Regular

Monday, January 23, 2006 4:30 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
2. **Public Hearing - 2006-07 school calendar start date**
3. **Invocation**
4. **Pledges - U.S. Flag & Texas Flag**
5. **Student recognition**
6. **Consider demographic services RFQ 2005-40**
7. **Public comments/audience participation**
8. **Personnel**

a. Consider staff appointments
b. Superintendent's Evaluation
c. Superintendent's employment
1. Consultation with Attorney

9. **Property**

a. Consult with legal counsel regarding the current lease of and matters concerning the possible sale of real estate at 205 E. Pearl Street. This consultation will be held in closed session, as permitted by Texas Government Code 551.071
b. Consider and take action as necessary on the current lease of and matters concerning the possible sale of real estate at 205 E. Pearl Street
c. Consult with legal counsel regarding the purchase of real estate consisting of .833 acres located at 2461 E. Hwy 377. The consultation will be held in closed session, as permitted by Texas Government Code 551.071
d. Consider and take action as necessary on the purchase of real estate consisting of.833 acres located at 2461 E. Hwy 377

10. **Litigation**

a. Consult with legal counsel regarding the pending litigation in The State of Texas v. Stephen P. Bumpas, et us., et al.; Cause No. C2005313, in the 355th Judicial District Court, Hood county, Texas. This consultation will be held in closed session , as permitted by Texas Government Code 551.071
b. Consider and take action as necessary on the pending litigation in The State of Texas v. Stephen P. Bumpas, et us., et al.; Cause No. C2005313, in the 355th Judicial District court, Hood County, Texas

11. **Consider short term facilities plan**
12. **Superintendent's Report - Goals 1, 2, 3, 6, 7**

a. Investment report for period ending 11/30/05
b. Financial statements for period ending 11/30/05
c. Donation update
d. 2006-07 budget assumptions and calendar
e. Hood County Appraisal District election results
f. Local Government Officer conflicts disclosure statement
g. Open meeting and open records required training

13. **Board members special reports**
14. **Consider Consent Agenda Items - Goals 2, 3, 5**

a. Minutes of the December 12, 2005 regular board meeting
b. Budget amendments
c. Granbury High School proposed course additions for 2006-2007

d. STARS 2006-07 school calendar
e. Granbury High School waiver for TAKS testing day modified schedule
f. Fire alarm inspection services - kitchen suppression systems and fire extinguishers 2004-03 (renewal)
g. Fire alarm inspection services - building detection systems and pull stations 2004-04 (renewal)
h. Bus purchase from Buy Board vendor

15. **Consider annual financial audit for year ended 8/31/05**
16. **Consider revision to the Board Operating Procedures Manual**
17. **Adjourn**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 23, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: January 9, 2006
RE: Demographic Study Services
RFQ 2005-40

SUMMARY:
The following is a summary of what has occurred related to the Demographic Study Services contract.

- 11/3 - Board meeting - Board authorized Mr. Harris to bring no more than 4 demographers to them for performance of an updated demographic study.
- 11/ 7 - 11/10 - Debbie gathered sample RFQs from other District's purchasing offices
- 11/11 - Sharay prepared first draft of RFQ
- 11/14 - Final Draft of RFQ - Due to GISD 1/4/06 at 2:00 pm - Board presentations 1/23/06
- 11/19 - Published in HCN
- 11/22 - Published in HCN
- 11/16 – Sent RFQ to 18 possible vendors
- 11/22 - Another vendor requested copy of RFQ - sent out via fax
- 11/30 - Another vendor requested copy of RFQ - sent out via fax
- 11/30 - Vendor requested additional info on enrollment per grade level - sent out addendum to all vendors including requested information.
- 1/4/06 – Reponses
- 1/5 –1/6 – Review responses and rank according to RFQ criteria for determination of presenters to the Board.
- 1/6 – Present list of proposed vendors to Mr. Harris
- 1/6 – Present list of vendors to present to Board.
- 1/9 – Contact vendors to set up presentations

GISD received six responses from vendors for these services. All proposals were reviewed and ranked according to requested information through the proposal process. The following vendors will be present to make their presentations at the January 23, 2006 meeting. Copies of thier proposals and related information are available for the Board's review prior to the meeting. The vendors will have 15 to 20 minutes to present their organization and allow board time for questions and answers the night of the meeting. The vendors are:

- Dr. Dennis Harner of Harner & Associates
- Dr. Pat Guseman of Population & Survey Analysts
- Mr. Steve Stewart of DeskMap Systems, Inc

Recommendation:

The Board accept the proposal of one of the vendors above for the demographic services of GISD.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: January 9, 2006

DEMOGRAPHIC STUDY

	Callahan & Freeman	Desk Map Systems, Inc.	Harner & Associates	Magellan K-12, Inc.	Population & Survey Analysts	School District Strategies, LLC	
Type of organization	Corporation	Corporation	Sole Proprietorship	Corporation	Corporation	Corporation	
Years present firm established	2000	1993	1984	2000 (originally Magellan Consulting, Inc.)	1980	1999	
Number of employees in local firm	12	5	3	7	10	3	
Number of employees in all locations	12	5	3	16	10	3	
Special licensing, expertise and experience	See proposal for details	See proposal for details	See proposal for details	See proposal for details	See proposal for details	See proposal for details	
Do you have a full-time demographic statistician on staff	No	Yes	Yes	Yes	Yes	Yes	
Do you have a school district demographic expert on staff	No	Yes	Yes	Yes	Yes	Yes	
Does you firm employee other specialists or licensed personnel on staff	Yes	Yes	Yes	Yes	No	Yes	
Has your firm provided demographic study services for K-12 public schools, name 3 districts	Yes Everman ISD Kennedale ISD Grand Saline ISD	Yes Victoria ISD Dripping Springs ISD Nacogdoches ISD	Yes Abilene ISD Austin ISD Burleson ISD	Yes Galena Park ISD Hitchcock ISD Tyler ISD	Yes Leander ISD Katy ISD Hays CISD	Yes Little Elm ISD Birdville ISD Aubrey ISD	
Professional Liability Insurance							
Limits per project	$1,000,000	$1,000,000	N/A	Have general liability insurance since firm is consulting and not construction	Don't carry Prof. Liability due to limited exposure, will obtain if required	$2,000,000	
Limits in aggregate	$1,000,000	$3,000,000	N/A	N/A	N/A	$2,000,000	
Deductible	$15,000 per claim, aggregate	Not identified	N/A	N/A	N/A	$5,000	
Claims within the last 5 years	1	-0-	-0-	-0-	-0-	-0-	

DEMOGRAPHIC STUDY (page 2 of 2)

Project References: School district clients in the past 3 years	Everman Broaddus ISD Lindsay ISD George West ISD Fort Worth ISD	43 studies for 28 districts Victoria ISD Dripping Springs ISD Nacogdoches ISD Liberty Hill ISD Lake Travis ISD	Over 30 districts Burleson ISD Abilene ISD Austin ISD Rockwall ISD McKinney ISD	276 Pasadena ISD Galena Park ISD Hitchcock ISD Miami Dade ISD State of Arkansas	40 Katy ISD Lamar CISD Hays CISD Mansfield ISD Cedar Hill ISD	21 Birdville ISD Little Elm ISD Forney ISD Aubrey ISD Pflugerville ISD	
State the dollar amount of demographic studies your company has in education sales for the following years							
2002	-0-	$50-$75K	Revenue has exceeded $250,000 for the last 4 years	$20,000	$793,000	$121,500	
2003	-0-	$75-$100K	“	$30,000	$855,000	$246,500	
2004	$40,000	$75-$100K	“	$75,000	$1,180,000	$248,600	
2005 YTD	$40,000	$75-$100K	“	$40,000	$870,000	$300,600	
Will you provide reports and documentation on disk in MS office	Yes	Yes	Yes	Yes	Yes	Yes	
Does your firm have CAD capabilities needed for specification writing/compliance reporting	Yes	Yes	No	Yes	No	Yes	
Study samples submitted for these districts:	Everman ISD Grand Saline ISD	Dripping Springs ISD Victoria ISD	Ennis ISD Burleson ISD	Galena Park ISD (bound with proposal)	Katy ISD Mansfield ISD	Godley ISD Little Elm ISD	

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**January 23, 2006**
Action:	**Information**

SUMMARY:

For the past months I have listened to parents, teachers, counselors, principals, other staff and community representatives concerning facility needs for GISD. Based upon the information gathered and meeting the needs of our students, I recommend the following:

- Crossland Intermediate close as an intermediate campus and reopen as the ninth grade center
- Crossland Intermediate student attendance zone move to the Brawner Intermediate zone
- Sixth grade students attend the middle schools
- Intermediate schools consist of grades 4 – 5

Enclosed is the draft scheduling steps which need to be taken this spring. Should you approve the above plan, detailed responsibilities and timeline will be developed and shared with all of the stakeholders involved.

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

TIMELINE
FOR AMS
SCHEDULING 2006-07

January 31	High School counselors at AMS to give out 10th grade packets & talk to classes.
February 1	High School counselors at GMS to give out 10th grade packets & talk to classes.
February 2	9th Grade Orientation at GHS (6:30)
February 17	Scheduling Meeting with Judy Deaver
February 6-7	H.S. Counselors back to AMS to meet with 9th grade students to complete course selections for 10th grade.
February 9-10	H.S. Counselors back to GMS to meet with 9th grade students to complete course selections for 10th grade.
February 13(am) February 13(pm)	H.S. Counselors back to AMS for make up. H.S. Counselors back to GMS for make up.
Feb 20	Next Year Line Set by Judy Deaver
Feb 23th + 24th ~~Feb 28~~	Hand out 8th & 9th grade packets to 7th & 8th graders during social studies classes.
Feb ~~28~~ 27	ROTC & AG presentation to 8th graders 12:50-1:20 in cafeteria
Feb 28	Open House Night 6:00-7:30 & 8th parent orientation for next year 9th Freshman 6:00-6:30 in the gym.
March 3	Intermediate campus will change NYL to correct campus by this date.
March 10	8th & 9th grade course selection sheets due back to office.
March 20-22?	Counselors to Intermediate schools to give out 7th grade packets to those coming to AMS ~~20th – Oakwoods – all day~~ 21st – Mambrino – all day 22nd – Brawner –10:15 am 23rd - Crossland
March ~~21~~ 23rd AMS	AMS 6th Grade Parent Orientation Meeting @6:30pm
March 24	7th grade course selection sheets due back to intermediate offices.
April 13	All course selections entered in computer and run tally by course.
May 5	Master schedule completed (on paper)
May 11th	6th graders to visit AMS
June 1st or 2nd	Run Allocator for the 1st time
June 5-9	Run Scheduler
August 2 & 3	New student registration
August 8	7th Grade Schedule Pick-up
August 9 (am)	8th Grade Schedule Pick-up
August 9 (pm)	9th Grade Schedule Pick-up

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SCHEDULING SCHOOL YEAR 2006 – 2007
CHECK LIST

PROCEDURE	TO BE COMPLETED BY	PREFERRED COMPLETION DATE	DEADLINE DATE
Open next year school year (Revise Work Area, Set up Client File Members for new school year.)	PEIMS COORDINATOR	01/31/06	02/28/06
Prepare to set Next Year Lines (determine 'feeder' schools)	DISTRICT	02/10/06	03/03/06
Set up User Assignments for Scheduling area in the new school year.	PEIMS COORDINATOR	02/10/06	03/03/06
Meet with campus secretaries to discuss scheduling procedures, specifics, and times lines for new school year.	PEIMS COORDINATOR	02/27/06	03/08/06
Determine if the master schedule is going to be entered manually at the secondary level or created by using the Resource Allocator **	ADMINISTRATION & PRINCIPALS	03/10/06	03/24/06
Set Next Year Lines in Student Records	PEIMS COORDINATOR	03/10/06	03/24/06
Check/Update scheduling set up. (SCH.101)	CAMPUS & PEIMS Coordinator	03/10/06	03/24/06
Check/Update teacher set up. (STU.240)	CAMPUS & PEIMS Coordinator	03/10/06	03/24/06
Check/Update rooms. (STU.215)	CAMPUS & PEIMS Coordinator	03/10/06	03/24/06
Check/Update course offerings. (SCH.310)	CAMPUS & PEIMS Coordinator	03/24/06	03/31/06
Enter student course requests. (SCH.410)	CAMPUS	04/14/06	04/28/06
Print Course Request Tally Sheets – for Staffing information. (SCH.510)	CAMPUS	04/17/06	05/01/06
Create Master Schedule	CAMPUS	05/12/06	05/15/06
Run Automatic Student Scheduling	CAMPUS	05/25/06	???

** My recommendation for secondary scheduling – Have the campuses approach the master schedule set up the same way as last year (the campus determines what teachers they have and what each teacher is certified to teach), then the campus can determine what period is best for each course to be taught and thereby create their master schedule manually based off this information (not by when the teacher does or doesn't want to teach).

DRAFT

NINTH GRADE CENTERS
IN TEXAS

School Name	Address	Principal	# of Students
ALDINE NINTH GRADE SCHOOL 101-902-081	**mail:** 10650 N FREEWAY HOUSTON 77037-1128 **site:** 10650 N FREEWAY HOUSTON 77037-1128 **phone:** (281) 878-6800 **fax:** (281) 878-6824 **url:** www.aldine.k12.tx.us	JEANIE OUTHOUSE	893
MACARTHUR NINTH GRADE SCHOOL 101-902-083	**mail:** 12111 GLOGER RD HOUSTON 77039-9999 **site:** 12111 GLOGER RD HOUSTON 77039-9999 **phone:** (281) 985-7400 **url:** www.aldine.k12.tx.us	THERESE HICKMAN	868
EISENHOWER NINTH GRADE SCHOOL 101-902-084	**mail:** 3550 W GULFBANK HOUSTON 77088-9999 **site:** 3550 W GULFBANK HOUSTON 77088-9999 **phone:** (281) 878-7700 **fax:** (281) 878-7736 **url:** www.aldine.k12.tx.us	MELVIN MCGOWEN	892

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Ann Schmidt

NINTH GRADE CENTERS
IN TEXAS

School Name	Address	Principal	# of Students
NIMITZ NINTH GRADE SCHOOL 101-902-085	**mail:** 2425 W W THORNE DR HOUSTON 77073-3403 **site:** 2425 W W THORNE DR HOUSTON 77073-3403 **phone:** (281) 209-8200 **url:** www.aldine.k12.tx.us	ANN MARIE HAZZAN	980
W A TODD 9TH GRADE CAMPUS 108-902-004	**mail:** 116 N 10TH ST DONNA 78537 **site:** 400 N D SALINAS BLVD SALINAS & WOOD DONNA 78537 **phone:** (956) 464-1800 **fax:** (956) 464-1824 **email:** dvillarreal@donna.k12.tx.us **url:**	DAVID C VILLARREAL	822
MEMORIAL 9TH GRADE CENTER 123-907-008	**mail:** 1023 ABE LINCOLN AVE PORT ARTHUR 77640 **site:** 1023 ABE LINCOLN AVE PORT ARTHUR 77640 **phone:** (409) 985-2551 **fax:** (409) 985-3376 **email:** bbaptiste@paisd.org **url:** www.paisd.org	BANNISTER BAPTISTE	722

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Ann Schmidt

NINTH GRADE CENTERS
IN TEXAS

School Name	Address	Principal	# of Students
NINTH GRADE CENTER 020-908-003	**mail:** P O BOX 7 PEARLAND 77588-0007 **site:** 4717 BAILEY RD PEARLAND 77584 **phone:** (281) 727-1600 **fax:** (281) 727-1660 **email:** ngc-watsonn@pearlandisd.org	MICHELE STALYE	1092
LOCKHART HIGH SCHOOL FRESHMAN CAMPUS 028-902-004	**mail:** 419 BOIS D'ARC LOCKHART 78644 **site:** 419 BOIS D'ARC ST LOCKHART 78644 **phone:** (512) 398-0170 **fax:** (512) 398-0172 **email:** lhs9th@lockhart.txed.net	JOHN HENK	360
LOWERY FRESHMAN CENTER 043-901-002	**mail:** 120 N JUPITER RD ALLEN 75002 **site:** 120 N JUPITER RD ALLEN 75002 **phone:** (972) 396-6975 **fax:** (972) 396-6981	KELLI SCHREFFLER	1160

