Regular

Monday, April 3, 2006 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
2. **Invocation**
3. **Pledges - U.S. Flag & Texas Flag**
4. **Public comments/audience participation**
5. **Personnel**

a. Consider staff appointments
b. Consider renewal or termination of employment of probationary contract employees

6. **Property**

a. Consider use of property at 200 E Pearl Street

7. **Superintendent's Report - Goals 1, 2, 3, 6, 7**

a. Financial statements as of January 31, 2006 and February 28, 2006
b. Donation update
c. Preliminary 3rd/5th grade TAKS scores

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

a. Minutes of the March 6, 2006 regular board meeting
b. Budget amendments
c. GISD Emergency Operation Plan
d. Policy Update 76, affecting (LOCAL) policies

1. CAA (LOCAL) - Fiscal Management Goals and Objectives Financial Ethics; DC (LOCAL) - Employment Practices; FD (LOCAL) - Admissions; FDB (LOCAL) - Admissions Intradistrict Transfers; FDD (LOCAL) - Admissions School Safety Transfers; FL (LOCAL) - Student Records; FNAA (LOCAL) - Student Expression Distribution of Nonschool Literature

e. Technology purchases - CISV
f. Science Supplies & equipment bid no. 2004-10 - renewal
g. Instructional Supplies Career/Technology bid no. 2004-11 - renewal
h. Library Books, Reference Materials, Class Sets and Video Media bid no. 2005-15 - renewal
i. Magazine & Periodical Subscription Services bid no. 2005-16 - renewal
j. Physical Education supplies bid no. 2005-18 - renewal
k. Instructional supplies bid no. 2005-20 - renewal
l. Music, Band, Choir supplies & equipment bid no. 2005-22 - renewal
m. Athletic Trainer supplies and equipment bid no. 2006-03

10. **Consider policy DCB (LOCAL) - Employment Practices: Educator Term Contracts**
11. **Consider policy DCE (LOCAL) - Employment Practices: other types of Contracts**
12. **Consider policy BEC (LOCAL) - Recording closed session meetings**
13. **Adjourn**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 27, 2006
RE: 1/31/06 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended January 31, 2006 for the general operating fund.

The statements for the period ended January 31, 2006 include only those transactions that occurred between the period of September 1, 2005 and January 31, 2006. Revenue collected to date equal 63.12% of the budgeted amount compared to 61.71% last year. Expenditures to date represent 40.41% of the budget compared to 39.43% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: March 27, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 27, 2006
RE: 2/28/06 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended February 28, 2006 for the general operating fund.

The statements for the period ended February 28, 2006 include only those transactions that occurred between the period of September 1, 2005 and February 28, 2006. Revenue collected to date equal 85.24% of the budgeted amount compared to 84.43% last year. Expenditures to date represent 47.64% of the budget compared to 46.58% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: March 27, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Information

TO: Mr. William Harris, Superintendent

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

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.

GHS was awarded a Best Buy Teach Award of up to $2,500. It was given in the form of a gift card for use by campus staff to make purchases of technology equipment at a Best Buy store. Mrs. Marsha Grissom, GHS Principal, has recommended that Mr. Harris accept these items for use by the GHS programs.

- 5 Canon MiniDV Camcorders $399.99/each
- 5 Tripods for use w/Camcorders $80.99/each

The total value of equipment received is $2,404.90.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: William Harris
Sharay Boynton

Date Submitted: March 23, 2006

Granbury ISD
TAKS 2005 Reading - 3rd and 5th Grades
February Administration

Preliminary Gr 3 and Gr 5 - TAKS Reading Data - Draft - Confidential						
February 2006 - Reading	3rd Grade Reading			5th Grade Reading		
	# Tested	# Passed	% Passing	# Tested	# Passed	% Passing
Acton Elementary	142	136	96.0%			
Baccus Elementary	86	77	90.0%			
Emma Roberson Elementary	117	112	96.0%			
Mambrino School	83	75	90.4%	89	84	94.4%
Brawner Intermediate				94	80	85.1%
Crossland Intermediate				95	71	75.0%
Oak Woods Intermediate				152	126	83.0%
3rd Reading Totals	428	400	93.5%			
5th Reading Totals				430	361	84.0%
District	428	400	93.5%	430	361	84.0%
State			89.0%			80.0%

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
March 6, 2006

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, March 6, 2006 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 at 6:00 p.m. under the Texas Open Meetings Act, Chapter 551.072 and Chapter 551.074

Reconvened

The board reconvened in open session at 7:05 p.m.

Invocation & Pledge

President Barbara Herrington led in the invocation and Dr. Bowen Brawner led in the pledge to the U.S. Flag and the Texas Flag.

Public Comments

Ms.Dawn Brandenburg addressed the board regarding the non renewal of Cheryl Meger's contract.

Ms. Julia Pannel addressed the board regarding the non renewal of administrator's contracts.

Mr. David Youker reported that Channel 7 will air the election results live on Tuesday, March 7, 2006.

Level III Grievance- Jan Van Dorn

Assistant Superintendent, Jan Van Dorn presented her Level III grievance regarding her contract non extension to the GISD Board of Trustees. Ms. Van Dorn asked that the board of trustees renew her contract as recommended by Superintendent William Harris. After hearing the grievance, a motion was made by Charlie Cloud and seconded by Jerry Campbell to grant the relief sought by Jan Van Dorn. **MOTION FAILED** Yes 3 – Noe 4 - Brian Condit, Bowen Brawner, Barbara Herrington, Doug Funk voted against

Level III Grievance – Troy Green

Executive Director of Human Resources, Troy Green presented his Level III grievance regarding his contract non extension to the GISD Board of Trustess. Mr. Green requested that the board of trustees renew his contract as recommended by Superintendent William Harris. After hearing the grievance, a motion was made by Gene Ellis and seconded by Charlie Cloud to grant the relief sought by Troy Green. **MOTION FAILED** Yes 3 – Noe 4 Brian Condit, Bowen Brawner, Barbara Herrington and Doug Funk voted against

Personnel

A motion was made by Charlie Cloud and seconded by Brian Condit to approve the contract recommendations for Teachers, Diagnosticians, Counselors, Speech Therapists, Librarians, Nurses and other employees as recommended. **MOTION CARRIED** Yes 7 – Noe 0

A motion was made by Gene Ellis and seconded by Charlie Cloud to approve the appointment of Ms. Lynn Pool as the Crossland 9th Grade Center principal. **MOTION CARRIED** Yes 7 – Noe 0

Property

None

Superintendent's Report

A copy of the December 31, 2005 financial statements was presented to the board for their review.

Update 76 was presented to the board for their review and will be presented to the board for approval at a future board meeting.

Board Member's Special Reports

Board President, Barbara Herrington thanked Sharay Boynton and Troy Green for their help in obtaining information for a presentation that she was preparing.

Consent Agenda Items

Board President, Barbara Herrington requested that the minutes of the February 13, 2006 meeting be amended as follows: under the board members special reports, Dr. Herrington requested that the minutes reflect that the board members did not receive their training in the Education Code Update because there were no updates. A motion was made by Bowen Brawner and seconded by Gene Ellis to approve the amendment to the February 13, 2006 minutes as stated by Barbara Herrington. **MOTION CARRIED** Yes 7 – Noe 0

Jerry Campbell requested that policy DCB be pulled from the consent.

