requirements and Restrictions Conflict of Interest; DFF (LOCAL) - Termination of Contract Reduction in Force; EL (LOCAL) - Charter Campus or Program**
14. **Public comments/audience participation**
15. **Personnel - Goal 6**
a. Consider staff appointments

b. Consider Superintendent's contract as revised
c. Consider appointment of GHS Head Football Coach

16. **Adjourn**

William J. Gumbert
Managing Director,
Phone: (214) 989-1661
Facsimile: (214) 989-1650
William.Gumbert@RBCDain.com

DATE: January 11, 2005

TO: Mr. William Harris, *Superintendent*
Ms. Sharay Boynton, *Executive Director Of Finance*
Granbury Independent School District

FROM: William Gumbert, *Managing Director*
RBC Dain Rauscher Inc.

RE: **UPDATED DEBT CAPACITY ANALYSIS**

INTRODUCTION

The purpose of this memorandum is to provide an update of Granbury Independent School District's (the "*District*") current debt capacity, assuming less conservative assumptions, as requested at the District's Board of Trustees on Monday, December 13, 2004. Please note, this information is subject to change as interest rates and the District's taxable assessed valuation, student enrollment, State funding available for debt service, and capital needs change in the future.

SCENARIOS PRESENTED

We have prepared the scenarios summarized below for your review. Each scenario is structured to determine the maximum amount of bonds the District may issue given the stated tax impact.

Scenario 1: No Interest & Sinking Fund Tax Rate Increase;

Scenario 2: A 1.0 Cent Interest & Sinking Fund Tax Rate Increase;

Scenario 3: A 2.0 Cent Interest & Sinking Fund Tax Rate Increase;

Scenario 4: A 3.0 Cent Interest & Sinking Fund Tax Rate Increase;

Scenario 5: A 4.0 Cent Interest & Sinking Fund Tax Rate Increase; and

Scenario 6: A 5.0 Cent Interest & Sinking Fund Tax Rate Increase.

Each scenario has been presented to reflect a conservative projection and a less conservative projection based upon the assumed growth in the District's taxable assessed valuation and the interest rates received on the District's new bond program.

CONSERVATIVE ASSUMPTIONS – TAXABLE ASSESSED VALUATION & INTEREST RATES

- ✓ Assumes an interest rate of 6.00%.
- ✓ Assumes 5.00% growth or an average of $128,442,188 per year in the District's taxable assessed valuation for the next 5-years and remains constant thereafter. Over the last 5-years, the District's taxable assessed valuation has grown at an average of 10.83% or $186,904,167 per year. For the current 2004/05 year, the District's taxable assessed valuation increased 6.38% or $139,370,042.

LESS CONSERVATIVE ASSUMPTIONS – TAXABLE ASSESSED VALUATION & INTEREST RATES

- ✓ Assumes an interest rate of 5.25%.
- ✓ Assumes growth of $150,000,000 per year in the District's taxable assessed valuation for the next 5-years and remains constant thereafter.