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Ann Schmidt

NINTH GRADE CENTERS
IN TEXAS

School Name	Address	Principal	# of Students
NINTH GRADE CENTER 057-904-002	**mail:** 1515 W BELTLINE RD P O BOX 248 CEDAR HILL 75104 **site:** 1515 W BELTLINE RD CEDAR HILL 75104 **phone:** (469) 272-2050	DELSENNA FRAZIER	0
D H S FRESHMAN CAMPUS 057-906-002	**mail:** 620 S WESTMORELAND DESOTO 75115-5795 **site:** 620 S WESTMORELAND DESOTO 75115-5795 **phone:** (972) 274-1818 **fax:** (972) 274-2501	JIM YAKUBOVSKY	766
LAKE HIGHLANDS FRESHMAN CENTER 057-916-052	**mail:** 10200 WHITE ROCK TRL DALLAS 75238 **site:** 10200 WHITE ROCK TRL DALLAS 75238 **phone:** (469) 593-1300 **fax:** (469) 593-1327 **url:** www.richardson.k12.tx.us/administration/sch	JAYNE FARMER	803

NINTH GRADE CENTERS
IN TEXAS

School Name	Address	Principal	# of Students
C DOUGLAS KILLOUGH LEWISVILLE HS NORTH 061-902-009	**mail:** PO BOX 217 LEWISVILLE 75067 **site:** 1301 SUMMIT LEWISVILLE 75077 **phone:** (469) 713-5987 **fax:** (972) 350-4550	ANDY PLUNKETT	941
WAXAHACHIE NINTH GRADE ACADEMY 070-912-001	**mail:** 411 N GIBSON ST WAXAHACHIE 75165 **site:** JOHN AUNE 275 INDIAN DR WAXAHACHIE 75165 **phone:** (972) 923-4780 **email:** jaune@hs.wisd.org **url:**	JOHN AUNE	523
MISSION EARLY COLLEGE H S 071-909-007	**mail:** P O BOX 20500 EL PASO 79998 **site:** 10700 GATEWAY E EL PASO 79927 **phone:** (915) 831-7148 **fax:** (915) 831-7132	DR ARMANDO C AGUIRRE	

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NINTH GRADE CENTERS
IN TEXAS

School Name	Address	Principal	# of Students
LEE FRESHMAN HIGH SCHOOL 165-901-042	**mail:** 1400 E OAK AVE MIDLAND 79705-6899 **site:** 1400 E OAK AVE MIDLAND 79705-6899 **phone:** (432) 689-1250 **fax:** (432) 689-1253 **email:** lwinget@esc18.net **url:** www.midlandisd.net	LARRY WINGET	841
MIDLAND FRESHMAN HIGH SCHOOL 165-901-044	**mail:** 100 E GIST AVE MIDLAND 79701-1999 **site:** 100 E GIST AVE MIDLAND 79701-1999 **phone:**	ELISE KAIL	805
WEATHERFORD H S NINTH GRADE CENTER 184-903-003	**mail:** 1007 S MAIN ST WEATHERFORD 76086 **site:** 1007 S MAIN ST WEATHERFORD 76086 **phone:** (817) 598-2847 **fax:** (817) 598-2928	JIM VASZAUSKAS	593

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NINTH GRADE CENTERS
IN TEXAS

School Name	Address	Principal	# of Students
HERMAN E UTLEY FRESHMAN CENTER 199-901-003	**mail:** 1201 TOWNSEND ROCKWALL 75032 **site:** 1201 TOWNSEND ROCKWALL 75032 **phone:** (972) 771-5281	RANDALL CORDIAL	879
CROWLEY H S 9TH GRADE CAMPUS 220-912-009	**mail:** 1016 HWY 1187 CROWLEY 76036 **site:** 1016 HWY 1187 CROWLEY 76036	DAPHNE KAHN-WILEY	412
NORTH CROWLEY H S 9TH GRADE CAMPUE 220-912-029	**mail:** 4630 MCPHERSON BLVD FORT WORTH 76123 **site:** 4630 MCPHERSON BLVD FORT WORTH 76123	BRANDON NEELEY	572
CENTRAL FRESHMAN CAMPUS 226-903-041	**mail:** 218 N OAKES ST SAN ANGELO 76903-5496 **site:** 218 N OAKES ST SAN ANGELO 76903-5496 **phone:** (325) 659-3576 **fax:** (325) 659-3583	KEEVA FRAZIER	681

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NINTH GRADE CENTERS
IN TEXAS

School Name	Address	Principal	# of Students
DEL RIO FRESHMAN SCHOOL 233-901-002	**mail:** P O BOX 428002 DEL RIO 78842 **site:** 90 MEMORIAL DR DEL RIO 78840 **phone:** (830) 778-4400 **fax:** (830) 774-9873	JORGE GARZA	799
GEORGETOWN 9TH GRADE 246-904-004	**mail:** 2295 AUSTIN AVE GEORGETOWN 78626-8419 **site:** 2295 AUSTIN AVE GEORGETOWN 78626-8419 **phone:** (512) 943-5130 **fax:** (512) 943-5139	DWAYNE LENOX	713
STONY POINT NINTH GRADE CAMPUS 246-909-017	**mail:** 1901 SUNRISE RD ROUND ROCK 78664 **site:** 1901 SUNRISE RD ROUND ROCK 78664 **phone:** (512) 424-8800 **fax:** (512) 424-8940 **email:** adalia_young@roundrockisd.org	ALBERT HERNANDEZ	745

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Ann Schmidt

Granbury Independent School District

Sharay Boynton, CPA
Executive Director of Finance

January 10, 2006

Granbury Independent School District Board of Trustees:

The Public Funds Investment Act (Texas Government Code Chapter 2256, Subchapter A) requires the investment officer of each local government to submit to its governing body a report, not less than quarterly, of investment transactions.

The **Portfolio Summary Report** identifies all areas that are required to be reported to the governing body. The report summarized the information for all six groups of funds that the District invests funds. The report shows that all six funds are being invested at a rate similar to the average benchmark yield. The benchmark used is the 90-day T-Bill.

The total book value of investments held by the District on November 30, 2005 was $13,833,088. The General Fund holds the majority of the investments.

The District invested in the pools and the interest bearing checking accounts during the last quarter. During this time, the market started realizing a rise in interest rate on short and long term monies. The yield between the pools and the interest bearing checking accounts is starting to lag behind that of individual Treasuries and Agencies. Funds will be reallocated to take advantage of the higher yield associated with the long-term investments as the opportunities become available.

Throughout most of last quarter, TEXPOOL maintained a higher yield than LOGIC, TexasTerm Daily and TASB-Lone Star. TexasTerm I, investments with set maturities, yield was similar to the TEXPOOL fund, however, funds are not as liquid as they are in the pools and with the interest rate steadily rising, it does not serve well to limit interest income for a period of time. The interest yield on the checking accounts is lower than TEXPOOL. The new depository agreement entered into effective 9/1/05, realizes a floating interest rate depending on 90-day t-bill adjusted quarterly and should allow for a more competitive rate with the rising interest rate market. Further, the new depository has set up an investment account that maintains a rate consistent with TexPool's prior month average yield adjusted monthly. This will be beneficial for the funds that invest primarily in the checking accounts as well as the lag between investments realized during this time of year when tax deposits are being made. Due to collateral and diversity issues, funds are invested in the pools, TexasTerm I and the bank depending on the needs of the individual funds.

Funds are invested to yield the highest return and security at the time of investment or withdrawal. Graphs showing the percentage breakdown of investments as well as transactions for all funds are attached for your review.

The information presented above and the attached are submitted to you as the quarterly report of investment transactions for Granbury Independent School District.

William Harris
Superintendent

Sharay S. Boynton, CPA
Executive Director of Finance

William Harris, Superintendent
600 West Bridge • Granbury, Texas 76048 • Phone (817) 408-4015 • Fax (817) 408-4033
sharay_boynton@granbury.k12.tx.us

PORTFOLIO SUMMARY REPORT
PERIOD ENDING 06/30/05

GRANBURY ISD – GENERAL OPERATING INVESTMENT FUNDS

Beginning Book Value	$11,272,719
Beginning Market Value	$11,272,719
WAM at Beginning of Period	1 Day
Change to Market Value	$ 0
Ending Book Value	$11,272,719
Ending Market Value	$11,272,719
Gain/Loss	$ 0
WAM at Ending Date	1 Day
Period Yield to Maturity	3.83%
Period Average Benchmark Yield	3.94 %

GRANBURY ISD – FOOD SERVICE INVESTMENT FUNDS

Beginning Book Value	$ 475,385
Beginning Market Value	$ 475,385
WAM at Beginning of Period	1.0 Days
Change to Market Value	$ 0
Ending Book Value	$ 475,385
Ending Market Value	$ 475,385
Gain/Loss	$ 0
WAM at Ending Date	1.0 Days
Period Yield to Maturity	3.58%
Period Average Benchmark Yield	3.94%

GRANBURY ISD – SCHOLARSHIP/TRUST INVESTMENT FUNDS

Beginning Book Value	$ 74,893
Beginning Market Value	$ 74,893
WAM at Beginning of Period	1.0 Days
Change to Market Value	$ 0
Ending Book Value	$ 74,893
Ending Market Value	$ 74,893
Gain/Loss	$ 0
WAM at Ending Date	1.0 Days
Period Yield to Maturity	3.38%
Period Average Benchmark Yield	3.94%

GRANBURY ISD – DEBT SERVICE INVESTMENT FUNDS

Beginning Book Value	$ 1,355,143
Beginning Market Value	$ 1,355,143
WAM at Beginning of Period	1.0 Days
Change to Market Value	$ 0
Ending Book Value	$ 1,355,143
Ending Market Value	$ 1,355,143
Gain/Loss	$ 0
WAM at Ending Date	1.0 Days
Period Yield to Maturity	3.85%
Period Average Benchmark Yield	3.94%

GRANBURY ISD – BUILDING FUND INVESTMENT FUNDS

Beginning Book Value	$ 66,497
Beginning Market Value	$ 66,497
WAM at Beginning of Period	1.0 Days
Change to Market Value	$ 0
Ending Book Value	$ 66,497
Ending Market Value	$ 66,497
Gain/Loss	$ 0
WAM at Ending Date	1.0 Days
Period Yield to Maturity	3.39%
Period Average Benchmark Yield	3.94 %

GRANBURY ISD –SELF INSURANCE INVESTMENT FUNDS

Beginning Book Value	$ 585,010
Beginning Market Value	$ 585,010
WAM at Beginning of Period	1.0 Days
Change to Market Value	$ 0
Ending Book Value	$ 585,010
Ending Market Value	$ 585,010
Gain/Loss	$ 0
WAM at Ending Date	1.0 Days
Period Yield to Maturity	3.39%
Period Average Benchmark Yield	3.94%

Prepared by: Finance Director

Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT
STATEMENT OF POSITION - BY FUND
ENDED NOVEMBER 30, 2005

FUND	CHECKING	LOCAL GOV'T INVESTMENT COOP (LOGIC)	LONE STAR INVESTMENT POOL	TEXPOOL INVESTMENT POOL	TEXAS TERM		TOTAL BY FUND
General Operating	$3,105,215	$1,944,779	$62,138	$3,995,531	$2,165,056		$11,272,719
Total by Type	$3,105,215	$1,944,779	$62,138	$3,995,531	$2,165,056		$ 11,272,719

GRANBURY INDEPENDENT SCHOOL DISTRICT
SUMMARY OF INVESTMENT ACTIVITY - BY FUND
ENDED NOVEMBER 30, 2005

GENERAL OPERATING FUND: LOGIC

Purchase Date	Purchase Price	Type of Investment	Maturity Date	Maturity Value	Purchases	Maturities	Ending Par Value	Ending Book Value
8/31/2005							3,912,472	3,912,472
9/30/2005	11,386	Pool	Open	11,386	11,386		11,386	11,386
10/27/2005	500,000	Pool	Open	500,000		500,000	(500,000)	(500,000)
10/31/2005	12,061	Pool	Open	12,061	12,061		12,061	12,061
11/18/2005	1,500,000	Pool	Open	1,500,000		1,500,000	(1,500,000)	(1,500,000)
11/30/2005	8,860	Pool	Open	8,860	8,860		8,860	8,860
							-	-
							-	-
							-	-
							-	-
							1,944,779	1,944,779

GRANBURY INDEPENDENT SCHOOL DISTRICT
SUMMARY OF INVESTMENT ACTIVITY - BY FUND
ENDED NOVEMBER 30, 2005

GENERAL OPERATING FUND: LONE STAR

Purchase Date	Purchase Price	Type of Investment	Maturity Date	Maturity Value	Purchases	Maturities	Ending Par Value	Ending Book Value
8/31/2005							61,581	61,581
9/30/2005	173	Pool	Open	173	173		173	173
10/31/2005	190	Pool	Open	190	190		190	190
11/30/2005	194	Pool	Open	194	194		194	194
							-	-
							-	-
							62,138	62,138

GRANBURY INDEPENDENT SCHOOL DISTRICT
SUMMARY OF INVESTMENT ACTIVITY - BY FUND
ENDED NOVEMBER 30, 2005

GENERAL OPERATING FUND: TexPool

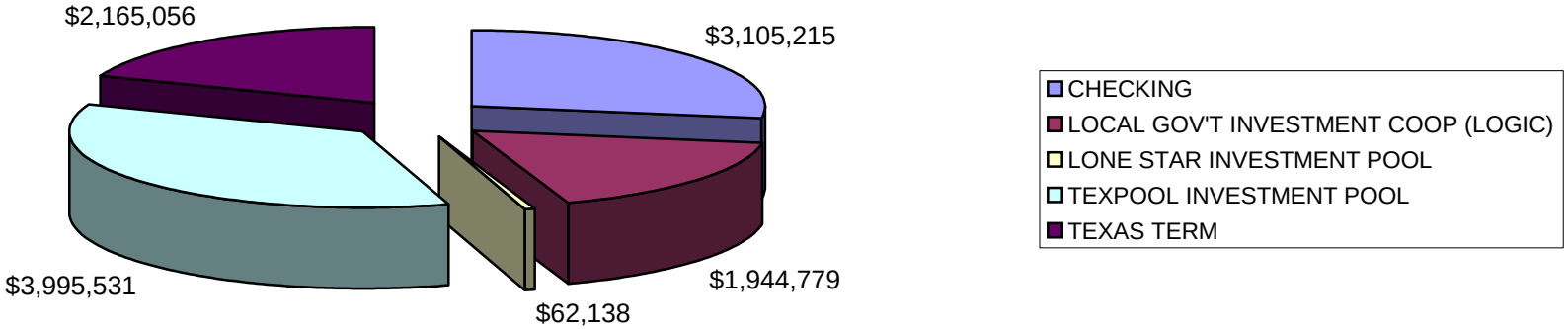
Purchase Date	Purchase Price	Type of Investment	Maturity Date	Maturity Value	Purchases	Maturities	Ending Par Value	Ending Book Value
8/31/2015							4,452,383	4,452,383
9/20/2005	1,000,000	Pool	Open	1,000,000	1,000,000		1,000,000	1,000,000
9/30/2005	13,814	Pool	Open	13,814	13,814		13,814	13,814
9/30/2005	390	Pool	Open	390	390		390	390
10/7/2005	1,000,000	Pool	Open	1,000,000		1,000,000	(1,000,000)	(1,000,000)
10/31/2005	14,545	Pool	Open	14,545	14,545		14,545	14,545
10/31/2005	424	Pool	Open	424	424		424	424
11/18/2005	500,000	Pool	Open	500,000		500,000	(500,000)	(500,000)
11/30/2005	13,542	Pool	Open	13,542	13,542		13,542	13,542
11/30/2005	434	Pool	Open	434	434		434	434
							-	-
							-	-
							-	-
							3,995,531	3,995,531