A motion was made by Charlie Cloud and seconded by Jerry Campbell to approve the consent agenda as presented with the exception of Policy DCB, and with the corrected board minutes. **MOTION CARRIED** Yes 7 – Noe 0 - Consent agenda items: (a) minutes of the February 13, 2006 regular board meeting; (b) office and administrative furniture 2005-14 (first renewal); (c) budget amendments; (d) annual contract for snack cakes CSP 2006-01; (e) policy DC (LOCAL), DCD (LOCAL), DCE (LOCAL), FFG (EXHIBIT); (f) Contract with Hood County Clerk for May 13, 2006 election and joint election (g) GISD Emergency Operation Plan and (h) NCS Pearson Inc., software renewal fee of CIMS products.

Policy DCB (LOCAL) – this policy will be reviewed further and brought back to the board for consideration at a future board meeting.

Request for Reimbursement of out-of-district tuition – A motion was made by Charlie Cloud and seconded by Brian Condit to deny the request for reimbursement of out-of-district tuition fee. **MOTION CARRIED** Yes 6 – Noe 1 - Bowen Brawner voted against

Presentation by Lake Granbury Area Chamber of Commerce – Mr. Kevin Downing made a presentation to the board regarding the possibility of Hill College and Weatherford College coming to Granbury and offering college classes. Downing stated that the Chamber of Commerce, the City of Granbury, the County and school officials have met with the college representatives regarding this issue. The colleges would like to pursue this possibility if space is available to hold classes. Downing presented the board with the possibility of the school district offering the current Administration Annex office space for the college classes if the Administration offices move to the church property location. The GISD Board stated that they would like to have a committee look at this possibility and to include Mr. Randy Leach, Facilities Director, as a part of this committee. Additional information will be presented to the board at a future board meeting.

Consider moving administration into and using the First United Methodist Church property – Board member, Charlie Cloud requested that this item be placed on the board agenda. Cloud would like to begin discussions with the board regarding the administration offices moving to the church property. This will be reviewed with the committee formed to review the possibility of the colleges utilizing GISD office space and will be reviewed by the board at a future board meeting.

Consider request to audio record closed session discussions of the Board of Trustees - Charlie Cloud requested this item be placed on the board agenda. The board would like to review some sample policies from TASB regarding this issue and would like the school attorney to review these policies also. This item will be discussed by the board at a future board meeting.

Adjournment

There being no further business, the meeting was adjourned at 9:00 p.m.

Barbara Herrington, President

Gene Ellis, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 03, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: March 23, 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: March 23, 2006

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes donated funds in the amount of $65 allocated to function 12. These funds are donated in honor of Mary Kathryn Yarbrough (Cathey Hartmann's Mother) and will be used to purchase additional library books and media.

Fund 199, Mr. Bobby Mabery, Originator
This Amendment recognizes funds in the amount of $60 allocated to function 12. These funds are generated by lost book fines and will be used to purchase additional library books.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $2,055 allocated to function 12. These funds are generated by the spring book fair and will be used for author visits and additional library books and media.

Fund 199, Ms. Kellie Brandon, Originator
This Amendment recognizes funds in the amount of $494 allocated to function 12. These funds are generated from the spring book fair and will be used to purchase additional library books and media.

Fund 199, Mr. Marc Malloy, Originator
This Amendment recognizes donated funds in the amount of $100 allocated to function 11. These funds are an award from the Fort Worth Stock Show Art division and will be used to purchase additional art supplies.

Fund 199, Ms. Rebecca Johnson, Originator
This Amendment recognizes donated funds in the amount of $624 allocated to function 11. These funds are donated by the campus PTO and will be used to fund student field trips.

Fund 199, Ms. Rebecca Johnson, Originator
This Amendment recognizes funds in the amount of $2,499 allocated to function 12. These funds are generated from the spring book fair and will be used to purchase additional library books and media.

Fund 181, Mr. Dwight Butler, Originator
This Amendment recognizes funds in the amount of $3,200 allocated to function 61 and $800 allocated to function 52. These funds are generated from the playoff games and will be used to pay related expenses for play off games.

FUNCTION TO FUNCTION BUDGET AMENDMENTS

Fund 199, Mr. Ton Potappel, Originator
This Amendment recognizes funds in the amount of $11,209.80 allocated from function 12 to function 53. These funds are reallocated to appropriate function for upgrade and maintenance of AS400 operating system.

Granbury
Independent School District

Randy Leach • Facilities • Energy Management
600 W Pearl Street • Granbury, Texas 76048 • Phone (817) 408-4075 • Fax (817) 408-4014

Memorandum

To: Mr. William Harris
From: Randy Leach
Date: 3/23/06

Re: **Senate Bill 11** - GISD Emergency Operations Plan (EOP)

Senate Bill 11 requires the GISD Board of Trustees to adopt an Emergency Operations Plan. GISD has utilized the template from the Texas Safe Schools Center for the development of the Emergency Operations Plan.

The EOP consists of the following information:

- Mission / Goals
- Campus Information
- Incident Command Center (ICS) Procedures
- Evacuation, Lock Down, Shelter-in-Place Procedures
- Mitigation, Preparedness, Response, Recovery Procedures
- Emergency Operation Team Responsibilities
- Communication Improvement Plan: Law Enforcement - GISD
- Documentation Procedures

I am requesting that the enclosed GISD Emergency Operations Plan Document be placed as an agenda item for Board adoption.

EMERGENCY OPERATIONS PLAN

GRANBURY I.S.D.

Promulgation Statement

Granbury I.S.D. is committed to the safety and security of students, faculty, staff, and visitors on its campuses. In order to support that commitment, the School Board has asked for a thorough review of Granbury I.S.D.'s emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human-caused disasters.

The Emergency Operations Plan that follows is the official policy of Granbury I.S.D.. It is a result of a comprehensive review and update of school policies in the context of its location in Granbury, TX and in the current world situation. We support its recommendations and commit the district's resources to ongoing training, exercises, and maintenance required to keep it current.

This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the district community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential.

_____	_____
SCHOOL BOARD	DATE
_____	_____
LOCAL EMERGENCY MANAGEMENT	DATE

APPROVAL AND IMPLEMENTATION

Emergency Operations Plan

This emergency operations plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

_____	_____
SUPERINTENDENT	DATE
_____	_____
SCHOOL BOARD	DATE
_____	_____
	DATE
_____	_____
	DATE

RECORD OF CHANGES

Basic Plan

Change #	Date of Changes	Change Entered By	Date Entered

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BASIC PLAN

I. AUTHORITY

A. Federal: FEMA / Homeland Security

B. State:

1. Senate Bill 11
2. Texas Safe Schools Center

C. Local: Hood County EOC

D. School Board: GISD

II. PURPOSE

This Basic Plan outlines Granbury I.S.D.'s approach to emergency management and operations. It provides general guidance for emergency management activities and an overview of Granbury I.S.D.'s methods of mitigation, preparedness, response, and recovery. The plan describes Granbury I.S.D.'s emergency response organization and assigns responsibilities for various emergency tasks. This plan is intended to empower employees in an emergency and clarify emergency roles and response. It is also intended to provide a framework for more specific functional annexes that describe in more detail who does what, when, and how. This plan applies to all local Granbury I.S.D. officials, staff, and students. The primary audience for the document includes the school board, school district, school administrators, staff tasked within the document or annexes, emergency management staff, leaders of local volunteer organizations that support emergency operations, and others who may participate in mitigation, preparedness, response, and recovery efforts.