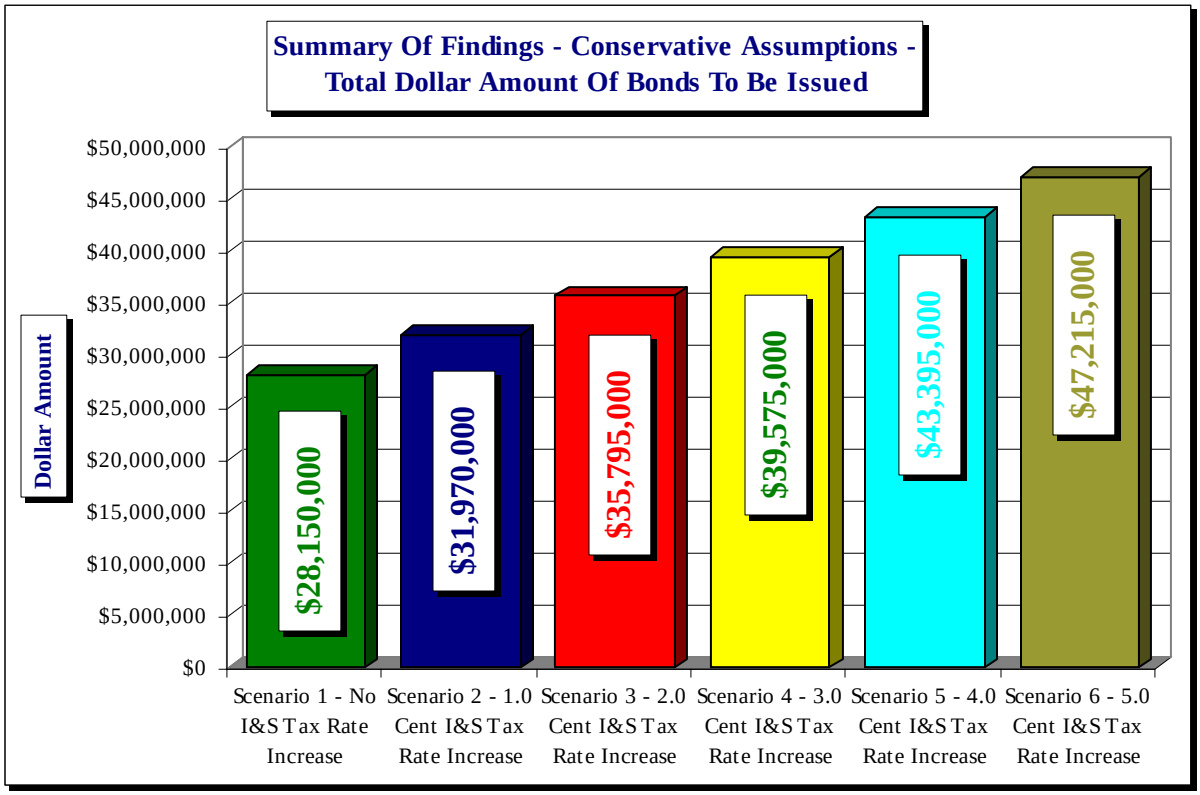
OTHER ASSUMPTIONS

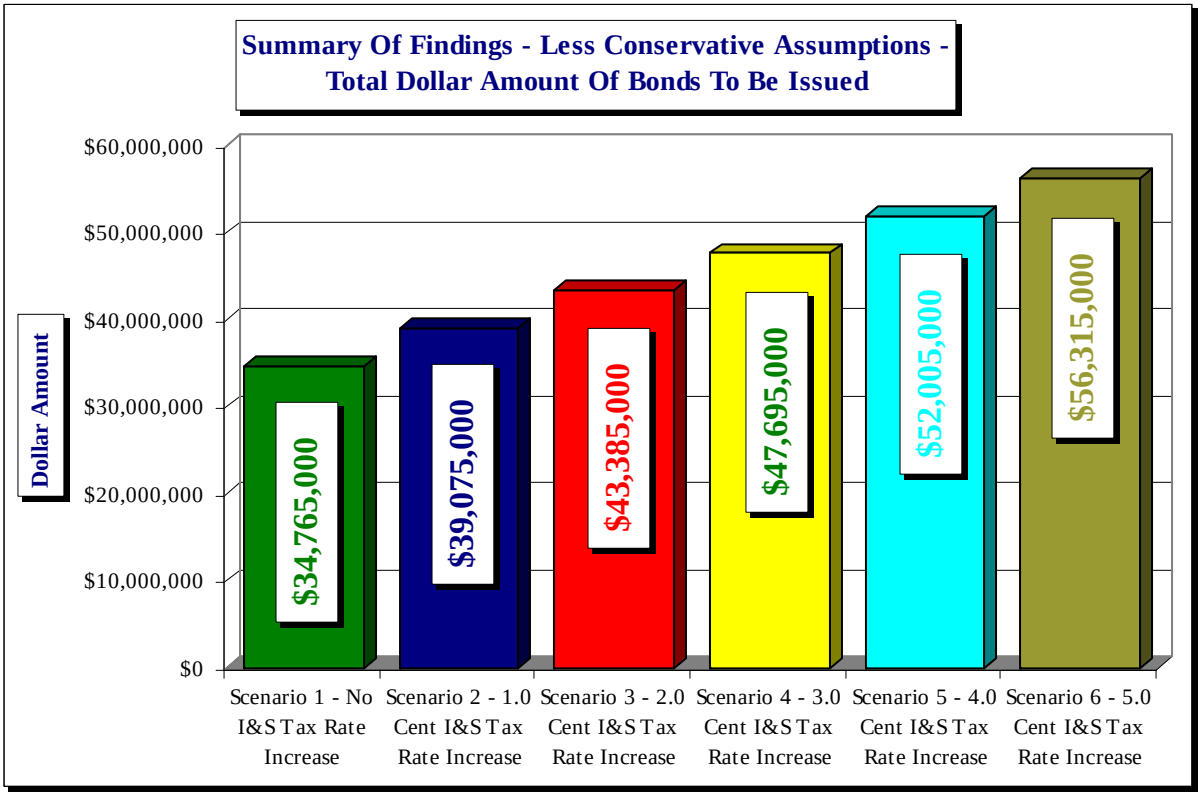
Each of the scenarios are based upon the following common assumptions:

- ✓ The bonds are structured to produce the applicable Interest & Sinking Fund tax rate increase in Year 2005/06.
- ✓ The bonds are amortized over a 30-year period.
- ✓ Assumes the District will have $200,000 of other available revenues on an annual basis that may be used to subsidize the District's Interest & Sinking Fund tax rate. These consist of funds to be derived from interest earnings on Interest & Sinking Fund tax collections, delinquent tax collections, frozen Interest & Sinking Fund tax collections and other available revenues.
- ✓ Assumes the District will continue to not receive any State funding assistance for the payment of debt service.

SUMMARY OF FINDINGS

The charts depicted on the following page summarize the projected debt capacity of the District based upon the assumptions detailed above.


Summary Of Findings - Conservative Assumptions - Total Dollar Amount Of Bonds To Be Issued
Dollar Amount
$50,000,000
$45,000,000
$40,000,000
$35,000,000
$30,000,000
$25,000,000
$20,000,000
$15,000,000
$10,000,000
$5,000,000
$0
$28,150,000
$31,970,000
$35,795,000
$39,575,000
$43,395,000
$47,215,000
Scenario 1 - No I&S Tax Rate Increase
Scenario 2 - 1.0 Cent I&S Tax Rate Increase
Scenario 3 - 2.0 Cent I&S Tax Rate Increase
Scenario 4 - 3.0 Cent I&S Tax Rate Increase
Scenario 5 - 4.0 Cent I&S Tax Rate Increase
Scenario 6 - 5.0 Cent I&S Tax Rate Increase


Summary Of Findings - Less Conservative Assumptions - Total Dollar Amount Of Bonds To Be Issued
Dollar Amount
$60,000,000
$50,000,000
$40,000,000
$30,000,000
$20,000,000
$10,000,000
$0
$34,765,000
$39,075,000
$43,385,000
$47,695,000
$52,005,000
$56,315,000
Scenario 1 - No I&S Tax Rate Increase
Scenario 2 - 1.0 Cent I&S Tax Rate Increase
Scenario 3 - 2.0 Cent I&S Tax Rate Increase
Scenario 4 - 3.0 Cent I&S Tax Rate Increase
Scenario 5 - 4.0 Cent I&S Tax Rate Increase
Scenario 6 - 5.0 Cent I&S Tax Rate Increase

CLOSING

We hope this information is helpful as you continue to manage the District's financial position and consider a new capital improvement program. Should any questions arise, or if additional information is needed, please call me at (214) 989-1661. We look forward to visiting with you soon.

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

December 13, 2004

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

Re: Hood County Appraisal District Board of Directors Election

Dear Mr. Harris:

As per Section 6.03 of the Property Tax Code, the taxing entities of Hood County nominated and cast votes for two seats on the Hood County Appraisal District Board of Directors. All election ballots were sent to the Appraisal District Chief Appraiser as required by law for tabulation. The election results were as follows:

NOMINEE	VOTES
Jim Coleman	5
Gary Raper	4
Tom Kemp	3
Michael Carmichael	2
Laura Terhune	1

Therefore, Jim Coleman and Gary Raper will hold the two seats on the Hood County Appraisal District Board of Directors and serve for a term of two (2) years beginning January 2005.

Sincerely,
Hood County Appraisal District

Jeffery D. Law,
Chief Appraiser.

JDL/lh

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
December 13, 2004

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, December 13, 2004 at 7:00 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 6:01 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 6:02 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 7:12 p.m.

Mary Cardin, Pastor of Prayer and Renewal at East Ridge Church, led in the invocation and Mambrino School students, Carlie Chapman and Ethan Drain led in the pledge to the U.S. Flag and the Texas Flag.

Recognitions

John Duty, Granbury High School Theatre Arts teachers recognized students Nicholas Graves, Josh Imes, Andrew Sheeley and Taylor Yarborough for being named the Team Techie State Winners.

Cathy Butler, Granbury High School Principal and Randy Leach Granbury ISD Athletic Director recognized Cindy Osborn and Alexander Nowakowski for receiving the Wendy's High School Heismann recognition.

Bobby Mabery, Acton Middle School Principal, recognized AMS teacher, Cathey Hartmann for being named the Humanities Teacher of the Year by the Texas Humanities.

Superintendent's Report

A. Donations – July Pannell, GEA 7 Board President presented the board with a check in the amount of $2,710.75 which represents the remaining balance in the GEA 7 bank account received through fund raisers.

B. Financial Presentation – Mr. Bill Gumbert from Dain Rauscher presented the board with a preliminary tax rate impact analysis for GISD for a new bond program.

C. Update 74 – the board was given a copy of Update 74 for their review. This update will be brought back to the board at the January 17, 2005 board meeting for consideration of approval.

D. September 30, 2004 financial statements – Sharay Boynton, Executive Director of Finance, presented the board with a copy of the September 30, 2004 financial statements for their review.

E. October 31, 2004 financial statements - Sharay Boynton, Executive Director of Finance, presented the board with a copy of the October 31, 2004 financial statements for their review.

F. Investment Report - Sharay Boynton, Executive Director of Finance, presented the board with a copy of the investment report for their review.