GRANBURY INDEPENDENT SCHOOL DISTRICT
SUMMARY OF INVESTMENT ACTIVITY - BY FUND
ENDED NOVEMBER 30, 2005

GENERAL OPERATING FUND: TXTerm

Purchase Date	Purchase Price	Type of Investment	Maturity Date	Maturity Value	Purchases	Maturities	Ending Par Value	Ending Book Value
8/31/2005							6,628,216	6,628,216
9/1/2005	49,364	Pool	Open	49,364	49,364		49,364	49,364
9/1/2005	3,000,000	Pool	Open	3,000,000	3,000,000		3,000,000	3,000,000
9/12/2005	33,730	Pool	Open	33,730	33,730		33,730	33,730
9/12/2005	2,000,000	Pool	Open	2,000,000	2,000,000		2,000,000	2,000,000
9/21/2005	2,000,000	Pool	Open	2,000,000		2,000,000	(2,000,000)	(2,000,000)
9/27/2005	1,000,000	Pool	Open	1,000,000		1,000,000	(1,000,000)	(1,000,000)
9/30/2005	14,699	Pool	Open	14,699	14,699		14,699	14,699
9/30/2005	2,135	Term	9/1 & 9/12	2,135	2,135		2,135	2,135
9/1/2005	3,049,364	Term	9/1/05	3,049,364		3,049,364	(3,049,364)	(3,049,364)
9/12/2005	2,033,730	Term	9/12/05	2,033,730		2,033,730	(2,033,730)	(2,033,730)
10/27/2005	500,000	Pool	Open	500,000		500,000	(500,000)	(500,000)
10/31/2005	11,243	Pool	Open	11,243	11,243		11,243	11,243
11/18/2005	1,000,000	Pool	Open	1,000,000		1,000,000	(1,000,000)	(1,000,000)
11/30/2005	8,762	Pool	Open	8,762	8,762		8,762	8,762
							-	-
							-	-
							2,165,056	2,165,056

Granbury ISD - Statement of Position - General Operating



GRANBURY INDEPENDENT SCHOOL DISTRICT
STATEMENT OF POSITION - BY FUND
ENDED NOVEMBER 30, 2005

FUND	CHECKING	LOCAL GOV'T INVESTMENT COOP (LOGIC)	LONE STAR INVESTMENT POOL	TEXPOOL INVESTMENT POOL	TEXAS TERM		TOTAL BY FUND
Debt Service	$325,128	$385,023	$6,500	$625,334	$13,159		$1,355,143
Total by Type	$325,128	$385,023	$6,500	$625,334	$13,159		$ 1,355,143

GRANBURY INDEPENDENT SCHOOL DISTRICT
SUMMARY OF INVESTMENT ACTIVITY - BY FUND
ENDED NOVEMBER 30, 2005

DEBT SERVICE FUND: LOGIC

Purchase Date	Purchase Price	Type of Investment	Maturity Date	Maturity Value	Purchases	Maturities	Ending Par Value	Ending Book Value
8/31/2005							381,489	381,489
9/30/2005	1,110	Pool	Open	1,110	1,110		1,110	1,110
10/31/2005	1,201	Pool	Open	1,201	1,201		1,201	1,201
11/30/2005	1,223	Pool	Open	1,223	1,223		1,223	1,223
							-	-
							-	-
							-	-
							-	-
							385,023	385,023

GRANBURY INDEPENDENT SCHOOL DISTRICT
SUMMARY OF INVESTMENT ACTIVITY - BY FUND
ENDED NOVEMBER 30, 2005

DEBT SERVICE FUND: Lone Star

Purchase Date	Purchase Price	Type of Investment	Maturity Date	Maturity Value	Purchases	Maturities	Ending Par Value	Ending Book Value
8/31/2005							6,441	6,441
9/30/2005	18	Pool	Open	18	18		18	18
10/31/2005	20	Pool	Open	20	20		20	20
11/30/2005	20	Pool	Open	20	20		20	20
							-	-
							6,500	6,500

GRANBURY INDEPENDENT SCHOOL DISTRICT
SUMMARY OF INVESTMENT ACTIVITY - BY FUND
ENDED NOVEMBER 30, 2005

DEBT SERVICE FUND: TexPool

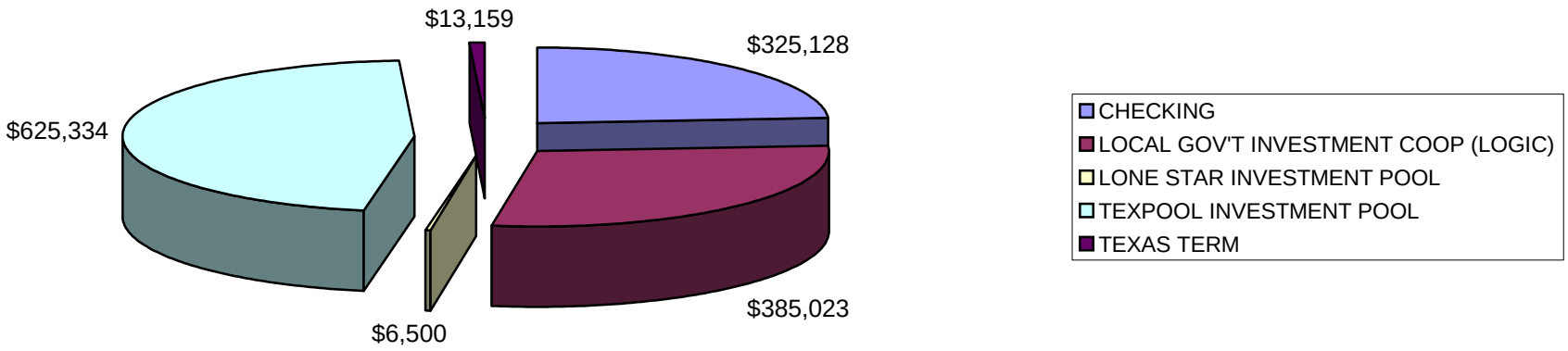
Purchase Date	Purchase Price	Type of Investment	Maturity Date	Maturity Value	Purchases	Maturities	Ending Par Value	Ending Book Value
8/31/2005							619,460	619,460
9/30/2005	1,834	Pool	Open	1,834	1,834		1,834	1,834
10/31/2005	1,996	Pool	Open	1,996	1,996		1,996	1,996
11/30/2005	2,043	Pool	Open	2,043	2,043		2,043	2,043
							-	-
							-	-
							-	-
							625,334	625,334

GRANBURY INDEPENDENT SCHOOL DISTRICT
SUMMARY OF INVESTMENT ACTIVITY - BY FUND
ENDED NOVEMBER 30, 2005

DEBT SERVICE FUND: TxTerm

Purchase Date	Purchase Price	Type of Investment	Maturity Date	Maturity Value	Purchases	Maturities	Ending Par Value	Ending Book Value
8/31/2005							13,038	13,038
9/30/2005	38	Pool	Open	38	38		38	38
10/31/2005	41	Pool	Open	41	41		41	41
11/30/2005	42	Pool	Open	42	42		42	42
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							-	-
							13,159	13,159

Granbury ISD - Statement of Position - Debt Service



GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 23, 2006
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: January 10, 2006
RE: 11/30/05 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended November 30, 2005 for the general operating fund.

The statements for the period ended November 30, 2005 include only those transactions that occurred between the period of September 1, 2005 and November 30, 2005. Revenue collected to date equal 11.45% of the budgeted amount compared to 14.3% last year. Expenditures to date represent 24.75% of the budget compared to 24.72% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: January 10, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 23, 2006
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: January 9, 2006
RE: Donation Update

SUMMARY:

According to Board Policy CDC (LOCAL) "The Board or Superintendent may accept any bequest or gift of money or property on behalf of the District." Mr. Harris has accepted the following donations on behalf of the District.

The Acton PTO has made the donation of the following items. Mr. Ralph Purget, Acton Elementary Principal, has recommended that Mr. Harris accept these items.

- Poster paper for poster maker - $300
- Laminating Film - $49.20
- Marquee Letters and Pole - $350
- Books - $700
- CD Duplicator - $1,695
- Receiver for stage sound system - $500

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: William Harris
Sharay Boynton

Date Submitted: January 9, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 23, 2006
For: Information

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: January 3, 2006 **RE**: 2006-07 Budget Calendar & Assumptions

SUMMARY:

It is that time of year again, budget time. It seems that it is never NOT budget time, but it is time for the 2006-07budget creation.

I have attached the budget calendar that we will be using for the 2006-07 budget process. I have also attached a listing of the assumptions that we will be using as we develop the budget for the 2006-07 school year.

Should you need additional information, please let me know.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Assumptions Guiding the Development of the General Fund Budget
2006-2007 Fiscal Year

Fiscal Year

The fiscal year will run from September 1, 2006 to August 31, 2007.

Fund Balance

The general operating undesignated fund balance is projected to decrease for the current fiscal year 2005-2006. Even with the anticipated decrease, the District's fund balance is still sufficient for good financial operations. Administration will make recommendations trying to manage the undesignated fund balance for district needs over the next few years so as to maintain the balance at the recommended level.

Revenue

The **taxable value** of property is projected to increase. However, the increase is not projected to be as significant as it has in the recent history. Therefore, an increase of 5% will be used for calculating tax and state revenue.

The **tax rate** is less than the state maximum rate and can be adjusted for continuing costs in excess of current revenues and funding of new recommendations.

Tax collection ratios will be **99 percent**, based on good economic conditions. The tax rate will be integrated into the budget-development process.

Student growth of **2%** will be used for state revenue calculations.

GISD will continue to receive **state funding**, which will continue to decrease due to property value increases. The offset of decreased state funding will be local taxes. If the student ADA grows higher than anticipated, the offset of lost state funds will not be fully recognized

Additional sources of funding will continue to be pursued.

Expenditures

A **weighted per pupil allocation** will be calculated for each school based on PEIMS enrollment adjusted for growth projected by grade. Funding considerations have been forwarded to the Superintendent for inclusion in the 2006-2007 budget.

Central Office and Department budgets will be developed on a **modified zero-based methodology** with an allocation similar to 2005-06.

Needs above allocations will be presented by Budget Mangers for consideration by the DBRC for inclusion in the budget.

Salaries & Benefits

GISD teacher salary rankings with area districts will continue to be reviewed and funds will be allocated as available for increases in related pay schedules to be more in line with the area averages.

Salary schedules for other district employees will continue to be reviewed to be in line with market rankings for like type jobs and adjusted to reflect related market changes and changes to teacher salary schedules.

DAC Salary committee will play an instrumental part in the development of GISD salary schedules.

District Committee for Salary Exceptions will be created and will play an instrumental part in the assignment of salaries outside of the district wide process. Members will include a Principal from each level and a Director from curriculum and support operations.

District Insurance contribution will be maintained at the $350/month approved by the board in November.

Long-Range Planning

Three-year projections will be maintained to analyze the effects of fiscal year 2006-2007 revenue and expenditure decisions.

Ongoing Financial Management

The budget process will be structured to **identify programs and activities that can be reduced or eliminated** with little or no impact on operations or teaching and learning.

GRANBURY ISD

2004-05 BUDGET DEVELOPMENT

BUDGET PRESENTATION SCHEDULE

TIME		MONDAY, APRIL 5		TUESDAY, APRIL 6		THURSDAY, APRIL 8		TUESDAY, APRIL 13	
	DBRC	PEERS	PRESENTER/BUDGET	PEERS	PRESENTER/BUDGET	PEERS	PRESENTER/BUDGET	PEERS	PRESENTER/BUDGET
9:00 AM	WH, JV, SB, TG			RM,CM,TP,SW	CH - Brawner	JD,RS1,RL,CM,TP,SW	BM - AMS	HA,TP,CM,SW	RJ - Mambrino
9:45 AM	WH, JV, SB, TG			CH,CM,TP,SW	RM - Crossland	BM,RS1,RL,CM,TP,SW	JD- GMS	RJ,TP,CM,SW	HA - Oakwoods
10:30 AM	WH, JV, SB, TG			KH,CM,,TP,SW	NA - Baccus	BM,JD,RL,CM,TP,SW	RS1 - GHS	RJ,TP,CM,SW	RP - Acton Elem
11:15 AM	WH, JV, SB, TG			NA,CM,TP,SW	KH- Emma	RS1,BM,JD	RL - Athletics/CE		
12:00 AM	WH, JV, SB, TG								
1:00 PM	WH, JV, SB, TG	JS,JD,CM,TP,SW	BP - BTC	RJ,CM	CT/SW - Extended Day			TP,SW,JD	SB - Business Ofc
1:45 PM	WH, JV, SB, TG	BP,JD,CM,TP,SW	JS - STARS/HCJJC	TP, RJ	BM2/SW - Special Programs	LG,TS,LA,KH	LM - Food Service	TP,SW,JD	TG - Human Resources
2:30 PM	WH, JV, SB, TG	LG,LM,TS,LA,	RS2 - Custodial	CM,TP,HA	SW - Curriculum	RS2,LG,LM,LA,KH	TS - Transportation	TP,LA,JS	JV - Asst. Supt. Ofc
3:15 PM	WH, JV, SB, TG	RS2, LM, TS, LA	LG - Maintenance	TP,HA,SW	CM - Special Ed	RS2,LG,TS,LM,KH	LA - Utilities/Safety	TP,LA,JS	WH - Supt/Board
4:00 PM	WH, JV, SB, TG			CM,LA,HA	TP - Technology				

LEGEND:

BM	Bobby Mabery
BM2	Brenda Mabery
BP	Biff Peterson
CH	Carolyn Horton
CM	Cheryl Meger
CT	Carolyn Thomas
HA	Heather Allen
JD	Jimmy Dawson
JS	John Shreve
JV	Jan VanDorn
KH	Kathy Haynes
LA	Larry Anderson
LG	Larry Gehrke
LM	Laine Meek
NA	Nancy Alana
RJ	Rebecca Johnson
RL	Randy Leach
RM	Roger Morgan
RP	Ralph Purget
RS1	Robert Small
RS2	Ronald Sherman
SB	Sharay Boynton
SW	Sharon Whitefield
TG	Troy Green
TP	Ton Potappell
TS	Terry Slemmons
WH	William Harris

GRANBURY INDEPENDENT SCHOOL DISTRICT
BUDGET CALENDAR
2006-2007

DATE	ACTIVITY	PARTICIPANTS	PERSON RESPONSIBLE
December, 2005	Budget Parameters set/Calendar Established	Supt/Finance Director	Exec Dir of Finance
12/16/2005	Budget Format to Superintendent	Exec Dir of Finance	Exec Dir of Finance
12/16/2005	Student Projections for 2005-06	Fin Dir/Asst. Supt/Principals	Exec Dir of Finance
1/18/2006	Budget Packets Disseminated	Principals/Directors	Exec Dir of Finance
1/18/2006	Allocations to Department Budget Managers	Budget Managers	Exec Dir of Finance
1/18/2006	Campus Funds to Department Budget Managers	Principals/Directors	Exec Dir of Finance
1/18/2006	Technology Standard Costs to Budget Managers	Principals/Directors	Dir of Technology
1/23/2006	Budget Assumptions & Calendar Presented to Board	Supt/Finance Director	Exec Dir of Finance
1/20/2006	Student:Teacher Ratios established	DBRC	Exec Dir of Finance
2/6/2006	Form M to Maintenance Director	Principals/Directors	Maintenance Director
2/6/2006	Form U to Facilities Director	Principals/Directors	Facilities Director
2/6/2006	Form C to Custodial Director	Principals/Directors	Custodial Director
2/6/2006	Allocations to Campus Budget Managers	Budget Managers	Exec Dir of Finance
2/6/2006	Campus Funds to Campus Budget Managers	Budget Managers	Exec Dir of Finance
2/15/2006	Budget Peer Review Meeting Schedule to Budget Managers	Budget Managers/DBRC	Exec Dir of Finance
3/1/2006	Form P to Human Resources	Principals/Directors	Exec Dir of HR
3/1/2006	Budget Development Worksheets due to Business Ofc	Principals/Directors	Exec Dir of Finance
3/1/2006	Initiative Packets to Business Office	Principals/Directors	Finance Director
March, 2006	Peer Review Process	Principals/Directors	DBRC
April, 2006	DBRC Meetings on Salaries/Benefits & New Positions	DBRC	Exec Dir of HR
April, 2006	Descions from Committee for Salary Exceptions	Princ/Directors/DBRC	Exed Dir of HR
April, 2006	DBRC Meetings to Prioritize Maintenance/Renovations	DBRC	Exec Dir of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT
BUDGET CALENDAR
2006-2007