Mission and Goals

1. The mission of Granbury I.S.D. in an emergency/disaster is to:
   a. Protect lives and property
   b. Mitigate the effects of a disaster
   c. Prepare for emergencies and disasters
   d. Respond to emergencies promptly and properly
   e. Aid in recovery from disasters

2. The goals of Granbury I.S.D. are to:
   a. Provide emergency response plans, services, and supplies for all facilities and employees
   b. Coordinate the use of school personnel and facilities within the school

c. Restore normal services as quickly as possible

d. Provide detailed and accurate documentation of emergencies to aid in the recovery process

III. EXPLANATION OF TERMS

A. Acronyms

ARC	American Red Cross
CFR	Code of Federal Regulations
DEM	Division of Emergency Management
EOC	Emergency Operations Center
EPI	Emergency Public information
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Hazmat	Hazardous Material
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
SOPs	Standard Operating Procedures
TSA	The Salvation Army

B. Definitions

1. Emergency Public Information (EPI) - Information that is disseminated to the public via the news media before, during, and/or after an emergency or disaster.

2. Emergency Situation - As used in this plan, this term is intended to describe a range of situations, from an incident to a major disaster. It includes the following:
   a. Incident - An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
      1. Involves a limited area and/or limited population.
      2. Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
      3. Warning and public instructions are provided in the immediate area, not community-wide.
      4. One or two local response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
      5. May require limited external assistance from other local response agencies or contractors.
   b. Emergency - An emergency is a situation is larger in scope and more severe in terms of actual

or potential effects than an incident. Characteristics include:

1. Involves a large area, significant population, or important facilities.
2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
3. May require community-wide warning and public instructions.
4. Requires a sizable multi-agency response operating under an IC.
5. May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
6. The EOC will be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

c. Disaster - A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

1. Involves a large area, a sizable population, and/or important facilities.
2. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
3. Requires community-wide warning and public instructions.
4. Requires a response by all local response agencies operating under one or more ICs.
5. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
6. The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

3. Hazard Analysis - A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

4. Hazardous Material (Hazmat) - A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Hazmats include toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

5. Inter-local agreement - Arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. Commonly referred to as a mutual aid agreement.

6. Standard Operating Procedures (SOP) - Approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

IV. SITUATION AND ASSUMPTIONS

A. Situation

Granbury I.S.D. is exposed to many hazards, all of which have the potential for disrupting the school community, causing casualties, and damaging or destroying public or private property. A summary of the major hazards is provided in Figure 1. More detailed information is provided in a Hazard Analysis, published separately.

B. Enrollment and Employment figures

The district's current enrollment is approximately 6804 students of which 1995 attend the district's high schools, 1115 attend the district's middle schools and 3605 attend the district's elementary schools. The district's current enrollment of students with special needs is approximately 83. Students with special needs are located on the following campus(es): Mambrino (4 students), Acton Middle School (15 students), Emma Roberson Elementary (9 students), Baccus Elementary (12 students), Brawner Inermediate (15 students), Granbury High School (28 students). A list of students with special needs and the person assigned to assist them during drills, exercises and emergencies is located in Appendix 16. The district’s staff is comprised of 6 district office staff, 474 teachers and 6 administrators. Additionally, there are 4 office/support staff, 25 aides, 69 cafeteria and 64 custodial staff.

C. Building Information

1. The district consists of an administration building located at 600 West Pearl, 600 West Bridge, Granbury, TX 76048.

   The district also includes the following campuses:

   Acton Elementary
   3200 Acton School Road Granbury, Texas 76049

   Emma Roberson Elementary
   1500 Misty Meadows Drive Granbury Texas 76049

   Nettie Baccus Elementary
   Loop 567 Granbury, Texas 76048

   Mambrino
   3835 Mambrino Hwy Granbury, Texas 76048

   Brawner Intermediate

1520 South Meadows Drive Granbury, Texas 76048

Oak Woods Intermediate
311 Davis Road Granbury, Texas 76049

Acton Middle School
1300 James Road Granbury, Texas 76049

Granbury Middle School
2000 Crossland Road Granbury, Texas 76048

Crossland 9th Grade Center
217 North Jones Street Granbury, Texas 76048

Behavior Transition Center
210 North Jones Street Granbury, Texas 76048

Stars Academy
3000 Acton School Road Granbury, Texas 76049

Granbury High School
2000 West Pearl Street Granbury, Texas 76048

2. A map of the buildings annotated with evacuation routes, shelter locations, fire alarm pull stations, fire hydrants, fire extinguishers, first aid kits, hazardous materials storage, and utility shut offs is included in Appendix 4.

D. Geographical location

Geographically, the district encompasses 252 square miles of Suburban territory. The 2000 census reported the population for the district as 6325.

E. Hazard Analysis

A summary of the major hazards is provided in Figure 1. A complete hazard analysis and security audit has been completed for Granbury I.S.D.. After reviewing the district's hazard analysis and security audit, it appears that the district is most likely to be affected by Flash Flooding, Flooding (River or Tidal), Tornado, Wildfire, Winter Storm, Chemical / Hazardous Materials, Dam Failure, Fire, Nuclear Facility Incident, Power Outage, Water System Failure, Accidents (Transportation), Medical Emergency, Mass Contamination, Apparent Suicide, Bomb Threat, Civil Disorder, Death on Campus, Explosion, Hostage Situation, Intruder, Kidnapping / Abduction, Report of Weapon on Campus, and Sexual Assault.

HAZARD TYPE	FREQUENCY	MAGNITUDE	WARNING TIME	SEVERITY	RISK PRIORITY
NATURAL					
FLASH FLOODING	Likely	Critical	6-12 hours	Limited	Medium
FLOODING (RIVER OR TIDAL)	Highly likely	Catastrophic	6-12 hours	Critical	High
TORNADO	Highly likely	Catastrophic	Minimal	Catastrophic	High
WILDFIRE	Highly likely	Catastrophic	Minimal	Critical	High
WINTER STORM	Highly likely	Limited	6-12 hours	Critical	Medium
HUMAN					
CHEMICAL / HAZARDOUS MATERIALS	Likely	Critical	Minimal	Critical	Medium
DAM FAILURE	Possible	Limited	12-24 hours	Limited	Medium
FIRE	Likely	Critical	Minimal	Catastrophic	High
NUCLEAR FACILITY INCIDENT	Highly likely	Critical	6-12 hours	Catastrophic	High
POWER OUTAGE	Highly likely	Critical	Minimal	Limited	Medium
WATER SYSTEM FAILURE	Likely	Limited	Minimal	Limited	Medium
ACCIDENTS (TRANSPORTATION)	Possible	Critical	Minimal	Catastrophic	Medium
MEDICAL EMERGENCY	Highly likely	Critical	Minimal	Critical	High
MASS CONTAMINATION	Possible	Critical	6-12 hours	Limited	Medium
APPARENT SUICIDE	Possible	Critical	Minimal	Critical	Medium
BOMB THREAT	Likely	Critical	Minimal	Critical	Medium
CIVIL DISORDER	Likely	Limited	Minimal	Limited	Medium
DEATH ON CAMPUS	Likely	Catastrophic	Minimal	Critical	High
EXPLOSION	Likely	Critical	Minimal	Catastrophic	High
HOSTAGE SITUATION	Likely	Critical	Minimal	Critical	Medium
INTRUDER	Highly likely	Critical	Minimal	Critical	High
KIDNAPPING / ABDUCTION	Highly likely	Critical	Minimal	Critical	High
REPORT OF WEAPON ON CAMPUS	Likely	Critical	Minimal	Critical	Medium
SEXUAL ASSAULT	Likely	Critical	Minimal	Critical	Medium

Figure 1: HAZARD SUMMARY

F. Assumptions

1. Granbury I.S.D. will continue to be exposed to and subject to the impact of those hazards described above, as well as, lesser hazards and others that may develop in the future.

2. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.

3. A single site emergency, i.e. fire, gas main breakage, etc, could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.

4. Following a major or catastrophic event, the district will have to rely on its own resources to be self-sustaining for up to 72 hours.