Board Members Special Reports

Charlie Cloud reminded the board of STARS graduation on Friday, December 17, 2004 at the Acton Methodist Church at 7:00 p.m.

Micky Shearon thanked Mambrino School and Granbury MS for their fund raising and troy drives for Christmas for Children.

Micky Shearon also reminded everyone of the Christmas for Children toy distribution on December 14, 2004 at the First United Methodist Church.

Audit Report

Mr. Chandler Snow from Snow, Garrett and Company presented the Annual Financial Report for the year ended August 31, 2004. A motion was made by Mark Graves and seconded by Micky Shearon to approve the audit as presented with the Board President and Secretary signing off on the report. **MOTION CARRIED.** Yes 7 – Noe 0

Consent Agenda

A request was made to remove item "b" – budget amendments and item "j" – Wann PA system from the consent agenda for a separate vote. A motion was made by Gene Ellis and seconded by Jerry Campbell to approve the consent agenda items **"a",** minutes of the November 8, 2004 regular board meeting and November 8, 2004 and December 6, 2004 special board meeting minutes; **"c",** investment policy review; **"d",** TAPS Interlocal agreement; **"e",** fire alarm inspection services – kitchen suppression and fire extinguishers CSP 2004-03 (renewal); **"f",** fire alarm inspection services – building detection and pull stations – CSP 2004-04 (renewal); **"g",** data conversion services bid no. 2004-05; **"h",** letter jackets awards bid no. 2005-02; and **"i",** athletic spring sports supplies bid no. 2005-06 as presented. **MOTION CARRIED.** Yes 7 – Noe 0.

A motion was made by Mark Graves and seconded by Jerry Campbell to approve the budget amendments and the Wann PA system bid as presented. **MOTION CARRIED** Yes 6 – Noe 1 – Bowen Brawner voted against

Policy DEC (LOCAL)

A motion was made by Jerry Campbell and seconded by Brian Condit to approve the changes to policy DEC (LOCAL) as presented with the understanding that the district will change the date that employees must notify the district of their intent to retire if possible after consulting with the district attorney. **MOTION CARRIED** Yes 7 – Noe 0

Board Operating Procedures

A motion was made by Micky Shearon and seconded by Mark Graves to approve the board operating procedures as presented. **MOTION CARRIED** Yes 7 – Noe 0

Public Comments

None

Personnel

A motion was made by Jerry Campbell and seconded by Mark Graves to approve the appointments of Andrea J. Brown as Special Education Teacher, Tammira L. Papasan, 1st Grade, Baccus Elementary; Kimme Woolf, Secondary Mathematics, Granbury HS. **MOTION CARRIED** Yes 7 – Noe 0

Adjournment

There being no further business, the meeting was adjourned at 9:16 p.m.

Charlie Cloud, President

Micky Shearon, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 17, 2004
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: November 30, 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: January 6, 2004

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $40 allocated to function 11. These funds are generated from band equipment rental and will be used for equipment repairs.

Fund 199, Ms. Cathy Butler, Originator
This Amendment recognizes donated funds in the amount of $300 allocated to function 11. These funds are donated by the Touchdown Club and will be used to purchase spirit flags to use at different functions.

Fund 199, Ms. Cathy Butler, Originator
This Amendment recognizes funds in the amount of $2,150 allocated to function 11. These funds are generated by a grant through Weatherford College and will be used to purchase additional technology equipment for the Counseling Career Center.

Fund 181, Mr. Randy Leach, Originator
This Amendment recognizes funds in the amount of $3,024 allocated to function 36. These funds are generated from Basketball Tournaments and will be used to pay officials and workers for that tournament.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $2,395 allocated to function 11. These funds are generated from insurance proceeds for Ag Trailer accident and will be used to purchase a new trailer.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes donated funds in the amount of $7,500 allocated to function 36. These funds are donated by Coca Cola and will be used for miscellaneous athletic/district activities such as tournaments.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 17, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: January 6, 2005
RE: Disposal of Wrecked Ag Trailer

SUMMARY:

According to Board Policy CI(LEGAL), "The Board may, in an appropriate manner, dispose of property that is no longer necessary for District operations."

During the month of November 2004, the cattle trailer used by the Agriculture department was involved in an accident. The trailer was totaled by insurance. The District received $2,395 (Value of Trailer $3,995 less $1,000 deductible and $600 salvage value) from the insurance company. The Ag teachers do not feel comfortable repairing the trailer for use with the student program. However, both the Ag teachers and Mr. Slemmons feel that the trailer will be something that someone would want to purchase and then fix up for individual farm use.

Mr. Slemmons has recommended that we advertise the trailer, as is, and take sealed bids. He further recommends that we put a reserve amount to be met of $600, the salvage value,

RECOMMENDATION:

It is recommended that the Board approve the sale of the wrecked Ag trailer by sealed bid process with a reserve to be set at $600 at the time of sale.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Mr. Terry Slemmons

Date Submitted: January 7, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 17, 2005
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: January 6, 2005 **RE**: Grainger Purchase of Security Equipment and Supplies

SUMMARY:

Security cameras and supplies are needed for repair and expansion of systems throughout the District. The equipment and supplies are available from a TCPN vendor. TCPN awards contracts to vendors via the purchasing process. GISD's interlocal agreement with TCPN allows purchases to be made from these awarded vendors without GISD having to go through the purchasing process. The cost of the equipment and supplies is $26,527. The funds were approved in the adopted budget for the majority of this expenditure with $2,000 being amended from the Coca Cola initial contribution as approved at last board meeting for the BTC portion of the project.

Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

Mr. Larry Anderson, Facilities Director, and Mr. Larry Gehrke, Maintenance Director, have reviewed this project and the following is their recommendation.

RECOMMENDATION:

It is recommended that the above purchase be made from Grainger through the TCPN contract.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Larry Anderson
Larry Gehrke

Date Submitted: January 7, 2005

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 17, 2005
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: January 6, 2005 **RE**: 3/4 Ton Pick Up Truck CSP 2005-09

SUMMARY:

A request for proposals was let for the purchase of two (2) 3/4 ton pick up trucks, one each for he maintenance and transportation departments in November and responses were received December 15, 2004. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Mr. Terry Slemmons, Transportation Director, and Mr. Larry Gehrke, Maintenance Director, reviewed the responses. The following is thier recommendation.

RECOMMENDATION:

It is recommended that the award be made to Southwest Ford as indicated on the tabulation by shading under the vendor name.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Terry Slemmons
Larry Gehrke

Date Submitted: January 7, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: January 17, 2005 **Bid Number:** 2005-09

1. **Item, material or service (specific or classification):** 3/4 Ton Pick Up Trucks

2. **Brief description:** A bid was let for the purchase of two 3/4 ton pick up trucks, one each for the maintenance and transportation departments.