DATE	ACTIVITY	PARTICIPANTS	PERSON RESPONSIBLE
May, 2006	DBRC Meetings to Prioritize Initiatives	DBRC	Exec Dir of Finance
5/1/2006	Approved Positions forwarded to HR Director	DBRC	DBRC
April, 2006	Presentation of 2006-07 Stipend Schedule to Principals/DAC	Principals/DAC/E/D HR	Exec Dir of HR
May, 2005	Presentation of 2006-07 Salary Schedule	Board/Superintendent	Asst. Supt/Hum Res Dir
June, 2005	Approval of 2006-07 Salary Schedule/Ins Benefits	Board/Superintendent	Superintendent
5/8/2006	Staffing Cost Projections to Business Ofc	Hum Res Dir/Fin Dir	Exec Dir of HR
5/1/2006	Preliminary Property Values Known	Jeff Law/HCAD	Jeff Law/HCAD
6/5/2006	Full Budget Presented to Supt	Supt/Asst. Supt/Fin Dir	Exec Dir of Finance
6/12/2006	Notification of Special Items included in Budget	Principals/Directors	Asst Supts/Finance Dir
7/15/2006	Presentation of Preliminary Property Value	Superintendent/Fin Dir	Exec Dir of Finance
7/25-7/26/2006	Budget Workshop (All Day)	Board/Superintendent	Asst. Supt/Fin Director
7/21/2006	End of ARB Hearings	Jeff Law/HCAD	Jeff Law/HCAD
7/25/2006	Tax Base Value Determined	Jeff Law/HCAD	Jeff Law/HCAD
8/7/2006	Budget Workshop	Board/Superintendent	Exec Dir of Finance
8/7/2006	Decide on Public Meeting Date on Budget/Tax Rate	Board/Superintendent	Board/Superintendent
8/15/2006	Publish "Notice of Public Meeting…Proposed Tax Rate"	Exec Dir of Finance	Exec Dir of Finance
8/28/2006	Budget & Tax Meeting, Adopt Budget	Board/Superintendent	Board/Superintendent
8/28/2006	Set Tax Rate	Board	Board/Superintendent

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 22, 2005

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 three 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
Dr. David Kuban	4
Walter Baldree	3
Gene Ellis	3
Mickey Parson	3
Larry Williams	3
Bill Betzel	2
Michael Carmichael	2
Rhonda Millington	2
Steve Berry	1
Jackye Leal	1

Section 6.03(k) of the Property Tax Code provides that "the Chief Appraiser shall resolve a tie vote by any method of chance". On December 14, 200-5, in the presence of Jeff Law, Chief Appraiser, the names of Walter Baldree, Gene Ellis, Mickey Parson, and Larry Williams were written on separate pieces of paper by Greg Stewart, Deputy Chief Appraiser. He placed those names in a hat. Linda Holland drew two names from the hat. They were Larry Williams and Walter Baldree. Therefore, the three seats on the Hood County Appraisal District Board of Directors will be held by Dr. David Kuban, Larry Williams, and Walter Baldree.

Sincerely,
Hood County Appraisal District

Jeffery D. Law,
Chief Appraiser

JDL/lh

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**January 23, 2006**
Action:	**Information**

SUMMARY:

HB 914 amended Chapter 176 of the Local Government Code to require "local government officers" to file disclosure forms regarding (1) certain gifts from vendors or potential vendors; and/or (2) certain family employment or business relationships with vendors. Additionally, vendors or potential vendors are required to fill out and file a form questionnaire. All of these requirements go into effect on January 1, 2006.

Effective January 1, 2006, school board members and superintendents are required to file conflict disclosure statements if (1) the board member or superintendent, or the board member's or superintendent's parent, child or spouse receives any taxable income from a vendor who does business with the school district or who seeks to do business with the school district; and (2) the board member or superintendent, or the board member's or superintendent's parent, child or spouse receives gifts with a total value of $250 or more per year from a vendor who does business with the school district or who seeks to do business with the school district. Gifts do not include food, lodging, transportation and entertainment accepted as a guest of the vendor, but the vendor or the vendor's representative must be present during the acceptance of these benefits. If a vendor provides an all-expenses paid trip or dinner but is not present during the trip or dinner, then the value of these benefits must be considered as a gift which is disclosable once the aggregate amount reaches $250. Gifts in the amount of $250 in a 12-month period from a vendor trigger a reportable event under the new law.

There is no corresponding minimum figure for receipt of taxable income so any amount of taxable income received from a vendor must be reported. If a board member or superintendent has a banking relationship with the bank that is also the District's depository bank (which is a vendor under the statutory definition), then any account which earns/pays interest or some other form of taxable income would require the filing of a conflict disclosure statement. The conflict disclosure statement does not require the individual to divulge the nature of the account or how much taxable income was generated - only that such a relationship exists. Likewise, any required report of taxable income received by a board member or superintendent, or the board member's or superintendent's parent, child or spouse, from a current or prospective vendor does not require any disclosure of the amount of the taxable income.

The conflict disclosure statement must be filed with the "records administrator" of the District (usually the superintendent who is designated as the custodian of district records) on a form provided by the Texas Ethics Commission no later than 5:00 p.m. on the seventh business day after the date on which the board member or superintendent becomes aware that facts require the filing of the conflict disclosure statement.

In some instances, the superintendent will be required to file his/her own conflict disclosure statement with him/herself! There is no requirement to file the conflict disclosure statement with the Texas Ethics Commission or any other governmental entity.

Only the board members and the superintendent are identified as "local government officers" by the new law and they are the only individuals required by the new law to file the conflict disclosure statements. However, the Board may by local policy expand the requirements to other district employees. If it chooses to expand the definition of "local government officer" by specifically identifying other employees, then those employees will be subject to the exact same filing requirements and penalties.

Current vendors and vendors seeking to do business with the school district are required to complete and file with the district's records administrator a conflict-of-interest questionnaire designed by the Texas Ethics Commission. The questionnaire must be filed no later than the seventh day after the date that the vendor (1) begins contract discussions or negotiations with the district; or (2) submits to the district an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the District. Districts should include in any bid or RFP package the conflict-of-interest questionnaire form or direct the vendors to obtain, complete and submit the conflict-of-interest questionnaire form with the bid or RFP response.

All school districts are required to provide access on their Internet Web sites to any conflict disclosure statements filed by the districts' local government officers, as well as any conflict-of-interest questionnaires filed by vendors which have been filed with the districts' records administrators.

Any local government officer who knowingly violates these new statutory requirements commits a Class C misdemeanor. However, if the local government officer files the required conflicts disclosure statement no later than the seventh business day after receiving notice of the violation, such filing will serve as a defense to prosecution.

The new statutory provisions do not replace the previous provisions in BBFA(Legal) regarding conflicts of interest, disclosure of interest in property, and the district discretion to require filing of financial statements by board members. The new provisions do not replace the provisions in DBD(Legal) regarding bribery, illegal gifts, or abuse of public employment. The new statutory provisions are in addition to the other provisions stated in those policies.

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

LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

FORM CIS

(Instructions for completing and filing this form are provided on the back.)

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with chapter 176, Local Government Code.

OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code

4 Description of the nature and extent of employment or business relationship with person named in item 3

5 List gifts if aggregate value of the gifts received from person named in item 3 exceed $250

Date Gift Received _____ Description of Gift _____ ☐ Did Not Accept Gift

Date Gift Received _____ Description of Gift _____ ☐ Did Not Accept Gift

Date Gift Received _____ Description of Gift _____ ☐ Did Not Accept Gift

(attach additional forms as necessary)

6 AFFIDAVIT

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to a family member (as defined by Section 176.001(2), Local Government Code) of a government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(b), Local Government Code.

_____

Signature of Local Government Officer

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20 _____ , to certify which, witness my hand and seal of office.

_____

Signature of officer administering oath | Printed name of officer administering oath | Title of officer administering oath

LOCAL GOVERNMENT OFFICER
CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of a governing body of a local government entity or a director, superintendent, administrator, president, or other person designated as the executive officer of the local government entity. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a Class C misdemeanor.

Please refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

INSTRUCTIONS FOR COMPLETING THIS FORM

The following numbers correspond to the numbered boxes on the other side.

1. Name of Local Government Officer. Enter the name of local government officer filing this statement.

2. Office Held. Enter the name of the office held by the local government officer filing this statement.

3. Name of person described by Sections 176.002(a) and 176.003(a), Local Government Code. Enter the name of the person described by Section 176.002, Local Government Code with whom the officer has an employment or other business relationship as described by Section 176.003(a), Local Government Code.

4. Description of the nature and extent of employment or business relationship with person named in item 3. Describe the nature and extent of the relationship of the employment or other business relationship with the person in item 3 as described by Section 176.003(a), Local Government Code.

5. List gifts if aggregate value of the gifts received from person named in number 3 exceed $250. List gifts received during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the person named in number 3 that in the aggregate exceed $250 in value.

6. Affidavit. Signature of local government officer.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. *See* Section 176.006, Local Government Code.

A person committs an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 **Name of person doing business with local governmental entity.**

2

☐ **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 **Name each employee or contractor of the local governmental entity who makes recommendations to a local government officer of the governmental entity with respect to expenditures of money AND describe the affiliation or business relationship.**

4 **Name each local government officer who appoints or employs local government officers of the governmental entity for which this questionnaire is filed AND describe the affiliation or business relationship.**

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

5 **Name of local government officer with whom filer has affilitation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐ Yes ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐ Yes ☐ No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ No

D. Describe each affiliation or business relationship.

6

_____ _____

Signature of person doing business with the governmental entity Date

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**January 23, 2006**
Action:	**Information**

SUMMARY:

Effective January 1, 2006, SB 286, which passed during the 79th Regular Session, requires each elected or appointed official who is a member of a governmental body to complete a training program regarding open meetings and open records. Only training approved by the attorney general under the provisions of the new law will comply with the requirements of SB 286 and there are no "grand-father" provisions for public officials who may have attended open government training in the past.

Training can be received with an online video that can be found on the Attorney General website or by watching a DVD that has been requested by our office from the Attorney Generals office.

Respectfully submitted,

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

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
December 12, 2005

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, December 12, 2005 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Barbara Herrington

Board Members Present

Bowen Brawner
Jerry Campbell
Charlie Cloud
Brian Condit
Gene Ellis
Doug Funk

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, Barbara Herrington, 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 under Texas Government Code 551.071 and 551.072 at 6:01 p.m.

Reconvened

President Herrington called the meeting back to order in open session.

President Herrington stated that there was no action taken regarding possible action with the sale of 205 E Pearl Street and the consultation with the attorney.

President Herrington stated that the offer of purchase on the property at 205 E Pearl street was withdrawn and no action will be taken at this time.

Invocation & Pledge

Joe Phillips, Pastor of Fairview Baptist Church, led in the invocation and Granbury High School Junior ROTC members led in the pledge to the U.S. Flag and the Texas Flag.

Public Comments

Mr. Joey Grisham, Granbury Hood County Economic Development Director addressed the board regarding the possibility of utilizing the current administration offices for college classes and moving the administration offices to the church property.

Mrs. Lisa Johnson, Granbury Mayor Pro tem, addressed the board regarding the possibility of utilizing the current administration offices for college classes and the GISD administration office move to the Methodist Church on the square.

Renaming of Basketball Court

A motion was made by Doug Funk and seconded by Charlie Cloud to rename the basketball court at the James Wann Sports Center to the "Leta Andrews Court". **MOTION CARRIED** Yes 7 – Noe 0

Superintendent's Report

Sharay Boynton, Executive Director of Finance, reported to the board that the transportation department received a golf cart donation.

Boynton presented the board with the September and October financial statements for their review. This was an information item and no action was taken.

Boynton updated the board on the process of obtaining a demographer to perform the demographic study for GISD. Boynton stated that responses to the bid were due by January 4, 2006 and the vendors will be presented to the board for consideration at the January 23, 2006 board meeting.

Troy Green, Executive Director of Human Resources updated the board on the employee insurance enrollment process. Green stated that as of December 12, 2005, 553 employees have enrolled in the insurance program and 121 employees have waived the insurance coverage. Green stated that the enrollment process was going very well and employees should begin receiving their ID cards prior to January 1, 2006.

Edwin Young, Principal at STARS Academy, gave a campus report to the board. Young stated that STARS is Granbury ISD's 2nd Accredited High School and has the 2nd largest graduating class in Hood County. Young also stated that 90 – 95% of the students at STARS are considered At-Risk and is a non-traditional school, it is a school of choice with an enrollment of 55 to 57 students. STARS students are involved in the community and the community is involved with STARS. Young reported that there were 32 11th and 12th grade students along with 3 former students who took the Exit Level TAKS in the Fall with 76% of the Exit Level tests passed.

Assistant Superintendent Jan Van Dorn presented the 2005 Academic Excellence Indicator System report to the board.

Curriculum Director, Sharon Whitefield updated the board on the GISD Bilingual program.

Superintendent Harris updated the board on the status of the State of Texas v. Stephen P. Bumpas law suit. Harris stated that the Attorney General's Office has a law suit regarding the right of way acquisition on Hwy 144 and has set up an escrow account for taxes to be collected from the property owner.

Board Member's Special Reports

President Barbara Herrington congratulated Coach Leta Andrews on her accomplishment of receiving the most wins for girls high school basketball games.

Consent Agenda Items

A motion was made by Jerry Campbell and seconded by Gene Ellis to approve the consent agenda items as presented. **MOTION CARRIED** Yes 7 – Noe 0 Consent agenda items: "a" – minutes of the November 14, 2005 regular board meeting; "b" – budget amendments; "c" – printing and copying services 2005-11 – renewal; "d" – towing services RFP 2005-13 – renewal; "e" – charter bus services CSP 2005-38; "f" – computer and copy paper bid no. 2005-39; "g" – maximum travel reimbursement rates for 2005-06 – amended 1/1/06

Change of board meeting date

A motion was made by Charlie Cloud and seconded by Gene Ellis to move the May 15, 2006 board meeting to May 22, 2006. **MOTION CARRIED** Yes 7 – Noe 0

2006-07 School Calendar

A motion was made by Jerry Campbell and seconded by Charlie Cloud to approve the 2006-07 school calendar as presented. **MOTION CARRIED** Yes 7 – Noe 0

Convened in Closed Session

The Board of Trustees convened in closed session at 8:45 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters

Reconvened in Open Session

The board reconvened in open session at 9:40 p.m.

Personnel

A motion was made by Gene Ellis and seconded by Bowen Brawner to approve the appointment of Rito V. Hernandez, Math Teacher, Granbury Middle School. **MOTION CARRIED** Yes 7 – Noe 0

Salary Exception

A motion was made by Charlie Cloud and seconded by Doug Funk to approve the salary exception as presented. **MOTION CARRIED** Yes 6 – Noe 0 - Abstained 1 - Bowen Brawner abstained.

Special called meeting

President Barbara Herrington stated that the board will convene at 4:30 p.m. on January 23, 2006 for a formative evaluation of the Superintendent.

Adjournment

There being no further business, the meeting was adjourned at 9:23 p.m.

Barbara Herrington, President

Gene Ellis, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 23, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: January 11, 2006
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 11, 2006

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $645 allocated to function 12. These funds are generated from lost book fines and the fall book fair. These funds will be used for additional library books and media.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes donated funds in the amount of $1695 allocated to function 12. These funds are donated by the campus PTO and will be used for a DVD duplicator for the Library.

Fund 199, Mr. Roger Morgan, Originator
This Amendment recognizes funds in the amount of $1,891 allocated to function 12. These funds are generated by the fall book fair and will be used for additional library books and media.

Fund 199, Ms. Kellie Brandon, Originator
This Amendment recognizes donated funds in the amount of $2,600 allocated to function 11. These funds are donated by the campus PTO and will be used for classroom supplies.

Fund 199, Mr. Dwight Butler, Originator
This Amendment recognizes funds in the amount of $3,835 allocated to function 36. These funds are generated from tournaments at all three secondary campuses and will be used to pay officials and other workers for those games.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes donated funds in the amount of $212 allocated to function 11. These funds are generated from a donation from Omni America for hurricane relief. These funds will be used for additional supplies within the district.