5. There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. However, rapid and appropriate response will reduce the number and severity of injury.

6. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for this district to be prepared to carry out the initial emergency response on an independent basis.

7. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve this district's readiness to deal with emergency situations.

G. Limitations

It is the policy of Granbury I.S.D. that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, Granbury I.S.D. can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

V. CONCEPT OF OPERATIONS

A. Objectives

The objectives of district emergency operations program are to protect the lives and well-being of its students and staff through the prompt and timely response of trained school personnel should an emergency affect the school. To meet these objectives, the district shall establish and maintain a comprehensive emergency operations program that includes plans and procedures, hazard analysis, security audits, training and exercise, and plan review and maintenance.

B. General

1. It is the responsibility of Granbury I.S.D. officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations

that affect district.

2. It is the responsibility of the School District to provide in-service emergency response education for all school and office personnel.

3. It is the responsibility of the School Principals to conduct drills and exercises to prepare school personnel as well as students for an emergency situation.

4. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the district, school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation/prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.

5. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and is not a collection of plans for specific types of incidents. For example, the warning annex addresses techniques that can be used to warn staff, students and parents during any emergency situation, whatever the cause.

6. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district. We encourage the use of ICS to perform non-emergency tasks to promote familiarity with the system. All district and site personnel will be trained in ICS.

7. The National Incident Management System (NIMS) establishes a uniform set of processes, protocols, and procedures that all emergency responders, at every level of government, will use to conduct response actions. This system ensures that those involved in emergency response operations understand what their roles are and have the tools they need to be effective. According to the U.S. Department of Homeland Security, school districts are among local agencies that must comply with NIMS. Compliance can be achieved through coordination with other components of local government. School district participation in local government's NIMS preparedness program is essential to ensure that emergency responder services are delivered to schools in a timely and effective manner. Granbury I.S.D. recognizes that staff and students will be first responders during an emergency. Adopting NIMS will enable staff and students to respond more effectively to an emergency and enhance communication between first responders and emergency responders. Granbury I.S.D. will work with its local government to become NIMS compliant. NIMS compliance for school districts includes the following:
   a. Institutionalize the use of the Incident Command System – Staff and students tasked in the plan will receive ICS-100 training. ICS-100 is a web-based course available free from the Emergency Management Institute. All persons tasked in the Basic Plan or annexes will take the ICS-100 course.
   b. Complete NIMS awareness course IS-700 NIMS: An Introduction. IS-700 is a web-based course available free from the Emergency Management Institute. All persons tasked in the Basic Plan or annexes will take the IS-700 course.

c. Participate in local government's NIMS preparedness program.

8. Personnel tasked in this plan are expected to develop and keep current standard operating procedures (SOP) that describe how emergency tasks will be performed. The district is charged with insuring the training and equipment necessary for an appropriate response are in place.

9. This plan is based upon the concept that the emergency functions that must be performed by the district generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

C. Operational Guidance

1. Initial Response
District personnel are likely to be first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the incident until it is resolved or others who have legal authority to do so assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.
   a. The District Emergency Management Coordinator will be responsible for activating the district emergency operations plan and the initial response:
      1. Evacuation – Requires all staff and students to leave the building. Evacuation can be highly effective if it can be completed before the arrival of the hazard.
      2. Reverse Evacuation – Requires all staff and student to go to safe places in the building from outside the building.
      3. Lock down – All exterior doors and classroom doors are locked and students and staff stay in their classrooms.
      4. Shelter-in-place – Students and staff are held in the building, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Shelter-in-place is most effective during emergencies involving hazardous materials which produce toxic vapors outside of the facility. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.
      5. Drop, cover and hold – Students and staff drop low, take cover under furniture, cover eyes and protect internal organs.

2. Notification Procedures
   a. In case of an incident at any district facility, the flow of information shall be from the school Facilities Director to the district office. Information should include the nature of the incident and the impact, on the facility, students and staff.
   b. In the event the district is in receipt of information, such as a weather warning that may affect a school within the district, the information shall be provided to the school

Principal. Specific guidelines are found in the individual annexes and appendices.

3. Training and Exercise
    a. Granbury I.S.D. understands the importance of training, drills, and exercises in the overall emergency management program. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the district plan and the most current procedures, the following training, drill and exercise actions will occur:
        1. Training and refresher training sessions shall be conducted for all district personnel. In case of academic staff, training should coincide with the first in-service day of the school year. Training for the remainder of the support staff shall be held at a time during the school year that will allow for maximum attendance.
        2. Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as annexes and appendices. Input from all employees is encouraged.
        3. Granbury I.S.D. will plan for 5 drills and exercises during the school year. The types of drills and exercises will be determined by the School Principal.
        4. Granbury I.S.D. will participate in any external drills or exercises sponsored by local emergency responders. Availability of district personnel and the nature of the drill or exercise shall govern the degree to which the district will participate as it relates to improving the district's ability to respond to and deal with emergencies.

4. Implementation of the Incident Command System (ICS)
    a. The designated incident commander (IC) for the district will implement the ICS and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
    b. For disaster situations, a specific incident scene may not exist in the initial response phase and the local Emergency Operations Center may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post may be established at the school, and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.

5. Source and Use of Resources
    a. Granbury I.S.D. will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:
        1. Request assistance from volunteer groups active in disasters.
        2. Request assistance from industry or individuals who have resources needed to assist with the emergency situation.

D. Incident Command System

1. Granbury I.S.D. intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.

2. The incident commander is responsible for carrying out the ICS function of command—managing the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger incidents, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.

3. In emergency situations where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

E. Incident Command System (ICS)—Emergency Operations Center (EOC) Interface

1. For community-wide disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The IC is generally responsible for field operations, including:
   a. Isolating the scene.
   b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
   c. Warning the district/school staff and students in the area of the incident and providing emergency instructions to them.
   d. Determining and implementing protective measures (evacuation or in-place sheltering) for the district/school staff and students in the immediate area of the incident and for emergency responders at the scene.
   e. Implementing traffic control arrangements in and around the incident scene.
   f. Requesting additional resources from the EOC.

3. The EOC is generally responsible for:
   a. Providing resource support for the incident command operations.
   b. Issuing community-wide warning.
   c. Issuing instructions and providing information to the general public.
   d. Organizing and implementing large-scale evacuation.

e. Organizing and implementing shelter and mass arrangements for evacuees.

4. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

F. Activities by Phases of Emergency Management

This plan addresses emergency actions that are conducted during all four phases of emergency management.

1. Mitigation/Prevention

   Granbury I.S.D. will conduct mitigation/prevention activities as an integral part of the emergency management program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/ prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

   a. Hazard Analysis
      1. Identifying hazards
      2. Recording hazards
      3. Analyzing hazards
      4. Mitigating/preventing hazards
      5. Monitoring hazards
   b. Security Audit
      1. ViSAT

2. Preparedness

   Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency operations program are:

   a. Providing emergency equipment and facilities.
   b. Emergency planning, including maintaining this plan, its annexes, and appendices.
   c. Involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist this district during emergencies in training opportunities.
   d. Conducting periodic drills and exercises to test emergency plans and training.
   e. Completing an After Action Review after drills, exercises and actual emergencies
   f. Revise plan as necessary

3. Response

   Granbury I.S.D. will respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

4. Recovery

   If a disaster occurs, Granbury I.S.D. will carry out a recovery program that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the district and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state. The federal government, pursuant to the Stafford Act, provides the vast majority of disaster recovery assistance. The recovery process includes assistance to students, families and staff. Examples of recovery programs include temporary relocation of classes, restoration of school services, debris removal, restoration of utilities, disaster mental health services, and reconstruction of damaged stadiums and athletic facilities.