3. **Period of time bid covers:** Single purchase

4. **Person and title responsible for the expenditure:**

   Terry Slemmons – Transportation Director
   Larry Gehrke – Maintenance Director

5. **Number of bids sent to vendors:** 15

6. **Number of bids received from vendors:** 9

7. **Listing of recommended vendors and total prices:** Larry Gehrke, Maintenance Director, recommends award to Southwest Ford for a total expenditure of $20,591.22 with the addition of the Rawson Koenig Crossbox. Terry Slemmons, Transportation Director, recommends award to Southwest Ford for a total expenditure of $19,993.18.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 1/28/04

10. **Percentage increase or decrease from last bid:** 18% increase

11. **Budget information:** Purchase of the truck for the maintenance department will come from funds budgeted in account 199.51.6631.00.951.5.99.0.00. Purchase of the truck for the transportation department will come from funds budgeted in account 199.34.6631.00.800.5.99.F.00.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 17, 2005
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: January 6, 2005 **RE**: Printing & Copying Services CSP No. 2005-11

SUMMARY:

The District let a request for proposals for printing and copying services. Vendors were asked to bid on standard forms as well as specialty printing projects. The proposals were received December 16, 2004. The RFP allowed for the District to award standard forms to one vendor and multiple award the specialty printing. By awarding to multiple vendors on special projects, costs and circumstances can be analyzed to determine best deal for the District.

The current bid will expire on January 31, 2005. A summation of the CSP process and outcome as well as a copy of the tabulation is attached for your review.

Mrs. Debbie Johnson, Purchasing Supervisor and myself have reviewed the responses. The following is our recommendation.

RECOMMENDATION:

That the Board award the printing and copying services related to the standard forms of the District to Ad One/Print One and San Saba Printing and Ad One/Print One related to specialty printing for the period of February 1, 2005 or written notification which ever is later through January 31, 2006.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Debbie Johnson

Date Submitted: January 7, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: January 17, 2005 **Bid Number:** 2005-11

1. **Item, material or service (specific or classification):** Printing and Copying Services

2. **Brief description:** A RFP was let to provide a company to handle the district's printing and copying needs. The RFP was divided into two parts, one for standard forms and one for specialty printing. Standard forms are considered the forms that are ordered on a routine or continual basis by the departments or campuses. Samples of the forms were provided to the vendors to provide pricing based on quantities of 250, 500, 1000, etc. Specialty printing is printing such as the district student handbooks. These are large orders that require a fast turnaround time. More than one vendor will be awarded to provide a cost comparison at the time of need.

3. **Period of time bid covers:** From February 1, 2005 (or written notification of award if after that date) through January 31, 2006.

4. **Person and title responsible for the expenditure:**

   Campus Principal – for campus purchases
   Department Head/Director – for department purchases

5. **Number of bids sent to vendors:** 13

6. **Number of bids received from vendors: 3**

7. **Listing of recommended vendors and total prices:** It is recommended that award be made to Print One as overall low bidder on Section A – standard Forms. Prices on the forms were compared for each vendor for each quantity that was identified. For Section B - Specialty Printing, it is recommended that San Saba Printing and Print One be approved for specialty printing as the two lowest bidders on the sample student handbook that was provided in the bid. Awarding Section B to multiple vendors would allow for consideration of cost, layout design, turn around time, etc., as the printing is needed. Each approved vendor will be given the opportunity to provide a cost quote on the specialty printing to be done. It is anticipated expense for printing and copying services will be approximately $30,000 annually.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 02/12/02 (with 2 renewals)

10. **Percentage increase or decrease from last bid**: Due to the number of items on the bid, a comparison was not made.

11. **Budget information:** Costs for printing and copying services are built into the general supply accounts for each campus and department. Therefore, they cannot be specifically identified as a budgeted line item or amount.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 17, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: January 6, 2005
RE: Computer and Copy Paper
Bid No. 2005-12

SUMMARY:

Computer and copy paper is bid twice a year due to the lack of storage space. A bid for computer and copy paper were let in December 2004. Bids were due January 4, 2005. Bids were sent to eight vendors. Five vendors responded. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Mrs. Debbie Johnson, purchasing supervisor, reviewed the bids. The following is the recommendation of Mrs. Johnson and myself.

RECOMMENDATION:

I recommend the Board approve the items and the related vendors as evidenced by the highlighted area on the attached tabulation.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Sharay Boynton

Date Submitted: January 7, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: January 17, 2005 **Bid Number:** 2005-12

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

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

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

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

5. **Number of bids sent to vendors:** 8

6. **Number of bids received from vendors:** 5

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded on the tabulation in the column under the vendor name for a total expenditure of $26, 859.93.

8. **Explanation of other than low recommendations:**

   8.5 x 11 24# 96 brightness: Low bid from Flatt stationers was 94 brightness not 96 as requested. The end user has tried an alternate brightness before and was not pleased with the product.

9. **Last bid date (bid of comparable nature within last 5 years):** 5/5/04

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

8.5 x 11 white	Increase of 10.18%
8.5 x 11 colored	Increase of 1.83%
8.5 x 11 #96 brightness	Decrease of 30.70%
8.5 x 14 white	Increase of 6.0%
14-7/8 x 11 green bar	Increase of 0.90%
9.5 x 11 fanfold	No change
Roll paper	Decrease of 48.62%

11. **Budget information:** Funds for this expenditure are budgeted through object codes 6395 and 6396 for the various campuses and departments.

Sharay S. Boynton
Executive Director of Finance

OFFICE OF CURRICULUM & INSTRUCTION

For:	**Board of Trustees**
Date:	**January 7, 2005**
Action:	**Approval**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**January 17, 2005**
		RE:	**First Day of Instruction Waiver**

SUMMARY:
Texas Education Code 25.0811 states that school districts may begin instruction only during or after the week in which August 21 falls each year. Sunday is considered the first day of any week. For the 2005-2006 school year, the effect of this statute is that districts may not begin instruction prior to the week of August 22, 2005. TEC 25.0811 allows districts to apply for a waiver from the statutory requirement provided the following requirements are satisfied:

At least 60 days notice in a local newspaper prior to the waiver application being submitted to the Agency for approval.
The published notice must state that the district intends to apply for a waiver and specify the date that instruction will begin for students.
The district must hold a public hearing concerning the date of the first day of instruction. The waiver must include a summary of opinions expressed at the hearing.

This waiver is considered necessary in order to secure adequate instructional time for graduating seniors to finish coursework and teachers to obtain grades before the graduation date that has been set.

RECOMMENDATION:
The administration recommends that the board approve the waiver.

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:	**January 12, 2005**
Action:	**Approval**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**January 17, 2005**
		RE:	**Waiver approval**

SUMMARY:
Granbury High School is requesting a waiver for late arrival of juniors and seniors who will not be involved in the TAKS testing dates February 22, April 19, 20,21, and 22. A modified class schedule will be utilized and Cathy Butler, Principal, is present should you have additional questions. Backup information is included for your perusal.

RECOMMENDATION:
Administration recommends your approval of the waiver.