OFFICE OF CURRICULUM & INSTRUCTION

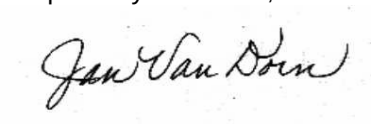
For:	**Board of Trustees**
Date:	**January 23, 2006**
Action:	**Approval**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**January 2, 2006**
		RE:	**High School Course Approvals**

SUMMARY:
Each year Granbury High School sends a list of courses that are to be approved by the Board of Trustees to be added to the curriculum of the high school. The attached list is submitted for your approval. These courses have been approved by the Leadership Team and the Department Heads at the high School, and Mrs. Grissom is in attendance to answer questions should you have any. There are no course deletions this year.

RECOMMENDATION:
Administration recommends approval of the courses.

Respectfully submitted,



Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: Jan Van Dorn
Marsha Grissom
Department Heads

Proposed Course Additions for 2006-2007

Pre-Advanced Placement Geometry

Not a new course, but one that has not been offered at the high school level for a few years. Realignment of math curriculum necessitates offering the course at the 10th grade level.

Calculus AP Test Preparation

This course would be an additional semester of instruction in Calculus offered the third trimester for emphasis on preparation for the AP Test.

This course would be for local credit, 3rd trimester only, and the students' ranks and GPA's would not be a factor.

Scientific Research and Design (Honors Credit)

This course is offered for students who want to extend their scientific studies beyond the required sciences. Specific topics are studied in separate one trimester courses. This class also may be used for individual research projects such as science fair competition.

The three courses we can offer next year with present staffing in the area of Scientific Research and Design and Forensics, Physics Problems Course, and Introductory Aviation – Pathway to Aviation Careers.

P. E. - Yoga

This course for P.E. credit provides students with instruction in the basics of Yoga. While meeting all of the P.E. TEKS, students learn current practices in this motivating area of fitness and exercise.

The course addition was proposed by present staff members who have experience and training in Yoga. This would provide an additional option to regular P.E.

Music Theory

Students taking this course study all aspects of music: reading music, rhythms, performance, composing, critical listening. Students in the course prepare for the AP Music Theory test.

Many choir students have taken the Music Theory Advanced Placement Exam. The class would be taught by a current staff member to better prepare the students for the test. The class might be taught within a regular choir period.

Student Leadership(3rd Semester)

This course is already being offered for two semesters for the student council members and officers to develop leadership and organizational skills.

A third semester offered for local credit would provide continuity in service to the student body for the entire school year.

OFFICE OF CURRICULUM & INSTRUCTION

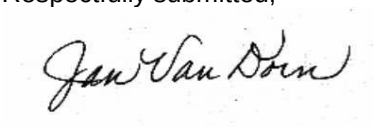
For:	Board of Trustees
Date:	January 23, 2006
Action:	Action

To:	Mr. William Harris, Superintendent	**From:**	Jan Van Dorn
		Date:	January 9, 2006
		RE:	Stars 2006-07 School Calendar

SUMMARY:
Each year, the Principal at Stars Academy, and the Campus Leadership Team, develop a calendar which suits the needs of their students and faculty. Based upon the recommendation of the Stars Leadership Team, the attached calendar is presented for approval. Principal Edwin Young is available should you have questions concerning the calendar.

RECOMMENDATION:
Based upon the process and input from the staff, Administration recommends that the Board approve the calendar submitted.

Respectfully submitted,



Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: Stars Campus Leadership Team
Edwin Young
Jan Van Dorn

Granbury
Independent School District

STARS Academy
Edwin Young, Principal
EDWIN_YOUNG@granbury.k12.tx.us

3000 Acton School Road • Granbury, TX 76049 • Phone • 817-408-4450 • Fax • 817-408-4164

Ms. Van Dorn,

I am submitting a 2006-2007 STARS School calendar that is slightly different from the Granbury School Calendar. The change that I am requesting is that STARS be allowed to have an additional nine days of instruction. This would raise the number of days that students would be attending STARS to 184 days. We request that three days be added to the beginning of the year, four at the end with two teacher in-service days being used for student instruction. STARS has been using an alternative calendar for about eight years.

We, the faculty of STARS, believe that this would be a benefit to our students in several ways:

- By allowing students to begin school early, many times those that are near graduation can complete their course work and enroll in a fall program, be it a college or other training program.

- Because STARS is a campus of choice, the early start date would allow a student to enroll in STARS and if the program is not right for them, they could return to the high school without missing much, if any, instruction.

- Another consideration is graduation. If we were on the same calendar as GHS, we would have a conflict with graduation ceremonies, which would make it difficult for administrators, school board members, and families or friends with children in different schools to attend both ceremonies.

- STARS students are not on a set trimester. A student can complete a course and start another any time during the year; therefore, we do not have the need for a workday at the end of each semester. We request that our teacher workdays be reduced to ten days.

- Our at-risk student body tends to live in such unstable conditions that having extra school days actually helps prevent or curb catastrophic events in their lives. The bigger the gap in instructional time, the more likely they are not to be able to continue or to return to school.

We have planned for our teacher workdays to coincide with the district workdays to allow our teachers to take advantage of the training that is available throughout the Curriculum Department.

Thank you for these considerations.

Edwin Young
Principal
STARS Academy

GRANBURY INDEPENDENT SCHOOL DISTRICT

STARS Academy

2005-2006

Instruction Days - 184

Teacher Work Days - 10

Fall Break - 5 days for kids

Thanksgiving - 5 days for kids

JULY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	16
18	19	20	21	23
25	26	28	29	30

21 AUGUST 17				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

21 SEPTEMBER 21				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

16/18 OCTOBER 16				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

17/19 NOVEMBER 17				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

12 DECEMBER 12				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

22 JANUARY 22				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

20 FEBRUARY 19				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

18 MARCH 18				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

19 APRIL 19				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

22 MAY 22				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2/4 JUNE 1				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Holiday

Student Holiday — Teacher Workday

Principal Choice — (Student Holiday)

Comp Inservice 4 of 6 days **OR** Teacher Workday

Bad Weather Days

April 14, 2006

May 29, 2006

(The Holiday scheduled would be a regular school day.)

Graduation:

December 16,2005

June 2, 2006

Trimester Dates:

Aug. 8, 2005 to Nov. 11, 2005	63 days
Nov. 14, 2005 to Feb. 24, 2006	59 days
Feb. 27, 2006 to June 1, 2006	62 days

1st tri	2 nd	3 rd	
14	15	11	
20	19	21	
18	19	21	
18	5	4	
70	**58**	**57**	**185**

GRANBURY INDEPENDENT SCHOOL DISTRICT

Proposal

STARS Academy
2006-2007

Instruction Days - 184

Teacher Work Days - 10

JULY					AUGUST (19)					SEPTEMBER (20)					OCTOBER (22)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7		1	2	3	4					1	2	3	4	5	6
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13
17	13	14	15	16	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20
24	20	21	22	23	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27
31					28	29	30	31		25	26	27	28	29	30	31			

NOVEMBER (20)					DECEMBER (11)					JANUARY (22)					FEBRUARY (20)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3					1	1	2	3	4	5				1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
27	28	29	30		25	26	27	28	29	29	30	31			26	27	28		

MARCH (17)					APRIL (20)					MAY (22)					JUNE (1)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6		1	2	3	4					1
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11	4	5	6	7	8
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18	11	12	13	14	15
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25	18	19	20	21	22
26	27	28	29	30	30					28	29	30	31		25	26	27	28	29

Legend

Holiday

Student Holiday

Teacher Workday

Principal Choice (Student Holiday)
Comp Inservice
Teacher Workday

Bad Weather Days

April 6, 2007

May 28, 2007

(The Holiday scheduled would be a regular school day.)

Graduation:

December 15, 2006
June 1, 2007

Trimester Dates:

8/9/06 to 11/10/07	64 days
11/13/06 to 2/22/07	58 days
2/26/07 to 5/31/07	62 days
Total	184

	teachers	students	1st tri	2nd tri	3rd tri	
Aug	19	16	16	9	3	
Sept	20	20	20	11	17	
Oct	22	20	20	22	20	
Nov	20	17	8	16	22	
Dec	11	11	64	58	62	184
Jan	22	22				
Feb	20	19				
Mar	17	17				
Apr	20	20				
May	22	22				
June	1					
July						
Total	194	184				

OFFICE OF CURRICULUM & INSTRUCTION

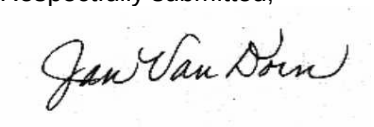
For:	Board of Trustees
Date:	January 23, 2006
Action:	Approval

To:	**Mr. William Harris, Superintendent**	**From:**	Jan Van Dorn
		Date:	January 9, 2006
		RE:	State Waiver

SUMMARY:
Texas State Education Agency requires that a state waiver be executed in order for a modified schedule to be run at the High School for students who are not testing and allows them to arrive late. This provides a quieter testing environment. The Leadership Team asks approval each year as this is a yearly waiver request.

RECOMMENDATION:
Administration recommends approval of the waiver.

Respectfully submitted,



Jan Van Dorn
Assistant Superintendent

Staff Persons Responsible: High School Leadership Team
Connie Sanderson
Jan Van Dorn

TEXAS EDUCATION AGENCY
STATE WAIVERS

APPLICATION FOR EXPEDITED AND GENERAL STATE WAIVERS

General Instructions. For Expedited Waivers, please complete Sections 1, 2, 3, and 4. For General State Waivers, please complete Sections 1, 2, 3, 6, and 7. **Bolded** items in Section 2 and Section 3 must be completed. Please direct questions to the State Waiver Unit at (512) 463-9630 or www.tea.state.tx.us/training/CDD-106R03.pdf.

SECTION 1. PLEASE COMPLETE THIS SECTION FOR ALL WAIVERS.

District Name Granbury Independent School Dist.
Address 600 W. Pearl Street
Granbury, Texas 76048
Contact Person Marsha Grissom, GHS Prin.

County/District No. 111 901
Telephone No. (817) 408-4000
Fax No. (817) 408-4014
Telephone No. (817) 408-4600

SECTION 2. PLEASE COMPLETE THIS SECTION FOR ALL WAIVERS.

Superintendent William Harris
Typed Name
Signature

Board President Dr. Barbara Herrington
Typed Name
Signature

Date Board Approval _____

SECTION 3. PLEASE COMPLETE THIS SECTION FOR ALL WAIVERS.
Comments of appropriate Site-Based Decision Making Committee:
The modified schedule allows students not testing to arrive late which provides a quieter testing environment with more personnel available to test.
SBDM Committee Chairperson Signature Connie Sanderson

SECTION 4. EXPEDITED WAIVERS. PLEASE CHECK ALL THAT APPLY.

☐ **Staff Development Waiver**, pursuant to Texas Education Code (TEC) §25.081. This waiver allows the district to train staff on various educational strategies designed to improve student performance in lieu of a maximum of three days of student instruction. Please state the number of days requested. _____
Please check the years requested: ☐2003-2004 ☐2004-2005 ☐2005-2006

☐ **Reading/English Language Arts; Mathematics; Science; and/or Social Studies Staff Development Waiver,** pursuant to TEC §25.081. This waiver allows the district to conduct additional staff training for reading/English language arts, mathematics, science, or social studies strategies aligned with the Texas Essential Knowledge and Skills in lieu of a maximum of two days of student instruction.
Please check the number of days requested: ☐Reading/English Language Arts_____
☐Mathematics_____ ☐Science_____ ☐Social Studies_____
Please check the years requested: ☐2003-2004 ☐2004-2005 ☐2005-2006

☐ **Staff Development through Participation in Eligible Conferences Waiver,** pursuant to TEC §25.081. This waiver allows the district to send staff to eligible conferences for staff development to improve student performance in lieu of one day of student instruction.
Please check the years requested: ☐2003-2004 ☐2004-2005 ☐2005-2006

☐ **Early Release Waiver,** pursuant to TEC §25.082. This waiver allows the district to conduct school for less than seven (7) hours for a total of six (6) days of student instruction to provide additional training in educational methodologies and/or to provide time to meet the needs of students and local communities. Please state the number of days requested. _____
Please check the years requested: ☐2003-2004 ☐2004-2005 ☐2005-2006

☒ **Modified Schedule/TAKS Testing Days Waiver,** pursuant to TEC §25.082. This waiver allows the district to modify the schedule of classes on TAKS testing days during the current school year to reduce interruptions during testing periods. This waiver is approved yearly.

SECTION 4. EXPEDITED WAIVERS. PLEASE CHECK ALL THAT APPLY.

☐ **Textbooks for Advanced Placement and International Baccalaureate**, Pursuant to TEC §7.056. This waiver allows the district reimbursement for the purchase of textbooks used in Advanced Placement and International Baccalaureate courses for which no textbooks were adopted by the state.

Please check the years requested: ☐2003-2004 ☐2004-2005 ☐2005-2006

☐ **Textbooks for College Courses,** Pursuant to TEC §7.056. This waiver allows the district reimbursement for the purchase of non-state adopted textbooks used in dual credit courses in which the student receives state graduation credit and post-secondary education credit.

Please check the years requested: ☐2003-2004 ☐2004-2005 ☐2005-2006

☐ **Textbooks for Photojournalism and Astronomy**, Pursuant to TEC §7.056. This waiver allows the district reimbursement for the purchase of non-state adopted textbooks used in Photojournalism and Astronomy courses for which no textbooks were adopted by the state. Reimbursement is equal to the state maximum cost or the cost of the textbook, whichever is lowest.

Please check the years requested: ☐2003-2004 ☐2004-2005 ☐2005-2006

SECTION 5. GENERAL WAIVER.

Disciplinary Alternative Education Programs, pursuant to TEC 37.008(g). This waiver allows the district to use more than 18% of the district's SCE allotment to provide basic services for disciplinary alternative education programs established under Section 37.008. The school district is required to state the reason for needing to exceed the 18% limit and to report the number of students in each grade level, by demographic subgroup, not making satisfactory progress under the state's assessment system. This waiver is granted for one year and the waiver must be renewed in writing prior to the start of the school year through the Texas Education Agency waiver office for each subsequent year, in accordance with TEA policies and deadlines for filing. Please state the total percentage of the district's SCE allotment that is being requested to provide basic services at the DAEP. _____

SECTION 6. PLEASE COMPLETE THIS SECTION FOR GENERAL WAIVERS.

Please check one:

☐Course Requirement ☐Foreign Exchange Student ☐ Disciplinary Alternative Education Campus

☐Pregnancy Related Services ☐Study of Electronic Courses

☐Other Specify_____

SECTION 7. COMPLETE THIS SECTION FOR ALL WAIVERS OTHER THAN EXPEDITED WAIVERS. PLEASE USE SEPARATE PAGE.

1. Give a brief narrative description of the requested waiver.
2. Does the district or campus plan reflect the need for this waiver? If yes, what is the specific objective impacted by the waiver?
3. Cite the Texas Education Code or the Texas Administration Code that the district or campus wishes to waive?
4. Describe the plan to be implemented, if the waiver is granted.
5. How will granting this waiver help achieve the district or campus's objective?
6. Please explain how the school district or campus will evaluate the impact of the waiver towards meeting the district or campus's goal.
7. Please specify the school years for which the waiver is requested, to a maximum of three years.

☐2003-2004 ☐2004-2005 ☐2005-2006

All applications should be mailed or faxed. The fax number is (512) 475-3666.

State Waiver Unit
Texas Education Agency
1701 North Congress Avenue
Austin, TX 78701-1494
Phone (512) 463-9630

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 23, 2006
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: January 9, 2006 **RE**: Annual Contract for Fire Alarm Inspection & Repair for Kitchen Suppression Systems & Fire Extinguishers CSP 2004-03 - Renewal

SUMMARY:

In January 2004, a competitive sealed proposal was let for a vendor to provide fire alarm inspection services on the kitchen suppression systems and fire extinguishers. Inspection services are needed to ensure that all fire alarm systems are tested and inspected as required to remain in compliance with all applicable codes. Under this proposal the awarded vendor is to provide GISD with a detailed schedule to show when each unit is to be tested/inspected. The awarded vendor is to provide all of the tests and inspections. This proposal also covered the need for any minor repairs to be provided on an as needed basis by the awarded company. The award was made on March 8, 2004 with an expiration of February 28, 2005 and an option to renew for two additional one-year terms. The current award will expire on February 28, 2006.