G. Emergencies Occurring During Summer or Other School Breaks

If a school administrator or other emergency response team member is notified of an emergency during the summer (or when affected students are off-track if they attend year-round schools), the response usually will be one of limited school involvement. In that case, the following steps should be taken:

1. Institute the phone tree to disseminate information to Emergency Response Team members and request a meeting of all available members. The phone tree is located in Appendix 6.
2. Identify close friends/staff most likely to be affected by the emergency. Keep the list and recheck it when school reconvenes.
3. Notify staff or families of students identified in #2 and recommend community resources for support.
4. Notify general faculty/staff by letter or telephone with appropriate information.
5. Schedule faculty meeting for an update the week before students return to school.
6. Be alert for repercussions among students and staff. When school reconvenes, check core group of friends and other at-risk students and staff, and institute appropriate support mechanisms and referral procedures.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. General

Most districts have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. District organization for emergencies includes an executive group, emergency operations planning team, emergency response teams, emergency services, and support services.

Executive Group

The Executive Group provides guidance and direction for emergency management programs and for emergency response and recovery operations. The Executive Group includes the District Superintendent, and District Emergency Management Coordinator.

Emergency Operations Planning Team

The Emergency Operations Planning Team develops emergency operations plan for the district or schools, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards, coordinates Granbury I.S.D.'s planning activities and recruits members of the district's emergency response teams. There will be an EOPT at the district level and EOPTs at each school. The Emergency Operations Planning Team at the district level includes District Emergency Management Coordinator, and Facilities Director, Transportation Director, Custodial Director, Technology Director, Food Service Director, Maintenance Director. The emergency operations planning team members are listed in Appendix 7.

Emergency Services

Emergency Services include the IC and those departments, agencies, and groups with primary emergency response actions. The IC is the person in charge at an incident site.

Emergency Support Services

This group includes departments and agencies that support and sustain emergency responders and also coordinate emergency assistance provided by organized volunteer organizations, business and industry, and other sources. Emergency contact numbers are located in Appendix 8.

Volunteer and Other Services

This group includes organized volunteer groups and businesses who have agreed to provide certain support for emergency operations.

B. Assignment of Responsibilities

1. General
   For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, district and school staff, and other school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the district who possesses the most appropriate knowledge and skills. Other school personnel may be assigned support responsibilities for specific emergency functions. A skills inventory for personnel is located in Appendix 11.

2. The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the , Teachers, Emergency Services, Support Services. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

3. Executive Group Responsibilities
   a. The District Superintendent
      1. Appoint a district Emergency Management Coordinator to assist in planning and review
      2. Obtain a resolution from the local school board giving needed authority and support to develop school emergency operations programs and plans
      3. Authorize implementation of emergency preparedness curriculum
      4. Have overall decision-making authority in the event of an emergency until emergency services arrive
      5. With the assistance of the Public Information Officer, keep the public informed during emergency situations
      6. Keep school board informed of emergency status
      7. Meet and talk with the parents of students and spouses of adults who have been admitted to the hospital.
      8. Authorize immediate purchase of outside services and materials needed for the management of emergency situations.
   b. The District Emergency Management Coordinator
      1. Establish objectives and priorities for the emergency management program and provide general policy guidance on the conduct of that program
      2. Establish a school emergency operations plan review committee to approve and coordinate all emergency response plans
      3. Review school construction and renovation projects for safety
      4. Consult with the local Emergency Management Office to analyze system needs in regard to emergency preparedness, planning and education and to ensure

coordination of the school plan with community emergency plans

5. Develop and coordinate in-service emergency response education for all district personnel.
6. Initiate, administer, and evaluate emergency operations programs to ensure the coordinated response of all schools within the system
7. Gather information from all aspects of the emergency for use in making decisions about the management of the emergency
8. Monitor the emergency response during emergency situations and provide direction where appropriate
9. Stay in contact with the leaders of the emergency service agencies working with the emergency
10. Request assistance from local emergency services when necessary
11. Assign resources (persons and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
12. Serve as the staff advisor to the superintendent on emergency management matters.
13. Keep the superintendent appraised of the preparedness status and emergency management needs.
14. Coordinate local planning and preparedness activities and the maintenance of this plan.
15. Prepare and maintain a resource inventory.
16. Arrange appropriate training for district emergency management personnel and emergency responders.
17. Coordinate periodic emergency exercises to test emergency plans and training.
18. Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
19. Coordinate with organized volunteer groups and businesses regarding emergency operations.

4. Emergency Operations Planning Team will:
    1. In conjunction with the district and local emergency services create and maintain the Emergency Operations Plan
    2. In conjunction with the district and local emergency management officials, conduct a hazard analysis
    3. Organize Emergency Response Teams
    4. Recommend training for the Emergency Response Teams
    5. Establish a partner system to pair teachers and classes so that teachers assigned to an Emergency Response Team, can fulfill the duties. The classroom buddy list is located in Appendix 5.
    6. Provide information to staff, student and community on emergency procedures
    7. Provide assistance during an emergency in accordance with designated roles
    8. Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operations plan

5. Teachers will:
    1. Prepare classroom emergency kits.
    2. Participate in trainings, drills and exercises.
    3. Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.
    4. Maintain order while in student assembly area.
    5. Verify the location and status of every student. Report to the incident commander or designee on the condition of any student needing additional assistance.
    6. Establish a partner system for students and teachers with disabilities.
    7. Remain with assigned students throughout the duration on the emergency, unless otherwise assigned through a partner system or until every student has been released through the official "student/family reunification process."

6. Technology/Information Services will:
    1. Coordinate use of technology.
    2. Assist in obtaining needed student and staff information from the computer files.
    3. Prepare and maintain an emergency kit that contains floor plans, telephone line locations, computer locations, and other communications equipment.
    4. Establish and maintain computer communication with the central office and with other agencies capable of such communication.
    5. Establish and maintain, as needed, a stand-alone computer with student and staff database for use at the emergency site.
    6. As needed, report various sites involved in the communication system if there are problems in that system.

7. Transportation will:
    1. Establish and maintain school division protocols for transportation-related emergencies.
    2. Provide division-wide transportation for bus drivers.
    3. Establish and maintain plans for the emergency transport of district personnel and students.
    4. Coordinate transportation plans with State Police and other law enforcement personnel, as appropriate.

8. Common Responsibilities for Emergency and Support Services
   All emergency services and support services will:
    1. Provide personnel, equipment, and supplies to support emergency operations upon request.
    2. Provide trained personnel to staff the ICP and EOC and conduct emergency operations.
    3. Report information regarding emergency situations and damage to facilities and equipment to the IC or the EOC.

9. Emergency Services Responsibilities
   The IC will:
    1. Manage emergency response resources and operations at the incident site command post

to resolve the emergency situation.

2. Determine and implement required protective actions for response personnel and the public at an incident site.

VII. DIRECTION AND CONTROL

A. General

1. The District Emergency Management Coordinator is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. During disasters, he/she may carry out those responsibilities from the ICP.

2. The District Emergency Management Coordinator will provide overall direction of the response activities of the district. During major emergencies and disaster, he/she will normally carry out those responsibilities from the ICP.

3. The Principal will manage the Incident Command Post.

4. The Incident Commander, assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post until local emergency services arrive.

5. During emergency operations, the district administration retains administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments directed by the Incident Commander. Each department and agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such a common communications protocol, may be adopted to facilitate coordinated effort.