Respectfully submitted,

Jan Van Dorn

Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: Jan Van Dorn
Cathy Butler
Connie Sanderson

GRANBURY HIGH SCHOOL

Modified Bell Schedule for TAKS Testing February 22, and April 19, 20, 21 and 22

8:45-11:30	Testing
11:30-12:06	"A" Lunch
11:36-12:16	3rd Period
12:12-12:52	3rd Period
12:16-12:52	"B" Lunch
12:58- 1:39	1st Period
1:45- 2:26	2nd Period
2:32- 3:13	4th Period
3:19- 4:00	5th Period

- There will be no Channel 1 or video announcements on these three days.
- Any announcements that need to be made will be made on the PA system at the beginning of the 2nd Period.
- Zero Period will not meet on the TAKS days.
- Students who are not taking the TAKS or TAKS Retakes do not have to be in class until 11:31.
- **Students who normally leave school early to go to work should make arrangements with their employers in order to meet their scheduled classes.**

OFFICE OF CURRICULUM & INSTRUCTION

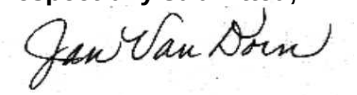
For:	**Board of Trustees**
Date:	**January 10, 2005**
Action:	**Approval**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**January 17, 2005**
		RE:	**Dana Center Partnership**

SUMMARY:
Over the last decade, the Charles A. Dana Center at the University of Texas at Austin has worked with TEA and other partners to develop resources to help local districts respond to the state's accountability standards. The Center is a research unit that provides Texas education leaders with new knowledge about teaching and learning and facilitates informed deliberation about important education issues. Our district is interested in collaborating with the center in partnership to increase opportunities for professional development and instructional resources to eventually increase student achievement. Title and campus monies will be utilized to achieve these goals, and we are specifically looking at math curriculum.

RECOMMENDATION:
Approval of the Partnership.

Respectfully submitted,



Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: Jan Van Dorn
Sharon Whitefield
Stacie Brown
Principals

OFFICE OF CURRICULUM & INSTRUCTION

For:	**Board of Trustees**
Date:	**January 6, 2006**
Action:	**Approval**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**January 17, 2005**
		RE:	**Course Recommendations**

SUMMARY:
Annually, course selections are reviewed at the middle and high school levels to determine additions or deletions of courses for the following year. Secondary schools have reviewed and discussed their curriculum with their respective Campus Leadership Teams and Department Heads. Proposed course additions are attached for your information and principals are available to answer questions should board members have any.

RECOMMENDATION: The Administration recommends the approval of the course changes.

Respectfully submitted,

Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: Jan Van Dorn
Secondary Principals
Curriculum Staff

A required 8th grade Technology Applications course for all students.

- Currently Technology Applications is an elective course offered to 8th graders. Many students are not electing to take this course which leaves them unprepared for the courses offered at the High School level.
- Technology Applications is the pre-requisite for all technology courses offered at the High School including Desktop Publishing, Web Mastering, Multimedia, Video Technology, and Computer Science.
- Currently 7th grade students have the choice of 2 elective courses, 8th grade students have the choice of 3 elective courses, and 9th grade students have the choice of 3 elective courses. The addition of Technology Applications would leave 8th grade students with 2 electives.
- There are many Technology Application TEKS for grades 6-8 that need to be addressed.
- Students need to be technology literate to function in society.

Course Description:

In this course students will demonstrate keyboarding proficiency in technique and posture while building speed and learn to make informed decisions about technologies and their applications by studying the technology applications foundations including technology related terms, concepts, and data input strategies. Students will use technology as a tool to support their work in solving problems. They will be able to select the technology appropriate for the task, determine a solution, and evaluate results. Students will also communicate information in various formats. A variety of technologies will be used.

Proposed Course Additions for 2005-2006

Introduction to Debate

This course is designed as an introduction to basic debate and argumentation principles. Students learn the history and origins of debate, debate ethics, research and filing strategies, argumentation, and styles of delivery. Students will also learn the basic structure and format of debate types. Students will be allowed to compete in tournaments if willing and prepared.

This course is a renaming of Debate 1. It provides basic information for students interested in learning about debate.

Competitive Debate 1, 2, and 3

These courses are designed for competitive debate in standard forms. Curriculum includes researching topics for debate, organizing and structuring cases, practicing fundamental debate techniques, and effectively using the basic processes of logic and reason as well as advancing skills in speaking. Students are required to attend and compete in tournaments or equivalent activities and achieve a minimum number of points toward NFL distinction per semester.

The three levels or years of debate were previously named Debate 1, 2, and 3. The requirement for competition is designated by the course name.

Competitive Debate 2 and 3 (Honors)

The honors credit course provides students with advanced instruction in debate and competition. Students must complete additional requirements to achieve honors credit including peer coaching, tournament attendance and competition in a minimum of three tournaments per trimester or equivalent activity, critical evaluation of debate rounds, writing and sharing evidence briefs for the team, and participation in any local invitational meets or activities sponsored by the Granbury High School Forensics Team.

This course provides advanced debaters with opportunity to continue course offerings in debate and to achieve a weighted grade.

Proposed Course Additions for 2005-2006

Oral Interpretation

Students taking this one-semester course study the oral reading or performance of a literary text as a communication art. Students will select, research, analyze, adapt, interpret, and perform literary texts. Minimum requirement is attendance and competition in one tournament or performance activity for the trimester or equivalent activity.

The course provides a speech elective that prepares students for speaking/oral interpretation for competition in invitational and UIL events.

Media Technology 2 – Honors

In this class, project-based learning experiences are developed by the students. The projects provide opportunities for an in-depth study using a variety of resources, advanced technology, and communication skills.

This course is already being offered at GHS. The addition would be honors credit for students in the second year of media technology.

Communications and Media Systems – Career Preparation(Internship with GISD Channel 7)

The occupationally specific course is designed to provide classroom technical instruction and on-the-job training for the student interested in a communications or media-related career. Job-specific skilled training and "real world" work situations are provided through an internship program with GISD Channel 7. To take the course, students must have completed Introduction to Visual Communication Processes, Media Technology, and have teacher/Channel 7 director recommendation. The number of internships will be limited to six per trimester.

This course would allow students to work with Channel 7 utilizing and developing skills in media communication while receiving high school credit.

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Proposed Course Additions for 2005-2006

Introduction to Criminal Justice

This dual credit technical course would be offered through Weatherford College. The students would take an online course taught by a WC instructor. Students will not pay tuition, but fees may be incurred. Students receive transcripted college credit upon successful completion of the course.

This offering allows students interested in the criminal justice field to take a credited course. The district does not have to provide an instructor.

Aerobic Activities

Students taking this course acquire the knowledge and skills for movement that provide the foundation for enjoyment, continued social development through physical activity, and access to a physically-active lifestyle. A major expectation of this course is for the student to design a personal fitness program that uses aerobic activities as a foundation.

This course would be added to physical education offerings at GHS. Like the popular PE/Dance, the course would target students interested in developing an exercise regimen of aerobic activities.

JV Drill Team

This course is designed for ninth grade students who wish to learn and improve their technical dance skills based on classical ballet and jazz. Students will learn dance routines using proper carriage, presentation and group performance skill. Students must try out to be a member of the JV Drill Team and will be expected to purchase a uniform and accessories (about $300-$400). This team will be a performing group under the UIL no pass/no play guidelines and will have some after school practices and performances.

This class will require retaining the drill team instructor for two additional periods to travel to both middle school and, making that position full time, or having an instructor at each middle school who works with the Varsity Drill Team instructor. Another option is to transport middle school students to the high school for instruction by the full time Varsity instructor. The class could include 8th graders if offered at the middle schools.