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

Mr. Randy Leach, Facilities Director, was contacted regarding renewal of this contract. He felt that it would be in the best interest of the District to renew. Simplex Grinnell was contacted and they have agreed to renew as submitted. The following is Mr. Leach's recommendation. .

RECOMMENDATION:
It is recommended that the Board award the project to Simplex Grinnell as proposed for a period of March 1, 2006 to February 28, 2007.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Mrs. Debbie Johnson
Mr. Randy Leach

Date Submitted: January 9, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: March 8, 2004 **Bid Number**: 2004-03

1. **Item, material or service (specific or classification):** Annual Contract for Fire Alarm Inspection Services & Repair for Kitchen Suppression Systems and Fire Extinguishers

2. **Brief description:** A proposal was let for a vendor to provide fire alarm inspection services on the kitchen suppression systems and fire extinguishers. Inspection services are needed to ensure that all fire alarm systems are tested and inspected as required to remain in compliance with all applicable codes. Under this proposal the awarded vendor is to provide GISD with a detailed schedule to show when each unit is to be tested/inspected. The awarded vendor is to provide all of the tests and inspections. This proposal also covered the need for any minor repairs to be provided on an as needed basis by the awarded company.

3. **Period of time bid covers:** From written notification of award through February 28, 2005

4. **Person and title responsible for the expenditure:** Larry Anderson – Facilities Director

5. **Number of bids sent to vendors:** 11

6. **Number of bids received from vendors:** 2 (includes 1 no bid)

7. **Listing of recommended vendors and total prices:** Recommendation for award is to Simplex Grinnell for $3,389.00 not to include any minor repairs done on an as needed basis.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 3/5/2002

10. **Percentage increase or decrease from last bid:** N/A – The services covered under this contract were for a portion of the work covered under the contract last year. Since the bid for last year allowed for a lump sum cost based on all services, an accurate comparison could not be made.

11. **Budget information:** Expense for these services will come from budgeted dollars from account code #199.51.6219.SF.953.4.99.0.00.

12. **Other comments:**

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 23, 2006
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: January 9, 2006 **RE**: Annual Contract for Fire Alarm Inspection & Repair for Building Suppression Systems & Pull Stations CSP 2004-04 - Renewal

SUMMARY:

In January 2004, a competitive sealed proposal was let for a vendor to provide fire alarm inspection services on the building suppression systems and pull stations. Inspection services are needed to ensure that all fire alarm systems are tested and inspected as required to remain in compliance with all applicable codes. Under this proposal the awarded vendor is to provide GISD with a detailed schedule to show when each unit is to be tested/inspected and to perform those tests and inspections. This proposal also covered the need for any minor repairs to be provided on an as needed basis by the awarded company. The award was made on March 8, 2004 effective through February 28, 2005 with the option to renew for 2 additional one-year terms. The current award will expire on February 28, 2006.

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

Mr. Randy Leach, Facilities Director, was contacted regarding renewal of this contract. He felt that it would be in the best interest of the District to renew. CES was contacted and they have agreed to renew as submitted. The following is Mr. Leach's recommendation.

RECOMMENDATION:

It is recommended that the Board award the project to CES Systems, Inc. as presented for the period of March 1, 2006 to February 28, 2007.

Respectfully submitted,

Sharay B. Boynton
Executive Director of Finance

Staff Person Responsible: Mrs. Debbie Johnson
Mr. Randy Leach

Date Submitted: January 9, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: March 8, 2004 **Bid Number**: 2004-04

1. **Item, material or service (specific or classification):** Annual Contract for Fire Alarm Inspection Services & Repair for Building Suppression Systems and Pull Stations

2. **Brief description:** A proposal was let for a vendor to provide fire alarm inspection services on the building suppression systems and pull stations. Inspection services are needed to ensure that all fire alarm systems are tested and inspected as required to remain in compliance with all applicable codes. Under this proposal the awarded vendor is to provide GISD with a detailed schedule to show when each unit is to be tested/inspected and to perform those tests and inspections. This proposal also covered the need for any minor repairs to be provided on an as needed basis by the awarded company.

3. **Period of time bid covers:** From written notification of award through February 28, 2005 with the option to renew for two additional years in one-year increments.

4. **Person and title responsible for the expenditure:** Larry Anderson – Facilities Director

5. **Number of bids sent to vendors:** 11

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

7. **Listing of recommended vendors and total prices:** Recommendation for award is to CES Systems, Inc. for a total expenditure of $7,395.00 not to include any minor repairs done on an as needed basis. If this contract is renewed, the annual cost will drop to $4,545.00 for the 2005 year because the sensitivity testing will not be required. For 2006 the cost would return to $7,395.00 due to the sensitivity testing.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 3/5/2002

10. **Percentage increase or decrease from last bid:** N/A – The services covered under this contract were for a portion of the work covered under the contract last year. Since the bid for last year allowed for a lump sum cost based on all services, an accurate comparison could not be made.

11. **Budget information:** Expense for these services will come from budgeted dollars from account code #199.51.6219.SF.953.4.99.0.00.

12. **Other comments:** N/A

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 23, 2006
For: Approval

TO: Mr. William Harris, Superintendent	**FROM**: Sharay Boynton **DATE**: January 10, 2006 **RE**: Buy Board Purchase – Buses -(4) 71-Passenger & (1) 47-Passenger

SUMMARY:

Replacement of four 71-passenger buses and one 47-passenger bus was budgeted for the 2005-2006 school year. The buses are available from Buy Board vendors. The Buy Board awards contracts to vendors via the purchasing process. GISD's interlocal agreement with the Buy Board allows purchases to be made from these awarded vendors without GISD having to go through the formal bid process. A RFQ was created for the purchase of (4) 71 passenger buses and (1) 47 passenger bus to be purchased through the Buy Board. Specifications for this purchase were provided by Mr. Terry Slemmons, Transportation Director. There were four vendors in which the RFQ was sent. Of the four, there was one response from Longhorn Bus Sales and a "no response" from Blue Star Bus Sales, Ltd.

Mr. Slemmons has recommended award to Longhorn Bus Sales for the purchase of (4) 71 passenger buses at $71,865 each and (1) 47 passenger bus at $71,740.00 for a total expenditure of $359,200.00. Administration does not believe that a better price would be realized by initiating a formal bid process. It would be in the best interest of GISD to purchase from the Buy Board vendor.

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".

The following recommendation is that of Mr. Terry Slemmons, Transportation Director , Mrs. Ronda Herrin, Inventory/Purchasing Specialist, and Mrs. Sharay Boynton, Executive Director of Finance.

RECOMMENDATION:

It is recommended that the above purchase be made from Longhorn Bus Sales through the Buy Board contract.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ronda Herrin
Terry Slemmons

Date Submitted: January 10, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: January 23, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: January 11, 2006
RE: Annual Financial Report – Year ended 8/31/2005

SUMMARY:

The annual audit has been completed. Mr. Chandler Snow of Snow, Garrett & Company, Certified Public Accountants presented the report and letters to the board at the December 12, 2005 meeting. The Annual Financial Report for the year ended August 31, 2004 and the management letter are attached for your reference.

Should you have questions regarding the report, please feel free to contact me prior to the Board meeting so that I can get with Mr. Snow and he can be prepared to respond to your questions either prior to the meeting.

RECOMMENDATION:

That the Board accept the Annual Financial Report for the year ended August 31, 2005 as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: January 11, 2006

GRANBURY ISD

SCHOOL BOARD
PROCEDURES HANDBOOK

September 2005

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GISD Board Policy

Mission Statement

The mission of Granbury ISD is a commitment to pursue excellence in education through utilizing all community resources and providing our students with the opportunities to be productive community members..

2005 – 2006 SUPERINTENDENT PERFORMANCE GOALS

Goal 1 *Develop and implement an effective plan to improve student performance, including subgroups, in the major academic areas addressed through standardized testing.*

Goal 2 *Develop and implement programs/procedures to increase morale.*

Goal 3 *Develop and implement an effective plan to increase, to the state average, the percentage of funds allocated to Function 11, instruction.*

Goal 4 *Recruit, develop and retain a well-qualified staff*

Goal 5 *Develop and implement an effective plan to manage curriculum department and its services to meet campus needs.*

Goal 6 *Develop and implement an effective facilities plan to develop building needs of the district's expected and experienced growth.*

Team Operating Procedures Overview

Definition

A set of agreed upon steps or statements, which define how the team will accomplish an important activity.

Benefits of Having Written Team Procedures

- Clarify expectations
- Minimize confusion and upsets
- Maximize efficiency and effectiveness
- Tell who, what when, where, and how of various situations and practices
- Improve working relationships
- Ease new members' transition
- Revise easily
- Keep agreements clear to all

Essential Characteristics of Effective Procedures

1. Statements of specific behaviors with the same meaning for all
2. Enough detail to provide the same understanding by all (who, what, when, where, why, to whom, how much, etc.)
3. Aligned with adopted policy
4. Written
5. Discussed and agreed upon by all
6. Reviewed annually
7. Revised as needed

Tips for Developing Team Operating Procedures

- Agree as a team to develop team operating procedures
- Prioritize
- Agree on the best team work process
- Agree on work time lines
- Strive for shared understanding and agreement on each procedure
- Share procedures with community
- Review procedures annually or any time the team changes

ETHICS for School Board Members

As a member of the Board, I shall promote the best interests of the District as a whole and, to that end, shall adhere to the following ethical standards:

Equity in attitude

1. I will be fair, just, and impartial in all my decisions and actions.
2. I will accord others the respect I wish for myself.
3. I will encourage expressions of different opinions and listen with an open mind to others' ideas.

Trustworthiness in stewardship

4. I will be accountable to the public by representing District policies, programs, priorities and progress accurately.
5. I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
6. I will work to ensure prudent and accountable use of District resources.
7. I will make no personal promise or take private action that may compromise my performance of my responsibilities.

Honor in conduct

8. I will tell the truth.
9. I will share my views while working for consensus.
10. I will respect the majority decision as the decision of the Board.
11. I will base my decisions on fact rather than supposition, opinion, or public favor.

Integrity of character

12. I will refuse to surrender judgment to any individual or group at the expense of the District as a whole.
13. I will consistently uphold all applicable laws, rules, policies, and governance procedures.
14. I will keep confidential information that is privileged by law or that will needlessly harm the District if disclosed.

Commitment to service

15. I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
16. I will diligently prepare for and attend Board meetings.
17. I will avoid personal involvement in activities the Board has delegated to the Superintendent.
18. I will seek continuing education that will enhance my ability to fulfill my duties effectively.

Student-centered focus

I will be continuously guided by what is best for all students of the District.

Framework for Governance Leadership (and School Board Development)

Adopted by the Texas State Board of Education, January 12, 1996
PREAMBLE: The Board of Trustees is the educational policy-making body for Texas public school districts. To effectively meet the challenges of public education, school boards and superintendents must function together as a leadership team. Each leadership team must annually assess its development needs as a corporate body and individually to gain an understanding of the vision, structure, accountability, advocacy, and unity needed to provide educational programs and services that ensure the equity and excellence in performance of all students. The Framework for School Board Development has been approved by the State Board of Education to provide the critical areas of development for all public school boards.

VISION

- The board ensures creation of a shared vision that promotes enhanced student achievement.
- The board keeps the district focus on the educational welfare of all children.
- The board adopts a shared vision based on community beliefs to guide local education.
- The board ensures that the vision supports the state's mission, objectives and goals for education established by law.
- The board ensures that the district vision expresses the present and future needs of the children and community.
- The board demonstrates its commitment to the vision by using the vision to guide all board deliberations, decisions, and actions.

STRUCTURE

- The board provides guidance and direction for accomplishing the vision.
- The board recognizes the respective roles of the Legislature, State Board of Education, the Texas Education Agency, and Local Boards of Trustees in the governance of the public schools.
- The board fulfills the statutory duties of the local board of trustees and upholds all laws, rules, ethical procedures, and court orders pertaining to schools and school employees.
- The board focuses its actions on policy making, planning, and evaluation.
- The board adopts a planning and decision making process consistent with state statute that uses participation, information, research, and evaluation to help achieve the district's vision.
- The board ensures that the district planning and decision making process enables all segments of the community, parents, and professional staff to contribute meaningfully to achieving the district's vision.
- The board develops and adopts policies that provide guidance for accomplishing the district's vision, mission and goals.
- The board adopts a budget that incorporates sound business and fiscal practices and provides resources to achieve the districts vision, mission and goals.
- The board adopts goals, approves student performance objectives, and establishes policies that provide a well-balanced curriculum resulting in improved student learning.
- The board approves goals, policies, and programs that ensure a safe and disciplined environment conducive to learning.
- The board oversees the management of the district by employing a superintendent and evaluating the superintendent's performance in providing education leadership, managing daily operations and performing all duties assigned by law.
- The board adopts policies and standards for hiring, assigning, appraising and compensating school district personnel in compliance with state laws and rules.

ACCOUNTABILITY

- The board measures and communicates how well the vision is being accomplished.
- The board ensures progress toward achievement of district goals through a systematic, timely, and comprehensive review of reports prepared by or at the direction of the superintendent.
- The board monitors the effectiveness and efficiency of instructional programs by reviewing reports prepared by or at the direction of the superintendent and directs the superintendent to make modifications that promote maximum achievement for all students.
- The board ensures that appropriate assessments are used to measure achievement of all students.
- The board reports district progress to parents and community in compliance with state laws and regulations.
- The board reviews district policies for effective support of the district's vision, mission and goals.
- The board reviews the efficiency and effectiveness of district operations and use of resources supporting the district's vision, mission and goals.
- The board evaluates the superintendent's performance annually in compliance with state laws and regulations.
- The board annually evaluates its performance in fulfilling the board's duties and responsibilities, and the board's ability to work with the superintendent as a team.

ADVOCACY

- The board promotes the vision.
- The board demonstrates its commitment to the shared vision, mission, and goals by clearly communicating them to the superintendent, the staff, and the community.
- The board ensures an effective two-way communication system between the district and its students and employees, the media and the community.
- The board builds partnerships with community, business, and governmental leaders to influence and expand educational opportunities and meet the needs of students.
- The board supports children by establishing partnerships between the district, parents, business leaders and other community members as an integral part of the district's educational program.
- The board leads in recognizing the achievements of students, staff, and others in education.
- The board promotes school board service as a meaningful way to make long-term contributions to the local community and society.

UNITY

- The board works with the superintendent to lead the district toward the vision.
- The board develops skills in teamwork, problem solving and decision making.
- The board establishes and follows local policies, procedures, and ethical standards governing the conduct and operations of the board.
- The board understands and adheres to laws and local policies regarding the board's responsibility to set policy and the superintendent's responsibility to manage the school district and to direct employees in district and campus matters.
- The board recognizes the leadership role of the board president and adheres to law and local policies regarding the duties and responsibilities of the board president and other officers.
- The board adopts and adheres to established policies and procedures for receiving and addressing ideas and concerns from students, employees, and the community.

- The board makes decisions as a whole only at properly called meetings and recognizes that individual members have no authority to take individual action in policy or district and campus administrative matters.
- The board supports decisions of the majority after honoring the right of individual members to express opposing viewpoints and vote their convictions.

BAA (LEGAL)

Requesting Information About Meeting Agenda Items

1) Members are encouraged to ask for information from the superintendent before the board meeting so that the administration is prepared with data-driven information that will address those questions.

2) Any questions about agenda items or requests for additional information about them will be directed to the superintendent or his/her designee (or administrator responsible for the agenda item) noted in agenda packet.

3) If the information requested is readily available, the superintendent (or designee) will provide it to the requesting members and report it to the board at the meeting. If the requested information cannot be gathered prior to the meeting, the superintendent (or designee) will make every attempt to provide the answers or requested information at the meeting.

4) If a written report is provided in response to the request, all members will receive a copy.

5) Board members may discuss the provided information in the meeting if necessary.

6) Board members may ask additional questions about agenda items in the meeting.