6. If the district's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State should be requested.

B. Emergency Facilities

1. Incident Command Post
   Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as a severe winter storm or area-wide utility outage), an Incident Command Post or command posts will be established in the vicinity of the incident site(s). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

C. Continuity of School Administration

1. The line of succession for the superintendent is:
   a. Facilities / Safety Director
   b. Human Resources Director
   c. Business Manager

2. The line of succession for the district emergency management coordinator is:
   a. Transportation Director
   b. Maintenance Director
   c. Athletic Director

3. The lines of succession for each position shall be in accordance with the SOPs established by the district.

VIII. READINESS LEVELS

A. Readiness Levels

Many emergencies follow some recognizable build-up period during which actions can be taken to achieve a gradually increasing state of readiness. A five-tier system is utilized. Readiness Levels will be determined by the District Emergency Management Coordinator. General actions to be taken at each readiness level are outlined in the annexes to this plan; more specific actions will be detailed in departmental or agency SOPs.

B. Readiness Action Level Descriptions

The following readiness action levels will be used as a means of increasing the district's alert posture. (Based on the Department of Homeland Security. Suggested by Department of Education)

1. Green - Low
   a. Assess and update emergency operations plans and procedures
   b. Discuss updates to school and local emergency operations plans with emergency responders
   c. Review duties and responsibilities of emergency response team members
   d. Conduct training and drills
   e. Conduct 100% visitor ID check

2. Blue - Increased Readiness
   a. Review and upgrade security measures
   b. Review emergency communication plan
   c. Inventory, test, and repair communication equipment
   d. Inventory and restock emergency supplies

e. Conduct emergency operations training and drills

3. Yellow - Elevated
   a. Inspect school buildings and grounds for suspicious activities
   b. Assess increased risk with public safety officials
   c. Review crisis response plans with school staff
   d. Test alternative communications capabilities

4. Orange - High
   a. Assign staff to monitor entrances at all times
   b. Assess facility security measures
   c. Update parents on preparedness efforts
   d. Update media on preparedness efforts
   e. Address student fears concerning possible emergency
   f. Place school and district emergency response teams on standby alert status

5. Red - Severe
   a. Follow local and/or federal government instructions (listen to radio/TV)
   b. Activate emergency operations plan
   c. Restrict school access to essential personnel
   d. Cancel outside activities and field trips
   e. Provide mental health services to anxious students and staff

IX. ADMINISTRATION AND SUPPORT

A. Agreements and Contracts

1. Should district resources prove to be inadequate during an emergency; requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the school district officials authorized to request assistance pursuant to those documents.

2. The agreements and contracts pertinent to emergency management that this district is party to are summarized in Appendix 1.

B. Reports

1. Initial Emergency Report
   This short report should be prepared and transmitted by the Incident Commander from the Incident Command Post when an on-going emergency incident appears likely to worsen and assistance from local emergency services may be needed.

2. Situation Report
   A daily situation report should be prepared and distributed by the Incident Commander from the Incident Command Post during major emergencies or disasters.

3. Other Reports
   Several other reports covering specific functions are described in the annexes to this plan.

C. Records

1. Record Keeping for Emergency Operations
   Granbury I.S.D. is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with the established local fiscal policies and standard cost accounting procedures.
   a. Activity Logs
      The ICP and the district office shall maintain accurate logs recording key response activities, including:
      1. Activation or deactivation of emergency facilities.
      2. Emergency notifications to local emergency services.
      3. Significant changes in the emergency situation.
      4. Major commitments of resources or requests for additional resources from external sources.
      5. Issuance of protective action recommendations to the staff and students.
      6. Evacuations.
      7. Containment or termination of the incident.
   b. Incident Costs. The district shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future district budgets.
   c. Emergency or Disaster Costs. For major emergencies or disasters, the district participating in the emergency response shall maintain detailed records of costs for emergency operations to include:
      1. Personnel costs, especially overtime costs
      2. Equipment operations costs
      3. Costs for leased or rented equipment
      4. Costs for contract services to support emergency operations
      5. Costs of specialized supplies expended for emergency operations

      These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs

from the state and/or federal government.

2. Preservation of Records
   a. In order to continue normal district operations following an emergency situation, vital records must be protected. These include legal documents, student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records should be protected accordingly. Personnel responsible for preparation of annexes to this plan will include protection of vital records in its SOPs.
   b. If records are damaged during an emergency situation, this district will seek professional assistance to preserve and restore them.

D. Post-Incident and Exercise Review

The Superintendent, District Emergency Management Coordinator, Emergency Operations Planning Team, and Emergency Response Teams are responsible for organizing and conducting a critique following the conclusion of a significant emergency event/incident or exercise. The critique will entail both written and verbal input from all appropriate participants. Where deficiencies are identified, district personnel will be assigned responsibility for correcting the deficiency and a due date shall be established for that action.

X. PLAN DEVELOPMENT AND MAINTENANCE

A. Plan Development

The Emergency Operations Planning Team is responsible for the overall development and completion of the Emergency Operations Plan, including annexes. The School Board is responsible for approving this plan. The District Emergency Management Coordinator is responsible for promulgating this plan.

B. Distribution of Planning Documents

1. The District Emergency Management Coordinator shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document. Copies should also be set aside for the EOC and other emergency facilities.

2. The Basic Plan should include a distribution list that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes the emergency management organization and basic operational concepts. The distribution list for the Basic Plan is located in Appendix 14.

C. Review

The Basic Plan and its annexes shall be reviewed annually by Granbury I.S.D. officials. The Emergency Operations Planning Team will establish a schedule for annual review of planning documents by those tasked in them.

D. Update

1. This plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or district structure occur.

2. The Basic Plan and its annexes must be revised or updated by a formal change at least every three years. Responsibility for revising or updating the Basic Plan is assigned to the Emergency Operations Planning Team.

3. The District Emergency Management Coordinator is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

XI. REFERENCES

Office for Domestic Preparedness *Emergency Response Planning for WMD/Terrorism Incidents Technical Assistance Program*

Arizona Department of Education *School Safety Plans and Resources*

FEMA Independent Study Program: IS 362 *Multi-Hazard Emergency Planning for Schools Washington State Emergency Management Division in Partnership Comprehensive All Hazard Planning Guide and Model School Plan for Washington State Schools*

U.S. Department of Education *Practical Information on Crisis Planning A Guide for Schools and Communities*

Alaska Division of Homeland Security and Emergency Management: *Safe Schools Training*

Missouri State Emergency Management Agency *Missouri All-Hazards Planning Guide for Schools*

Jane's Safe Schools Planning Guide for All Hazards

Juniata County School District *All-Hazard Emergency Response Plan and Procedures*

APPENDIX 1
SUMMARY OF AGREEMENTS AND CONTRACTS

Agreements

Contracts

APPENDIX 2
INCIDENT COMMAND SYSTEM SUMMARY

Background

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incidents and large-scale emergency situations. The system has built-in flexibility to grow or shrink based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

Features of ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

1. Standard Management Functions
   a. Command: Sets objectives and priorities and has overall responsibility at the incident or event.
   b. Operations: Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.
   c. Planning: Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.
   d. Logistics: Provides support to meet incident needs, provides resources and all other services needed to support.
   e. Finance/Administration: Monitors costs, provides accounting, procurement, time recording, and cost analysis.

2. The individual designated as the IC has responsibility for all functions. In a limited incident, the IC and one or two individuals may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.

3. Management By Objectives. At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, and provide operational guidance—select tactics appropriate to the strategy and direct available resources.

4. Unity and Chain of Command. Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization.

5. Organizational Flexibility. Within the basic ICS structure (depicted in Appendix 2), the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of the organization should have someone in charge; in some cases, a single individual may be in charge of more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.