Proposed Course Deletions for 2005-2006

Pre-Advanced Placement Geometry

This class is for first year 9th grade students, on the new math track, who successfully complete Algebra 1 in the 8th grade. PAP Geometry is not a selection for grade 10 students at the high school, but the description has not been removed from the course catalog.

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**January 17, 2005**
Action:	**Consideration/Approval**

SUMMARY:
The board approved changes to policy DEC (LOCAL) at the December 13, 2004 regular board meeting. The board requested that the employee timeline for the employee to notify the district of his/her intent to retire be reviewed.

During the review of the policy, one other substantive change that needs to be made was noted. This additional change can be found as #4 on page 8 of 11. A few additional housekeeping changes were made and are noted in yellow also.

These items have been reviewed and sent to TASB Legal for their opinion and the changes are noted on the attached policy.

RECOMMENDATION:
The board approve the changes to policy DEC (LOCAL).

Respectfully submitted,

William Harris

William Harris
Superintendent

600 West Pearl • Granbury, Texas 76048 • Phone (817) 408-4007 • Fax (817) 408-4014
william_harris@granbury.k12.tx.us
www.granbury.k12.tx.us

DEFINITIONS
FAMILY

~~For the purposes of state sick leave accrued before May 30, 1995, and local sick leave,~~ **T**he term "immediate family" shall include:

1. Spouse.
2. Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands *in loco parentis*.
3. Parent, stepparent, parent-in-law, or other individual who stands *in loco parentis* to the employee.
4. Sibling, stepsibling, 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**s** only ~~items 1, 2, and 3 on the above list, but shall exclude son- or daughter-in-law and parent-in-law~~ **spouse, parent, and child**.

FAMILY EMERGENCY

The term "family emergency" shall be limited to ~~natural~~ disasters and life-threatening situations involving the employee or a member of the employee's immediate family.

WORKDAY

~~An "equivalent~~ workday" for purposes of accumulation, use, or recording shall mean the number of hours per day ~~associated with~~ **equivalent to** the employee's ~~usual~~ work assignment, whether full-time or part-time.

STATE PERSONAL LEAVE — RATE OF ACCRUAL

Each employee shall earn state personal leave, in equivalent workdays, at the rate of one-half a workday for each 18 workdays of employment, up to the statutory maximum of five workdays annually per the following chart:

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

TYPES OF STATE PERSONAL LEAVE

~~Under authority of Education Code 22.003 and to preserve the employee's leave entitlement while minimizing disruption to the instructional program,~~ **T**he Board requires employees to differentiate between uses of personal leave:

DISCRETIONARY

1. To be taken at the individual employee's discretion, subject to limitations set out below.

NON–DISCRETIONARY

2. To be used for the same reasons and in the same manner as state sick leave accumulated prior to May 30, 1995. [See DEC(LEGAL)]

USE OF DISCRETIONARY LEAVE

REQUEST FOR LEAVE

~~A notice of~~ **written** request for discretionary personal leave shall be submitted to the ~~principal~~ **immediate supervisor** or designee ~~five days~~ in advance ~~of the anticipated absence; discretionary personal leave shall be granted on a first-come, first-served basis~~. **in accordance with administrative regulations. The reasons for which personal leave may be used shall not be limited by the District. In deciding to approve personal leave, however, the supervisor or designee shall consider the effect of the employee's absence on the educational program, as well as the availability of substitutes. [See DEC(LEGAL)]**

~~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.~~

DURATION OF LEAVE

Discretionary personal leave may not be taken for more than five consecutive days, except in extenuating circumstances as determined by the Superintendent.

SCHEDULE LIMITATIONS

Discretionary leave shall not be allowed on the day before or after a school holiday, days scheduled for end-of-semester or end-of-year exams, days scheduled for TAAS tests, professional or staff development days or workdays, and the first or last day of a grading period, except in extenuating circumstances as determined by the Superintendent.

ADDITIONAL LOCAL LEAVE

All employees, except bus drivers and bus attendants, shall earn ~~an additional~~ five ~~equivalent~~ workdays of local ~~sick~~ leave per school year, concurrently with state personal leave. [See STATE PERSONAL LEAVE—RATE OF ACCRUAL]

Local ~~sick~~ leave shall be accumulated without limit and shall be taken with no loss of pay.

Local ~~sick~~ leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1995–96 school year, except as otherwise provided by this policy.

Local sick leave may also be used for first-year care following the birth or adoption of an employee's son or daughter or the placement of a child with the employee for foster care.

USE AND RECORDING

~~For purposes of personal illness, illness in the immediate family, family emergency, or death in the immediate family,~~ **A**vailable leave shall be used in the following order**, as applicable**:

1. Local sick leave.
2. State sick leave accumulated prior to the 1995–96 school year.
3. Current year state personal leave.
4. State personal leave.
5. Catastrophic sick leave

Leave shall be recorded in ~~whole workdays and~~ **increments of** half ~~work~~days ~~only, except in accordance with provisions for intermittent leave in the Family and Medical Leave Act~~. Employees shall be charged leave as used even if a substitute is not employed.

OTHER ABSENCES

Any ~~other~~ leave~~s granted or days of absence~~ **taken for which leave balances are insufficient** shall result in a deduction ~~of the daily rate of pay for each day of absence, unless otherwise provided. [See DMD(LOCAL)]~~ **from the employee's paycheck commensurate with the amount of leave taken.**

AVAILABILITY

Paid leave for the current year shall be available for use at the beginning of the school year. **Paid l**eave shall not be approved for more workdays than have been accumulated in prior years plus those earned during the current year.

When an employee who has used more leave than he or she had accumulated ceases to be employed by the District, the cost of the unearned leave days shall be deducted from the employee's final paycheck.

MEDICAL CERTIFICATION

An employee absent more than five consecutive workdays because of personal illness shall submit, upon return to work, a medical certification of illness and of his or her fitness to return to work. An employee absent more than three consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness. Medical certifications shall continue to be required at 30-day intervals.

HEALTH CARE PROVIDER

~~For leave other than that taken under the federal Family and Medical Leave Act, medical certification shall be made by a doctor who is registered and licensed under the Medical Practice Act of Texas, a licensed doctor of dentistry, a licensed chiropractor, or a licensed podiatrist. An employee may have his or her illness certified by a Christian Science practitioner listed with the First Church of Christ, Scientist in Boston.~~

~~For leave taken under the Family and Medical Leave Act, medical certification shall be as described in federal regulations [see DEC (LEGAL)] and on the form provided by the District.~~

Medical certification shall be made by a health care provider as defined by the Family and Medical Leave Act. [See DEC(LEGAL)]

TEMPORARY DISABILITY

Any full-time employee whose position requires educator certification by the State Board for Educator Certification or by the District shall be eligible for temporary disability leave. The maximum length of temporary disability leave shall be 180 calendar days.

COURT APPEARANCES

Absences for court appearances related to an employee's personal business shall be deducted from the employee's personal leave or shall be taken by the employee as leave without pay.