Communicating With Team Members Between Meetings

The superintendent will communicate with each board member by email that may include information such as:

a) District events

b) Progress reports on directives

c) Follow-up reports in answer to board member questions

d) Updates on administrative matters or district operations

The superintendent will meet with the board president as needed, or communicate by telephone, fax, and/or email to inform him or her of district issues that may need to come before the board for information or action.

The board president may direct the superintendent to distribute copies of documents to each member of the board for information. Email is the preferred method of distribution unless unusual circumstances dictate an alternate method.

The superintendent will communicate requested information within five working days to all board members and if the information is not available at that time, the superintendent will inform the board members of the time the information will be available in as timely a manner as possible without interfering with the regular conduct of district business.

Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.

Board members who wish to share information relevant to district business will relay the information to the superintendent's office for distribution to all members.

Related Policies: BE (LEGAL) and BJA (LOCAL)

Requesting Information Not Related to Agenda Items

1) Members should request information not related to a meeting agenda item directly from the superintendent with a copy of the request to the board president.
2) The superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.
3) If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided as soon as reasonable.
4) In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requestor and the board president of this fact.
5) The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.
6) If the board does agree that the information is important for future decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.
7) All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.

Related Policies: BBE (LOCAL)

Visiting Campuses as a Board Member

1) Board members are encouraged to attend as many school events or accept any invitations as their time permits.
2) Board members may visit any campus after checking with the principal about the best time to visit, as long as they do not disrupt the learning process.
3) Board members are required to check in with the principal's office and to follow campus guidelines for visitors.
4) Board members may not give any direction to any staff or students, except when safety or liability is immediately at risk.
5) When visiting with teachers of their own children, board members will make it clear that they are acting as parents rather than as board members.
6) Board members will not request or accept extraordinary consideration or "favors" from any district employee.

Related Policies: GKA (LEGAL), BBF (LOCAL) and BBFA (LEGAL)

Responding to Community or Employee Complaints

1) Listen briefly and respectfully. Remind the complainant of the board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the board on appeal.
2) Determine if the complainant wishes to express dissatisfaction or desires some action be taken to resolve the issue.
3) Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
4) Ask if the complainant has followed the "Chain of Command" outlined in district policy.
5) If the complainant does not know the district's "Chain of Command," provide the following information:
    a) The complainant should first discuss the problem with the person in authority closest to the problem.
    b) If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person noted in "a."
    c) The administrative supervisor will help the complainant initiate any correspondence or forms required in policy and attempt to resolve the complaint.
    d) If still not satisfied, the complainant may appeal to the superintendent or designee for resolution.
    e) If the superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the board following local policy.
6) Board members will inform the superintendent of complaints we feel might eventually reach his/her office from staff and community but will not direct the superintendent to take specific actions.
7) The superintendent shall inform the board of the resolution of complaints referred by board members if the complaint requires superintendent intervention.

Related Policies: DGBA (LEGAL and LOCAL) pertains to employees; FNG (LEGAL and LOCAL) pertains to parents and students; GF (LOCAL) is for public complaints

Communicating With the Media

Regarding Executive Session Items

1) The board president or designee will serve as the board spokesperson to the media on issues regarding board actions.
2) The superintendent or, in his or her absence, a specified designee shall be the official district spokesperson to the media on issues of district attention.
3) Any board member receiving a call from the media requesting information, comments, or an interview will direct the media representative to the superintendent for district business and to the board president for board-specific issues.

Regarding Non-Executive Session Items

1) If speaking to a media representative, board members should clarify at the beginning of the interview that they are speaking as individuals rather than as authorized representatives of the board of trustees. Along with the board member's personal comments, the board member will remind media representatives of the official position or action already taken on the issue by the board of trustees and refer media to the spokesperson for further information.
2) It is inappropriate for a board member to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.
3) Members will not speak negatively about another member, superintendent, or staff in the community.

Related Policies: BBF (LOCAL), BDAB (LOCAL), BJA (LOCAL), and GBB (LOCAL)

Communicating With the Community

1) Board members are encouraged to participate in community activities as liaisons between the public and the school district. When doing so, board members are expected to:
   a) Relay information about district goals.
   b) Clarify a trustee's limitations, obligations, and responsibilities as a member of the board.
   c) Support board decisions.
   d) Interact in a positive manner.
   e) Listen politely and respectfully to comments.
   f) Make no commitment on behalf of the board or district.
   g) Not criticize district personnel.
   h) Refer questions about specific district activities to the appropriate staff person when they do not know the answers.
2) The Board of Trustees encourages community input; however, it will not respond to or act on the basis of anonymous calls or letters.
3) Signed letters addressed to the board or a board member will be forwarded to the president or the superintendent for inclusion in the board information packet.

Preparing the Board Meeting Agenda

1) Any board member may request an item be placed on the agenda for board consideration by contacting the board president or superintendent six calendar days prior to the meeting.
2) Items submitted for inclusion after the deadline or those requiring significant preparation time might, at the discretion of the board president, be deferred to a later meeting. This decision is based on the time needed to prepare supporting information.
3) A draft agenda will be developed by the superintendent and presented to the board president for approval five business days prior to the meeting for which the agenda is being prepared.
4) The draft agenda will include previously scheduled items from the board agenda calendar and any items required by law.
5) Use of a consent agenda to present items for a single vote without discussion will conform to the following guidelines:
    a) Placement of items on the consent agenda will be at the discretion of the board president and superintendent.
    b) Any individual board member may ask questions or discuss an item on the consent agenda by asking the president to remove it from the consent agenda for individual consideration.
    c) Following action on the consent agenda, the president will allow discussion on any item requested for removal from the agenda by a board member.
    d) Here are some examples of items that may be included on the consent agenda.
        i) Routine items
        ii) Minutes of regular and special board meetings
        iii) Acceptance of financial reports
        iv) Approval of personnel contracts that comply with district policies

Related Policies: BE (LEGAL and LOCAL), BJA (LEGAL and LOCAL)

Participating in the Board Meeting as a Trustee

1) Administration will ensure that supporting information required for informed decision-making is supplied to each member in the Board Meeting Agenda Packet.
2) Agenda packets will be distributed to board members at least four calendar days before scheduled board meetings.
3) All participants will be prepared to address items on the agenda.
    a) Board members will read agenda packet materials before each board meeting.
    b) Board members will ask agenda-item-related questions of the superintendent.
    c) Board members are not precluded from asking relevant questions about agenda items during board meetings. However, the right to question should not serve as an excuse for lack of preparation.
4) The board president will have full authority to follow and enforce Robert's Rules of Order (Newly Revised), designated in policy as the board's parliamentary authority.

Related Policies: BE (LEGAL and LOCAL)

Participating as a Trustee in "Public Comment"

1) Persons wishing to address the board during open public comment will comply with the provisions of policy BED (LOCAL) that outlines the specific times and procedures applicable to public comments during board meetings.
2) A copy of policy BED (LOCAL) will be available for public review at the posted meeting site.
3) During the "public comment" section of the meeting, board members will listen to comments but, as the designated spokesperson, only the presiding officer may respond if a response to the speaker is required. Those responses are limited to:
   a) Correcting misstatements of fact presented by the speaker.
   b) Referring the speaker to applicable board policy.
   c) Placing the item on a future board agenda for discussion if not listed on the current board agenda.
4) With the approval of the board, the presiding officer may direct the superintendent to investigate matters brought forward during public comment and report findings to the board at a later meeting.
5) If a member of the public has been afforded an opportunity to speak and his or her comments reflect a complaint about an individual district staff or board member, the presiding officer will refer the speaker to the appropriate formal grievance policy.
6) The board must bear in mind that persons who speak during public comments have First Amendment rights. The board should seek legal advice before disallowing a person's contribution to public comment based solely on the content of the speaker's comments.
7) The presiding officer will limit the total time for "Public Comments" to 30 minutes during regular board meetings. Should additional time be needed for all speakers to address the board, the board may designate a future meeting as a public hearing to address specific issues.

Related Policies: BED (LEGAL and LOCAL), FNG (LOCAL)

Orientation of New Board Members

1) Local district orientation will be scheduled to take place within two weeks of the date a new board member takes the oath of office, but no later than four weeks.
2) The superintendent and at least one incumbent board member will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.
3) Orientation will include but not limited to:
   a) General district information such as
      - Geographic area included and number of square miles
      - Campus attendance boundaries
      - Number of students, teachers, and other employees
      - Number of campuses and their enrollments
      - Student demographics
      - Administrative structure and directory of key personnel
      - Ongoing issues of interest to patrons
   b) Overview of district programs and operations such as:
      - District vision, mission, goals, and plans including,
        (a) District planning and evaluation process and calendar
        (b) Most recent AEIS report, campus report cards, and district annual report
      - District budget overview including,
        (a) Current adopted budget summary
        (b) Recent trends in revenue, appropriations, tax rates, property values
        (c) Annual financial audit
        (d) Development process and calendar
      - Overview of district curriculum objectives, standards, and instructional programs
      - Policy development and review process and location of manuals
      - Personnel hiring practices and salary schedule
      - Superintendent performance goals, current superintendent evaluation instrument, process and calendar
   c) Team operations, including:
      - Overview of roles and responsibilities of the board and superintendent
      - Required continuing education and calendar of training opportunities

- Current team improvement goals and continuing education targets
- Annual board agenda calendar
- Calendar of district and board events
- Current team operating procedures

Related Policies: BBD (LEGAL)

Expressing Concern about Another Member's Performance

1) Individual board members are encouraged to express their concerns about another member's performance directly to that member.
2) If addressing the issue directly with the member does not resolve the concern, then discussion with the board president is appropriate.
    a) The board president shall discuss the concern with the individual in question on behalf of the reporting board member or shall moderate a discussion between the members. If a quorum of the board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
    b) The president shall remind the board member whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the board member to policies or procedures that outline approved ways to deal with the issue that prompted the questionable behavior.
    c) If the board member in question does not believe his or her behavior is in conflict with the board's code of ethics, an agenda item specifying "evaluation of individual board members' performance" may be listed on the agenda for an upcoming board meeting.
    d) The matter will be discussed by the full board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
3) If the concern involves the board president, a member may discuss his or her concerns with the board vice-president.
4) Members will not take concerns about fellow board members to the superintendent.
5) Members will not speak negatively about another member, superintendent, or staff in the community.

Related Policies: BBFA (LEGAL), BBF (LOCAL)

Continuing Education Requirements for School Board Members

Type of Continuing Education	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	Required within 60 days of election or appointment (no specified time)	Not required	Local district
Orientation to the Texas Education Code	1	3 hours	Not required	Education Service Center
Update to the Texas Education Code	1	Orientation within first year	After legislative session: of sufficient length to address major changes	Education Service Center
Team-building Session/Assessment of Continuing Education Needs of the Board-Superintendent Team	2	At least 3 hours	At least 3 hours	TEA-registered provider
	3	At least 10 hours	At least 5 hours	TEA-registered provider
Total Minimum Number of Hours		16 hours plus local district orientation & TEC Update	8 hours plus TEC Update	

Board Training Hours are reported at the February Board Meeting.

The Granbury ISD Board has approved the following Board Trainings:

- TASB On-line Training
- Team Building (Conducted in District)
- Region XI Workshops
- North Texas Area Association of School Boards (NTAASB) Training
- Education Code Update

In addition, the Board will strive to attend one of the following workshops as a team:

- TASB/TASA Convention
- Summer Leadership Institute

Board Members desiring to attend other workshops or conventions should have the request placed on a Board Agenda for approval by the Board.

The Superintendent shall obtain approval from the Board for any out-of-state travel.

Granbury Independent School District Board
Activity Calendar

	September	October	November	December	January	February	March	April	May	June	July	August
Planning & Evaluation		Review AEIS	Review Campus Report Cards		Goal Workshop Board Audit Evaluate Goals	Approve District Goals		App. District Imp. Plan Approve Tech. Plan	Approve Campus Imp. Plans	Mid-Year Evaluation of Goals	Approve Teacher Appraisal Calendar	
Personnel			Est. Timeline Supt. Appraisal		Evaluate Supt. Act on Supt. Contract	Renew Admin. Contracts	Renew Non-Probationary Teacher Contracts	Renew Probationary Contracts				
Budget		Health & Insurance Benefits		Accept Audit Report	Supt. Salary Schedule						Review Cert. Appraisal Roll Present Preliminary Budget	Conduct Budget Hearing Adopt Budget Set Tax Rate Approve Salary Schedules
Team Development	TASA/TASB Conference				Review Board Procedures Manual	Call Board Election Report Board Training Hours			Certify Election Reorganize Board	Team Building Training Summer Leadership Institute		
Policy									Approve District Handbooks	Approve District Handbooks		
Other			Tax Roll		Consider School Calendar	Board Candidate Workshop Consider School Calendar	Adopt Text Books		Graduation Orientation New Board Members			Elect TASB Delegate Property / Casualty Ins

EDUCATION TERMS AND ABBREVIATIONS

Academic Excellence Indicators System (AEIS): A system of indicators established by the Legislature and adopted by the State Board of Education to help determine the quality of learning on a campus and in a school district. The indicators include passing rates on the state assessment tests, attendance, graduation rates, dropout rates, and scores on college entrance exams. The state will assess district and school performance compared with state-level standards. AEIS is the foundation for a school district's accountability rating.

Accountability Ratings: The Accountability Ratings System rates campuses and districts as *exemplary, recognized, acceptable,* and *low performing* based on the percentage of students who pass the state assessment instruments and the dropout rate.

Actual Tax Rate or Nominal Tax Rate: The tax rate adopted by school districts and used to calculate tax bills. (See "Effective Tax Rate.")

Alternative Education Program (AEP): The law governing AEPs requires school districts to set up an educational setting for students who engage in certain illegal conduct or for students who violate certain provisions of the school district's code of conduct. Students assigned to an AEP must be separated from students not included in that program. These programs have come to be called "disciplinary AEPs." Many school districts have established alternative education programs for dropout prevention and to address the unique needs of the small percentage of students who do not "fit" the traditional secondary schools. All AEPs must provide for students' educational and behavioral needs. Districts must allocate to an AEP the same expenditure per student that would be allocated to the student's school if the student was attending the student's regularly assigned program, including a special education program.

Alternative Teacher Education Programs: Some institutions of higher education, education service centers, and large school districts have been approved by the State Board for Educator Certification to operate alternative programs of preparation for teachers and administrators. These programs involve university coursework or other professional development experiences, and well as intense mentoring and supervision during the candidate's first year in the role of educator. In addition, some regional education service centers offer alternative programs of preparation similar to the school-based programs.

Available School Fund (ASF): Created by the Texas Constitution of 1876, the ASF is made up of earnings from the Permanent School Fund and constitutionally dedicated motor-fuel taxes and other miscellaneous revenue sources. The bulk of ASF revenue is distributed on a per-capita basis to all school districts. A portion provides funding for textbooks and technology.

Average Daily Attendance (ADA): A method of counting students for the purpose of providing state aid to school districts. Currently, Texas counts students in attendance each day and averages the attendance count over the year.

Basic Allotment: The basic allotment is the initial or starting number that, after adjustment, is used to calculate foundation program costs and state aid to school districts. Currently, the basic allotment is $2,537 per student.

EDUCATION TERMS AND ABBREVIATIONS

Campus or Campus Program Charter: A local school board may grant a charter to parents and teachers of a campus within the district if the board receives a petition signed by the parents of a majority of the students at the campus and a majority of teachers at the campus. The Texas Education Code also permits two or more campuses to form a cooperative charter program. Other charters are home-rule school-district charters and open-enrollment charters.

Caps: A general term that describes statutory limits on tax rates, revenues, or increases in school district expenditures.

Chapter 41 District: Refers to Chapter 41 of the Texas Education Code, which pertains to school districts with property wealth per weighted student in excess of $305,000 in 2003. Chapter 41 districts are subject to wealth reduction provisions.

Chapter 41 Options: Provides school districts with property wealth in excess of $305,000 per weighted ADA with five options to reduce their property wealth to the $305,000 threshold: (1) district consolidation by board action, (2) detachment and annexation of property by board action, (3) purchase of attendance credits from the state (voter approval required), (4) contract with other districts for educating their students (voter approval required), and (5) tax base consolidation (voter approval required).

CISD: Consolidated Independent School District.