6. Common Terminology. In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.

7. Limited Span of Control. Span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control is particularly important where safety is paramount. If a supervisor is supervising fewer than 3 subordinates or more than 7, the existing organization structure should be reviewed.

8. Personnel Accountability. Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, keeping an activity log, ensuring each person has a single supervisor, check in/out procedures, and preparing assignment lists.

9. Incident Action Plan. The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. An Incident Briefing Form may be used on smaller incidents. Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

10. Integrated Communications. Integrated communications includes interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.

11. Resource Management. Resources may be managed as single resources or organized in task forces or strike teams. The status of resources is tracked in three categories: assigned, available, and out of service.

Unified Command

1. Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond to certain types of

incidents.

2. ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

Incident Command Structure

APPENDIX 3
DISTRICT MAP

APPENDIX 4
CAMPUS MAP

-INSERT MAP OF CAMPUS AND SURROUNDING AREA-

AT MINIMUM INCLUDE THE FOLLOWING INFORMATION ON THE MAP:
(PRIMARY AND ALTERNATE EVACUATION ROUTE MAPS SHALL BE PLACED IN EACH ROOM)

- Primary evacuation routes
- Alternate evacuation routes
- Handicap evacuation areas
- Utility access/shut-off for
  - Gas
  - Water
  - Electricity
  - HVAC System
  - Telephone System
- Site assignments and Staging Areas
- HazMat storage areas
- Heat plants/boilers
- Room numbers
- Door/window locations
- Any other information deemed appropriate by your planning committee

NOTE

IT IS RECOMMENDED THAT YOU DEVELOP A DIAGRAM OF THE ENTIRE CAMPUS SITE AND SURROUNDING AREAS. IN AN EMERGENCY A DIAGRAM MAY BE EASIER TO READ THAN BLUE PRINTS. CONSULT WITH LOCAL EMERGENCY RESPONDER AGENCIES ON WHAT TYPE OF MAPS OR DIAGRAMS THEY PREFER. BLUE PRINTS OF THE SITE SHOULD BE AVAILABLE IN ADDITION TO THE MAP OR DIAGRAM. BLUE PRINTS MAY BE NECESSARY IN CERTAIN FIRE OR TACTICAL SITUATIONS.

APPENDIX 6
PHONE TREE

INSERT PHONE TREE

APPENDIX 7
EMERGENCY OPERATIONS PLANNING TEAM

Title/Name	Phone Number	Email Address	Other
District Emergency Management Coordinator	817-408-4075	randy_leach@ granbury.k12.tx.us	
Facilities Director, Transportation Director, Custodial Director, Technology Director, Food Service Director, Maintenance Director	817-408-4075	delanna_caraway@ granbury.k12.tx.us	

Additional EOPT Members

Title/Name	Phone Number	Email Address	Other
Transportation Director	817-408-4150		
Custodial Director	817-408-4085		
Technology Director	817-408-4103		
Food Service Manager	817-408-4085		
Mintenance Director	817-408-4170		

APPENDIX 8
EMERGENCY CONTACT NUMBERS

Public Safety Agencies	Number
General Emergency	911
Police/Sheriff/Fire	817-5
Poison Control	1-800-362-0101
Local Hospital	817-573-2683
Hood County Judge	817-579-3200

District Contacts	Number
Superintendent	817-408-4000
School Safety	817-408-4075
Transportation	817-408-4150
Operations	817-408-4170
Food Services	817-408-4085
Health Services	817-408-4070
Custodial Director	817-408-4085
Technology Director	817-408-4100
Business Office	817-408-4015

Determine the appropriate sequence required to dial 911 from your sites phone system.

APPENDIX 9
RESOURCE INVENTORY

-INSERT RESOURCE INVENTORY OF EMERGENCY EQUIPMENT-

INCLUDE:

- Communications equipment
- First aid supplies
- Fire fighting equipment
- Lighting
- Classroom emergency kits
- Food
- Water
- Blankets
- Maintenance supplies
- Tools

IDENTIFY ANY AND ALL AVAILABLE RESOURCES THAT MAY BE USED OR MAY BE NEEDED IN THE EVENT OF AN EMERGENCY

APPENDIX 11
STAFF SKILLS SURVEY & INVENTORY

Name & School _____ /_____ Room _____

Name School

During any emergency situation, it is important to be able to draw from all available resources. The special skills, training and capabilities of the staff will play a vital role in coping with the effects of any emergency incident. These will be of paramount importance during and after a major or catastrophic disaster. The purpose of this survey/inventory is to pinpoint those staff members with equipment and the special skills that might be needed. Please indicate the areas that apply to you and return this survey to your administrator.

PLEASE CHECK ANY OF THE FOLLOWING IN WHICH YOU HAVE EXPERTISE & TRAINING. CIRCLE YES OR NO, WHERE APPROPRIATE.

_____ First Aid (current card Yes/No) _____ CPR (current Yes/No) _____ Triage _____ Firefighting

_____ Construction (electrical, plumbing, carpentry, etc.) _____ Running / Jogging

_____ Emergency Planning _____ Emergency Management _____ Search & Rescue

_____ Law Enforcement Bi/Multi-lingual (what language(s)) _____

_____ Mechanical Ability _____ Structural Engineering _____ Bus/Truck Driver (Class 1 or 2 license Yes/No)

_____ Shelter Management _____ Survival Training & Techniques _____ Food Preparation

_____ Ham Radio Operator _____ CB Radio _____ Journalism

_____ Camping _____ Water Disposal _____ Recreational Leader

DO YOU KEEP A PERSONAL EMERGENCY KIT? _____ in your car? _____ in your room? _____

DO YOU HAVE MATERIALS IN YOUR ROOM THAT WOULD BE OF USE DURING AN EMERGENCY?
(i.e., athletic bibs, traffic cones, carpet squares) _____ Yes _____ No

DO YOU HAVE EQUIPMENT OR ACCESS TO EQUIPMENT OR MATERIALS AT YOUR SCHOOL SITE THAT COULD BE USED AN IN EMERGENCY? _____ Yes _____ No
PLEASE LIST EQUIPMENT AND MATERIALS.

_____

_____

COMMENTS

WHAT WOULD MAKE YOU FEEL MORE PREPARED SHOULD A DISASTER STRIKE WHILE YOU WERE AT SCHOOL?

APPENDIX 13
EMERGENCY RESPONSE DRILL LOG

School: _____ **District: _____**

Date	Type Of Drills	Comments

APPENDIX 14
DISTRIBUTION LIST

INSERT DISTRIBUTION LIST

APPENDIX 15
SECURITY AUDIT

INSERT SECURITY AUDIT INFORMATION

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**April 3, 2006**
Action:	**Approval**

SUMMARY:
Policy Update 76 was presented to you for review at the March 6, 2006 regular board meeting. Additions, revisions or deletions to local policies, CAA, DC, FD, FDB, FDD, FL, and FNAA, which are included in Update 76, must be approved by the board of trustees.

RECOMMENDATION:
It is my recommendation that the board add, revise or delete (LOCAL) polices as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 76.

Respectfully submitted,

William Harris

William Harris
Superintendent

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william_harris@granbury.k12.tx.us
www.granbury.k12.tx.us

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 27, 2006
RE: Technology Purchases – CISV

SUMMARY:

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".

Technology purchases are all purchased using the DIR and CISV interlocal agreements the District has entered into. DIR and CISV award contracts via an approved purchasing method. GISD is able to purchase directly from their contracts without going through the formal bid process. GISD uses these resources to gather quotes for purchasing decisions at the time of the purchase. The following purchase is planned to occur. Since the total technology purchases exceed the $25,000 amount, this purchase needs to be approved by the Board.