FAMILY AND MEDICAL LEAVE

~~The 12-month period within which employees shall be eligible for 12 weeks of~~ **For purposes an employee's entitlement to** family and medical leave, **the 12-month period** shall be ~~defined as~~ July 1 through June 30.

CONCURRENT USE OF LEAVE

The District shall require employees to use family and medical leave concurrently with paid leave and with temporary disability leave if applicable.

COMBINED LEAVE FOR SPOUSES

If both spouses are employed by the District, combined family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.

INTERMITTENT LEAVE

Intermittent leave shall not be permitted for the birth of the employee's child or the adoption or placement of a child with the employee.

CERTIFICATION OF ILLNESS

Upon request for family and medical leave for the employee's serious health condition or that of a spouse, parent, or child, ~~and at 30-day intervals thereafter~~, the employee shall provide medical certification of the illness or disability.

MEDICAL RELEASE

The employee's request for reinstatement shall be accompanied by medical certification of the employee's ability to perform essential job functions.

TEACHER REINSTATEMENT

A teacher desiring to return to work at or near the conclusion of a semester may be reinstated in accordance with the END-OF-TERM LEAVE section in DEC(LEGAL).

RESIGNATION

If, at the expiration of the family and medical leave, the employee is able to return to work but chooses not to do so, the District shall require reimbursement of the employee benefits contribution made by the District during the period in which such leave was taken as unpaid leave.

WORKERS' COMPENSATION

An employee absent because of a job-related injury or illness shall be assigned to family and medical leave, if applicable.

An employee eligible for workers' compensation wage benefits, and not on assault leave, shall indicate whether he or she chooses to:

1. Receive workers' compensation wage benefits; or
2. Use available paid leave. Workers' compensation wage benefits shall begin when:
   a. Paid leave is exhausted; or
   b. The employee elects to discontinue use of paid leave; or
   c. Leave payments are less than the employee's pre-injury average weekly wage.

CATASTROPHIC SICK LEAVE BANK

PURPOSE

The purpose of the Catastrophic Sick Leave Bank (~~CSLB~~ **Bank**) is to provide additional paid sick leave days to members of the **B**ank who **have** experience**d** a ~~disabling~~ catastrophic ~~event~~ **illness or injury, including a pregnancy-related complication and who have** ~~. Days may be requested from the bank only after the member has~~ exhausted all accumulated **vacation days and** state and local ~~sick~~ leave days and ~~has~~ **have** taken five days of leave without pay.

DEFINITIONS

~~A disabling catastrophic event is an unexpected and unavoidable illness, surgery, or injury that is critical, debilitating, and/or life-threatening. Pregnancy, childbirth, and maternity leave shall not be covered by the bank. Exceptions due to complications may be considered on an individual basis. [See below]~~ **For purposes of this policy, catastrophic illness shall be defined as a severe condition or combination of conditions affecting the mental or physical health of the employee or the employee's immediate family that requires the services of a licensed practitioner for a prolonged period of time and that forces an employee to exhaust all leave time earned by that employee and to lose compensation from the District.**

~~For purposes herein, bank shall refer to the District Catastrophic Sick Leave Bank, and FAC shall mean the Faculty Advisory Council for the District.~~

ELIGIBILITY

~~All~~ **F**ull-time employees of the District who have completed ~~two~~ **one** year~~s~~ of **creditable** service immediately preceding the enrollment period shall be eligible for membership. ~~In order to be considered~~ **For purposes of the Bank,** full-time ~~employees, personnel~~ shall ~~work~~ **be defined as a minimum of** ~~35 to 40~~ **30** hours a week ~~and be designated full time for payroll-related purposes~~. Participation ~~is~~ **shall be** voluntary, but requires contribution to the Bank. [See below]

GOVERNING COMMITTEE (~~FAC~~ **DAC**)

The governing committee that approves or disapproves ~~all~~ requests for ~~sick leave~~ **B**ank days shall be the ~~Faculty~~ **District** Advisory Council (~~FAC~~ **DAC**) and shall be composed of members of the ~~Catastrophic Sick Leave~~ Bank. The Superintendent shall vote only if necessary to break a tie.

JOINING THE BANK

An~~y~~ employee who is eligible to join the Bank may do so by contributing ~~two~~ **one** day~~s~~ of accrued local sick leave **from a previous school year**. ~~An employee desiring to join during the current school year shall have prior accrual of at least two local sick leave days.~~

All eligible personnel who join or renew membership in the Bank within the enrollment period **each year** shall be eligible for benefits beginning with the first official day of work for ~~that school year~~ **10-month employees**.

For Bank purposes, the school year ~~shall be from September 1 through August 31~~ **shall begin on the first official day of work for 10-month employees**.

Employees desiring to join the Bank shall complete the membership application form and submit it to the ~~business~~ **human resources** office. The ~~business~~ **human resources** office shall verify the employee's eligibility and ~~complete the necessary records to~~ enter the membership.

CONTRIBUTION OF DAYS

To become a new member of the Bank **during the second and third year of employment**, an employee shall contribute ~~two~~ **one** day~~s~~ from his or her prior years' accrued local sick leave **for two consecutive years**. ~~These~~ **Each** day~~s~~ shall be subtracted from the member's accrued local sick leave **in the year it is contributed**.

The ~~two~~ days donated become the property of the District. All donations shall remain in force and shall not be returned even upon cancellation of a membership.

Each person who leaves the employment of the District shall be given the opportunity to contribute to the Bank hone half of his or her unused accrued local sick leave days. Such days shall be set aside and contributed to the Bank only if it should become insolvent. The Bank shall be considered insolvent if the number of days are fewer than twice the number of members.

Contributions for renewal of membership shall be accepted beginning July 1. In no event shall the annual contribution be more than ~~two~~ **one** day~~s~~ per ~~fiscal~~ **Bank** year. For contributing members who did not use the Bank **during** the prior year, the annual rate of contribution shall be one day of sick leave per year until the Bank is ~~secure~~ **solvent**. ~~The Bank shall be considered secure when the total number of available days is at least twice the number of members.~~

If a member uses ~~two~~ **one** or more days from the Bank during ~~this period~~ **a Bank year**, he or she shall be required to donate ~~an~~ **one** additional ~~two~~ day~~s~~ the following ~~school~~ **Bank** year ~~(September through August)~~ in order to have continuing membership in the Bank. ~~If the member uses fewer than two days, he or she may be required to donate one and one-half days, but in no event less than one day.~~

If a member cancels his or her membership in the Bank, the ~~two~~ days contributed for membership remain the property of the **Bank**. If, ~~at a later date~~ **in a subsequent Bank year**, ~~this individual~~ **the member** wishes to rejoin the Bank, he or she may do so during the enrollment period by again donating two days.

GRANTING OF DAYS

Requests for ~~leave~~ **Bank days** shall be made within ~~actual pay periods for days missed so that employees maintain their current salary~~ **30 days of the absence to be considered**.

~~Grants shall be considered only for a disability lasting five consecutive days or longer.~~

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

1. ~~Sick leave~~ **Bank** days shall be granted only for absences from working days and shall not be granted for holidays, vacation days, or ~~other such days for which the member is not paid~~ **noncontract days**.
2. ~~Sick leave days from the Bank shall be available only in the event of unexpected extended illness, surgery, or injury. Pre-existing conditions shall not be covered.~~
3. 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.