Compensatory Education: The state compensatory education allotment provides additional financial support to school districts to teach educationally disadvantaged pupils and under-achieving students. A program of compensatory education should provide additional services and instructional support, beyond the regular program, to help students compensate for academic deficiencies and may include programs for at-risk students. The allotment is based upon the number of students participating in the federal free or reduced-price lunch program.

Completion Rate: A longitudinal measure that shows the status of students expected to graduate, starting with their first attendance in ninth grade.

Conforming Textbook List: One of two lists to which the State Board of Education assigns textbooks it adopts. This list includes textbooks that address all of the adopted Texas essential Knowledge and Skills (TEKS) for the subject and grade level and that meet applicable physical specifications. (See "Nonconforming Textbook List.")

Cost of Education Index (CEI) or Adjustment: An index the state uses to adjust the basic allotment to account for geographic or other cost differences beyond local school district control. The current index has not been updated since 1990.

County Appraisal District (CAD): Each county (some multicounties) has established an appraisal district office that is responsible for maintaining taxable real and personal property records and placing a value on all property for taxation purposes. A chief appraiser, an individual appointed by an appraisal district board of directors, heads the CAD office. The appraisal district board is, in turn, elected by certain taxing entities.

EDUCATION TERMS AND ABBREVIATIONS

CSD or CCSD: Common School District or Common Consolidated School District. Generally, very small districts with three-member (CSD) or seven-member boards of trustees that govern district affairs. Taxing authority is held by the county commissioners' court.

Debt Service: (See "Interest and Sinking Fund.")

Disciplinary Alternative Education Programs: (See "Alternative Education Program.")

District-Level Decision-Making Process: The school board annually approves district and campus performance objectives and assures that district and campus plans are mutually supportive and, at a minimum, meet the state's educational goals. Each district has a district improvement plan that is developed, evaluated, and revised each year by the superintendent, with the assistance of the district-level decision-making committee.

Dropout: A student is identified as a dropout if he or she is absent without an approved excuse or document transfer and does not return to school by the fall of the following year, or if he or she completes the school year but fails to reenroll the following school year. School districts report the status of all students enrolled in grades 7 through 12 in the district during the prior school year in one of two ways: as being in school or as having left school. The "leaver record" provides 43 possible reasons for leaving school.

Dropout Rate (Annual): The annual dropout rate is the count of official dropouts summed across all grades (7 through 12) divided by the number of students summed across all grades (7 through 12). The annual dropout rate is different than a longitudinal rate, which compares the number of students who began school together in the seventh grade and who eventually graduate.

Edgewood v. Meno: The Texas school finance equity lawsuit, formerly know as *Edgewood v. Kirby*, was filed in 1984 by a group of low-property-wealth school districts (led by Edgewood ISD in San Antonio). At the center of the dispute was what constitutes an efficient system of school finance. In 1995, the Texas Supreme Court defined an efficient system of school finance as one that provides all districts with substantially equal access to operations and facilities funding necessary for the general diffusion of knowledge. The court held that Senate Bill 7, the 1993 school finance law, met this standard.

Education Service Center (ESC): Twenty intermediate education units located in regions throughout Texas that assist and provide services for local school districts.

Educator Certification: Every person certified to teach in Texas must hold a bachelor's degree with coursework in three areas: (1) a broad general education, (2) an academic specialization(s), and (3) teaching knowledge and abilities. The exceptions to the degree requirement are certain career and technology certificates issued on the basis of work experience. Additionally, candidates for certification must demonstrate basic academic skills by passing tests in reading, mathematics, and writing before admission to a teacher-preparation program or must show evidence of these skills on other appropriate alternative assessments.

EDUCATION TERMS AND ABBREVIATIONS

Effective Tax Rate: The tax rate that, if applied to the current local tax roll, would raise the same amount of revenue as in the previous year. This rate is an important element of the annual truth-in-taxation process.

Electronic Textbooks: This term includes certain computer software, interactive videodisc, magnetic media, CD-ROM, computer courseware, on-line services, an electronic medium, or other electronic means.

Equity: In school finance, the term generally refers to fair or equal distribution of resources for schooling, taking into account student differences and school district characteristics. The standard used by the Texas Supreme Court is a taxpayer equity standard, which means similar revenue for similar tax effort. In other words, the school finance system is to be property wealth neutral: a district's property tax base should have little or no impact on its ability to generate funding from the Foundation School Program.

Facilities Funding: The Legislature provides assistance to school districts for facilities construction in two ways. The Instructional Facilities Allotment (IFA) provides a state partnership with local districts in making debt service payments to retire bonds for construction of new facilities or renovations to existing facilities. Districts receiving aid are guaranteed $35 per pupil per penny of tax effort. Sate aid is limited by appropriations and low-wealth districts have priority in receiving IFA funding. The Existing Debt Allotment provides state assistance to districts for existing debt that is not covered by IFA funding. The state guarantees $35 per unweighted student per penny for up to 12 cents of tax effort. The commissioner of education has extended the tax cap to 29 cents for the 2002-03 school year.

Foundation School Program (FSP): A program for the financial support of a basic instructional program for all school children. Money to support the program comes from the Permanent School Fund, Available School Fund, Foundation School Fund, state general revenue, and local property taxes. The state establishes a foundation level and sets, for each district, a calculated contribution level called the local fund assignment (LFA). The greater a district's property wealth, the higher the LFA. State aid makes up the difference between the LFA and the foundation level. (See also "Local Fund Assignment.") Currently, the FSP described in the Texas Education Code consists of three parts or tiers. The first tier provides funding for a basic program. The second tier provides a guaranteed-yield system so that school districts have substantially equal access to revenue sufficient to support an accredited program. The third tier equalizes debt service requirements for existing facilities debt.

Foundation School Program Tax Rate: This is the rate used in calculating state aid to school districts. It is calculated by dividing actual collections by the prior year's taxable value determined by the state property tax division of the state comptroller's office.

EDUCATION TERMS AND ABBREVIATIONS

Guaranteed Yield: A school finance plan in which the state specifies a revenue yield that it will guarantee in terms of revenue per student per penny of local tax effort. The districts adopt tax rates and levy taxes. The state makes up the difference between what each district levies locally per student and the guaranteed yield per student. High-wealth districts may raise all of their guaranteed-yield revenue from local tax sources. In Texas, this is commonly known as Tier 2 in the Foundation School Program. In 2002-03, the guarantee is $27.14 per weighted student.

Home-Rule School District Charters: The Texas Education Code permits a school district to adopt a home-rule school-district charter and break free from many state rules and regulations. Home-rule school districts must maintain satisfactory performance on the statewide accountability system. The concept is patterned after home-rule municipalities in Texas. Other charter programs include open-enrollment charters and campus, or campus program charters. To date, no Texas school district has gone through the home-rule charter process.

Independent School District (ISD): The Texas constitution permits the state Legislature to create school districts. Each district operates its schools and taxes property within the district to support, in part, the schools. The term independent refers to the fact that the school district is not a part of city or county government and has independent budgeting and taxing authority. In some states, cities or townships operate or fund schools in addition to providing other government services. ISDs are governed by locally elected boards of trustees.

Individual Education Plan (IEP): A document required by federal law that details the special education requirements for each disabled student and explains how the school intends to address the student's needs. An IEP is intended to help ensure that disabled students have equal access to public education in the least restrictive environment.

Individuals with Disabilities Education Act (IDEA): The 1997 IDEA strengthens academic expectations and accountability for the nation's 5.4 million children with disabilities.

Instructional Facilities Allotment (IFA): Since 1997, the IFA has provided funds to school districts to help pay for debt service. The mechanism for computing the state and local share of the IFA payment is a guaranteed-yield formula. Low-wealth school districts and school districts not already participating in the IFA program have priority in receiving IFA funding for construction or lease purchase of new instructional facilities.

Interest and Sinking Fund (I&S) Tax: Also called the debt service tax. A tax levied by school districts to pay for bonded indebtedness, usually for construction of facilities, and other capital needs.

Juvenile Justice Alternative Education Program (JJAEP): In counties with populations greater than 125,000, the juvenile board must develop a juvenile justice AEP approved by the Texas Juvenile Probation Commission. In these larger counties, students who engage in conduct requiring expulsion under Chapter 37 of the Texas Education Code must be placed in a JJAEP.

EDUCATION TERMS AND ABBREVIATIONS

Local Fund Assignment (LFA): The portion of the foundation program allotment required to be paid by school districts using the local property tax. The greater the property wealth of the district, the higher the LFA and the lower the amount of the state aid the district will receive. (See also "Foundation School Program.")

Maintenance and Operations (M&O) Tax: A local school district property tax rate that raises revenue to be used for any legal purpose to operate and maintain the district's schools.

Municipal School District (MSD): A school district whose boundaries correspond precisely to city limits and whose governance is shaped in part by city officials.

Nonconforming Textbook List: One of two lists to which the State Board of Education assigns textbooks it adopts. This list must include textbooks that address at least half of the adopted Texas Essential Knowledge and Skills (TEKS) for the subject and grade level and meet applicable physical specifications. (See "Conforming Textbook List.")

Open-Enrollment Charters: Open-enrollment charter schools may be established by private nonprofit organizations, colleges and universities, and other governmental entities that apply to the State Board of Education. The law authorizes the State Board to approve up to 215 open-enrollment charter schools. Law also provides for creation of college or university charter schools at "public senior colleges and universities." There is no limit on the number of these charter schools that may be granted. Other Texas charter programs include home-rule school-district charters and campus or campus program charters.

Permanent School Fund (PSF): A perpetual trust fund created by the Texas constitution in 1876. PSF earnings go into the Available School Fund, which the state apportions on a per-capita basis to districts for students enrolled in Texas public schools after funding state textbook purchases. PSF investments include U. S. Treasury bonds, Texas municipal bonds, school district building bonds, and securities. The State Board of Education administers the Fund under constitutional and statutory requirements.

Public Education Grant (PEG) Program: In 1995, legislation passed to permit students in low-performing schools to attend another public school in the student's home district or in another district. The amount of the public education grant is the total state and local funding per student for the student's home district. The receiving district may accept or reject the student and may not charge the student tuition.

Public Education Information Management System (PEIMS): A data management system that includes information on student demographics, performance, school district budgets, teacher salaries, etc. The information for PEIMS is transmitted from local school districts to the Texas Education Agency by the education service centers.

EDUCATION TERMS AND ABBREVIATIONS

Public Information Act (PIA): PIA defines public information as information collected, assembled, or maintained under law or in connection with a governmental body's transaction of official business. PIA provides that public information must be made available to the public upon request during the normal business hours of the district, unless an exception applies that allows or requires that the information not be made public.

Rollback: Rollback is a taxpayer relief mechanism that allows local voters to contravene the school board's maintenance and operations (M&O) tax rate if it exceeds a certain level. If the school board adopts and M&O tax rate that exceeds the rollback tax rate, the district must call an election so voters can determine whether to ratify the adopted tax rate. The rollback rate is equal to the tax rate that would provide the same local taxes and state aid per weighted average daily attendance as was available the previous year plus $0.06.

School Board Authority: Statute gives local school boards the exclusive power and duty to govern and oversee the management of the public schools. Powers and duties not specifically delegated to the Texas Education Agency or the State Board of Education are reserved for local trustees.

State Board for Educator Certification (SBEC): SBEC is a quasi-independent body that gives educators more authority to govern the standards of their profession. SBEC regulates and oversees all aspects of the certification, continuing education, and standards of conduct of public school educators. As a state agency, SBEC is responsible for certification testing, accountability programs for educator preparation programs, and certification of teachers and administrators.

State Board of Education (SBOE): A 15-member body elected by general election (staggered, four-year terms) from various regions statewide to provide leadership and to adopt rules and policies for public education in the state. The board's primary responsibility is to manage the Permanent School Fund.

Teacher Retirement System (TRS): TRS delivers retirement and related benefits authorized by law for members and their beneficiaries.

Technology Allotment: This allotment is part of the state textbook fund and can be used to purchase electronic textbooks or technological equipment that contributes to student learning or teacher training. The allotment is $30. per ADA.

Telecommunications Infrastructure Fund (TIF): Created by the Legislature in 1995, the TIF has funded schools, libraries, and hospitals with $1.5 billion for distance learning and information sharing.

EDUCATION TERMS AND ABBREVIATIONS

Texas Assessment of Knowledge and Skills (TAKS): TAKS replaces the Texas Assessment of Academic Skills (TAAS), a criterion-referenced test used in Texas schools for 12 years. TAKS began in spring 2003, with tests in reading in grades 3 through 9; language arts in grades 10 and 11; writing in grades 4 and 7, science in grades 5, 10, and 11; social studies in grades, 8, 10, and 11; and mathematics in grades 3 through 11. The 11th grade exit-level test will assess English III, algebra I, geometry, biology, integrated chemistry and physics, early American and U. S. history, world geography, and world history. TAKS will be a more challenging examination for Texas students, according to the results of field tests.

Texas Education Agency (TEA): The administrative and regulatory unit for the Texas public education system managed by the commissioner of education. TEA is responsible for implementing public education policies as established by the Legislature, State Board of Education, and commissioner of education.

Texas Essential Knowledge and Skills (TEKS): Subject-specific state learning objectives adopted by the State Board of Education. The state's academic tests [See Texas Assessment of Knowledge and Skills (TAKS)] are aligned with the TEKS.

Texas Open Meetings Act (TOMA): TOMA makes school board meetings to discuss and decide public business accessible. The TOMA decision requires governmental entities to provide prior public notice of what is to be discussed and where and when specifically authorized by law. Civil and criminal penalties can result when a board violates provisions of this act.

University Interscholastic League (UIL): The governing organization for most public school extracurricular activities operated through The University of Texas at Austin. Rulemaking authority for the UIL lies with its members and the State Board of Education.

Vouchers: The use of taxpayer funds for private school education. Legislation was introduced during the 76th Legislative Session (1999) to implement a pilot program for certain students. Although the legislation failed, this issue may be an important one during the 78th Legislative Session in 2003.

Wealth: In school finance, the wealth of a district is measured in taxable value of property per weighted ADA.

Weighted Average Daily Attendance (WADA): In Texas, students with special educational needs are weighted for funding purposes to help recognize the additional costs of educating those students. Weighted programs include special education, career and technology, bilingual, gifted and talented, and compensatory education. A weighted student count is used to distribute guaranteed-yield funding and establish Chapter 41 thresholds.

Zero Tolerance: This concept that student misbehavior in class will not be allowed was passed by the 1995 Legislature. It empowered teachers to remove from class students who disrupt the learning process.

Communicating With Team Members Between Meetings

The superintendent will communicate with each board member by email that may include information such as:

a) District events

b) Progress reports on directives

c) Follow-up reports in answer to board member questions

d) Updates on administrative matters or district operations

The superintendent will meet with the board president as needed, or communicate by telephone, fax, and/or email to inform him or her of district issues that may need to come before the board for information or action.

The board president may direct the superintendent to distribute copies of documents to each member of the board for information. Email is the preferred method of distribution unless unusual circumstances dictate an alternate method.

The superintendent will communicate requested information to all board members within five business days and if it is determined that the information is not readily available, the superintendent shall respond to the board member within that five business day period informing the board member that the information is not readily available and will be provided in as timely a manner as possible without interfering with the regular conduct of district business.

Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, or socializing under circumstances that do not conflict with or circumvent the Texas Open Meetings Act.

Board members may not communicate with other individual members for purposes of soliciting votes in support of or opposition to items of business that may come before the board.

Board members who wish to share information relevant to district business will relay the information to the superintendent's office for distribution to all members.

Related Policies: BE (LEGAL) and BJA (LOCAL)

Suggested Revisions to Page 9

Requesting Information Not Related to Agenda Items

1) Members should request information not related to a meeting agenda item directly from the superintendent with a copy of the request to the board president.
2) The superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.
3) If the requested information can be provided from readily available data with no diversion of staff time, then it will be provided within five business days.
4) In the event the request requires a special report that will divert staff time from established priorities, the superintendent will notify the requestor and the board president of this fact.
5) The board president will place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.
6) If the board does agree that the information is important for future decision-making, then the superintendent will direct that a report be developed and provided as requested by the board.
7) All team members will receive a copy of any report generated by a board member's request in accordance with this procedure.

Related Policies: BBE (LOCAL)

Suggested Revisions for Page 10.