4. **Unless there is a related complication, pregnancy shall not be covered.** ~~Pregnancy and accompanying complications shall not be covered by the Bank.~~ Complications arising from childbirth shall be considered on an individual basis, provided the recovery period requires longer than six weeks.

5. ~~Catastrophic Sick Leave~~ Bank ~~grants~~ **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.

6. The **DAC** ~~number of days that may be granted to~~ **shall be authorized to approve up to 40 days per Bank year for** ~~any one~~ **a** member**'s** ~~of the bank shall normally be 40 days per school year~~ **personal illness or injury or for the care of a spouse or a dependent child**. Additional days ~~may be granted upon~~ **shall require the** recommendation of the ~~FAC,~~ **DAC and** Superintendent, and **the** approval of the Board.

7. The ~~FAC~~ **DAC** may consider a request by a member for **up to ten** days to assist ~~a~~ **other** critically or terminally ill **immediate family** members ~~of his or her immediate family (as defined in policy DEC)not to exceed ten days~~ per **Bank** year. **[see DEFINITIONS/FAMILY above]**

8. The Bank shall not grant more days than its members have collectively contributed.

9. The ~~FAC~~ **DAC** may request a medical review by a physician of the committee's choice at the member's expense.

10. ~~The bank shall normally be used only by the individual member for his or her personal illness or to care for dependent children or a spouse.~~

11. ~~Sick leave days from the bank shall not be granted for any period of disability when monies are paid to the member under the Workers' Compensation Act.~~

12. At the end of the ~~school~~ **Bank** year ~~(August 31)~~, all unused sick leave days in the Bank shall be carried over to the next ~~school~~ **Bank** year ~~(September 1 through August 31)~~.

13. A ~~contributor~~ **member** shall lose the right to use the benefits of the Bank by:

    a. Termination or suspension of employment in the District.

b. Cancellation of participation by the member (in writing) at any time.

c. Attempted abuse of the Bank and/or its policies.

d. Refusal to continue regular contributions.

~~DUTIES AND RESPONSIBILITIES~~
PROCEDURES

The ~~FAC shall be responsible for the~~ **application procedure shall be as** follow~~ing~~**s**:

1. ~~In a called meeting, all~~ **The DAC shall review individually all** ~~applications~~ **requests** for ~~sick leave~~ **Bank** days ~~shall be reviewed individually by the FAC~~.

2. The ~~FAC~~ **DAC** may request **that** a member ~~to~~ appear before the ~~FAC~~ **committee** to substantiate **the validity of** ~~his or her case~~ **the request**.

3. The ~~FAC~~ **DAC** shall determine the number of days approved and **shall** reserve~~s~~ the right to approve, deny, or modify the days requested.

4. ~~Any~~ **No** member of the ~~FAC~~ **DAC** shall ~~excuse himself or herself~~ **participate on the committee when making a personal request for Bank days or** when **the committee is** considering ~~his or her own request or~~ a request made by ~~any~~ **a family** member ~~of his or her family~~.

5. The Superintendent shall ensure that the ~~business~~ **human resources** office is notified of the outcome of all requests for ~~catastrophic sick leave~~ **Bank days**. The ~~business~~ **human resources** office shall notify the member of the outcome.

~~APPLYING FOR DAYS~~

~~A member who needs additional days after all accumulated state and local sick leave days have been used may submit a request for days from the bank. Guidelines~~ **[See DEC(REGULATION)** for applications~~s~~ **guidelines** ~~are contained in the regulation at this code.~~**]**

INDIVIDUAL CATASTROPHIC LEAVE FUND

PURPOSE

The purpose of the Individual Catastrophic Leave Fund (Fund) is to provide additional paid sick leave days to an employee who is eligible to join the Bank, but has not been able to do so because all available leave has been used for continuing catastrophic circumstances as defined at CATASTROPHIC SICK LEAVE BANK above.

DEFINITIONS

The definitions used for purposes of the Bank shall also apply to the Fund.

ELIGIBILITY

An employee must meet the same eligibility requirements as for participation in the Bank and shall:

1. **Have exhausted all accumulated state and local leave for reasons that qualify for Bank days.**
2. **Have taken five days' leave without pay.**
3. **Have completed one year of employment prior to the enrollment period for the Bank.**

APPROVAL

The DAC for Bank days shall also be the governing committee that approves or disapproves requests for Fund days. [See GOVERNING COMMITTEE above]

FUND PROCEDURES

Requests for Fund days shall be processed as follows:

1. **All requests shall be submitted to the Superintendent in writing.**
2. **Upon receipt of the request, the Superintendent shall appoint a sub-committee of at least three DAC members to consider the request. At least one of the three shall be from the requestor's campus/department.**
3. **Approvals shall be based on the same criteria as those for granting days from the Bank except that pre-existing conditions shall be considered on an individual basis.**
4. **The sub-committee shall determine if the requested days are for absences taken for the purposes approved for Bank days and then report its findings and recommendation to the DAC.**
5. **The DAC shall then make a recommendation to the Superintendent.**
6. **If the Superintendent approves the request, the Superintendent or designee shall issue a call in the name of the Superintendent to all eligible employees asking for donations of local sick leave days.**
7. **A Fund shall then be established for the requestor with a maximum of 40 days.**

RESTRICTIONS

In order to make contributions to a Fund, an employee must have a balance of accrued local sick leave. An employee may contribute up to ten percent of his or her balance in increments of whole days.

Donated days shall be entered into the account in the order received and shall become the property of the District. Donated days over 40 shall be returned to the original donor.

An eligible employee may draw from the Fund until he or she has used up to 40 days. A request for a second Fund for an individual shall require the recommendation of the DAC and the Superintendent and the approval of the Board.

Ten days may be activated at any one time for any specific employee, until the maximum of 40 days is reached.

CONFIDENTIALITY

All contributions to Funds shall be voluntary and confidential donations. Employees violating this provision shall be considered in violation of District policy and the standards of ethics outlined at DH(EXHIBIT) and shall be subject to disciplinary action in accordance with DH(LOCAL).

BUYBACK AT RETIREMENT

The Board shall determine annually whether funds are available for a retirement reimbursement program. Upon approval of the program, employees who have at least 15 years continuous service in the District immediately preceding retirement and who meet the requirements for retirement with the Texas Teacher Retirement System shall be reimbursed upon retirement for half of any unused local sick leave. Payment shall be at the rate of one half of the employee's regular daily rate of pay up to a maximum of $15,000 per employee.

To be eligible for reimbursement, the employee must notify the District of his or her retirement no later than February 1, of the school year in which the retirement will occur.

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**January 17, 2005**
Action:	**Consideration/Approval**

SUMMARY:
The board was presented a copy of LEGAL and LOCAL policies within Update 74 for their review at the December 13, 2004 regular board meeting. The LOCAL policies must be approved by board action as presented with any additions, revisions or deletions as recommended by TASB Policy Services.

RECOMMENDATION:
The board approve Update 74 (LOCAL) polices with any additions, revisions or deletions as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Policy Manual Update 74.

Respectfully submitted,

William Harris

William Harris
Superintendent

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