Account Code 199.12.6399.99.XXX.6.99.0.00 - Computer Supplies

- Destiny Software Annual Support Agreement Renewal ($42,797) – Library Circulation Software – 5 year contract (3rd year of commitment)– Follett Software Company – CISV Vendor

Budget - $43,000

The following recommendation is that of Mr. Ton Potappel, Director of Technology.

RECOMMENDATION:

It is recommended that the above purchases be made from the CISV vendor indicated.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Ton Potappel

Date Submitted: March 27, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 27, 2006
RE: Science Supplies
Bid No. 2004-10 – Renewal

SUMMARY:
Science supplies for the district are purchased using catalogs and shelf items. The request for catalog bids for science supplies was let in April 2004. Bid award was made June 14, 2004. The bid covered the period from award to May 31, 2005 with two additional one-year renewals allowed if agreed to by both parties. The current award will expire on May 31, 2006.

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

It was deemed to be in the best interest of the District to renew the bid if agreed to by the vendors. All vendors were contacted and all have agreed to renew as awarded except Carolina Biological, Delta Biologicals, Delta Education, Pasco Scientific, and Sargent Welch. The majority of those not renewing had little or no activity this last year with the exception of Delta Education. Delta Education did not respond even after reminder calls. They were used for about $9,000 in purchases this last year and should they be needed this year are available through the Buy Board.

The following is the recommendation of Mrs. Debbie Johnson and Mrs. Sharon Whitefield.

RECOMMENDATION:

It is recommended that the Board renew the award to the following vendors for the purchase of science supplies and instructional aids for the period of June 1, 2006 to May 31, 2007.

Supplies:

Vendor	% Disc
Fisher Science Education	20
Flinn Scientific, Inc.	10
Ward's Natural Science Est. Inc.	10

Instructional Aids

Vendor	% Disc
Frey Scientific	20
Science Kit & Boreal	14
Ward's Natural Science Est. Inc.	10

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Whitefield
Debbie Johnson

Date Submitted: March 27, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: June 14, 2004 **Bid Number:** 2004-10

1. **Item, material or service (specific or classification):** Science Supplies

2. **Brief description:** A bid was let to establish vendors for the purchase of science supplies and instructional aids for the 2004 – 2005 science program for all campuses. Vendors were asked to quote a percentage discount off catalog or shelf prices.

3. **Period of time bid covers:** June 1, 2004 through May 31, 2005

4. **Person and title responsible for the expenditure:** Campus teacher with campus principal approval.

5. **Number of bids sent to vendors:** 18

6. **Number of bids received from vendors:** 26 (includes 2 no bids)

7. **Listing of recommended vendors and total prices:** The recommendation for award is to Ward's Natural Science, Sargent Welch, Flinn Scientific, Fisher Scientific, Carolina Biological, Delta Biological, Delta Education, Frey Scientific, Pasco Scientific, and Science Kit & Boreal. These vendors represent an award for both the instructional supplies section and the instructional/teaching aids section of the bid.

   Estimated expenditure for science supplies for the 2004-2005 school year cannot be identified at this time as supplies are purchased on an as needed basis from funds budgeted for instructional and science supplies at each campus.

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

9. **Last bid date (bid of comparable nature within last 5 years):** January 2001.

10. **Percentage increase or decrease from last bid**: This bid is a catalog percentage discount bid and not a line item bid where item cost could be compared.

11. **Budget information:** The funds for these expenditures will come from the budgeted dollars for instructional supplies for each campus.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: March 27, 2006
RE: Instructional Supplies – Career & Tech – Bid No. 2004-11 – Renewal

SUMMARY:

A bid was let for the purchase of instructional supplies for the career and tech program. A catalog/price list and shelf discount bid was requested from the vendors. The original bid was awarded May 24, 2005 for a one-year period with the option to renew for additional terms should all parties agree. The current bid expires May 31, 2006.

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

It was deemed in the best interest of the District to renew the bid. All vendors were contacted and all vendors have agreed to renew as awarded.

Sharon Whitefield, Director of Curriculum and Barbara Calhoun, Program Coordinator reviewed the original bids. The following is their recommendation.

RECOMMENDATION:

It is recommended that the District renew the award to the following vendors for the purchase of Career & Tech Instructional supplies for the period of June 1, 2006 to May 31, 2007.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Whitefield
Barbara Calhoun
Debbie Johnson

Date Submitted: March 27, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: May 24, 2004 **Bid Number:** 2004-11

1. **Item, material or service (specific or classification):** Instructional Supplies

2. **Brief description:** A catalog/price list and shelf discount bid was let to provide vendors for instructional supplies and equipment for the career tech program.

3. **Period of time bid covers:** From written notification of award through May 31, 2005

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

   Teachers with campus principal approval
   Barbara Calhoun – Program Coordinator
   Sharon Whitefield – Director of Curriculum

5. **Number of bids sent to vendors:** 30

6. **Number of bids received from vendors:** 9 (includes 1 late bid and 2 disqualified bids)

7. **Listing of recommended vendors and total prices:** It is recommended that award be made to multiple vendors to allow for a better selection of supplies. Since all supplies will be purchased on an as needed basis, the total cost cannot be determined at this time. The following vendors are recommended for award:

Green's Welding Supply Inc.	Midwest Technology Products
Napa Auto Parts	O'Reilly Auto Parts
Paxton Patterson	Valley Vet Supply

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

9. **Last bid date (bid of comparable nature within last 5 years):** 3/19/01

10. **Percentage increase or decrease from last bid**: Percentage discount quoted from Green's Welding, Midwest Technology Products, Napa Auto Parts and Paxton Patterson remained the same.

11. **Budget information:** Instructional supplies and equipment for the career tech program will be purchased from budgeted funds for instructional supplies.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 27, 2006
RE: Library Books, Class Sets, Reference Materials & Video/Media CSP 2005-15 – Renewal

SUMMARY:
The annual contract for Library Books, Class Set, Reference Materials, and Video/Media will expire on May 31, 2006. The original bid was let to provide these supplies for the campus librarians for the 2005-06 school year with the option to renew for two additional one-year terms.

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

Mrs. Bette Babers, District Library Coordinator, was contacted regarding renewal of bid. Her recommendation was to renew. Vendors were contacted and all have committed to the renewal as awarded except for Mackin Library Media and Sagebrush Corporation.

The following is the recommendation of Mrs. Better Babers and Mrs. Debbie Johnson.

RECOMMENDATION:
It is recommended that the Board award the vendors below for the purchase of Library Books, Class Sets, Reference Materials, and Video/Media for the period of June 1, 2006 through May 31, 2007

Baker & Taylor	Hendrick-Long
Books on the Square	Library Video
Bound to Stay Bound	Davidson Titles
Perma Bound Books	DLB Educational Corporation
Follett Library Resources	School Media
Garrett Educational	Southwest Book

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Bette Babers
Debbie Johnson

Date Submitted: March 27, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: May 16, 2005 **Bid Number**: 2005-15

1. **Item, material or service (specific or classification):** Library Books, Class Sets, Reference Materials & Video/Media

2. **Brief description:** A bid was let on for library books, class sets, reference materials and video/media to provide supplies for the campus librarians for the 2005-2006 school year.

3. **Period of time bid covers:** June 1, 2005 through May 31, 2006

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

   Campus Librarian with principal approval
   Bette Babers – Library Coordinator

5. **Number of bids sent to vendors:** 89

6. **Number of bids received from vendors:** 50 (includes 5 "no bids")

7. **Listing of recommended vendors and total prices:** The following vendors are recommended for award for an approximate expenditure of $125,000 to $175,000.

Baker & Taylor	Hendrick-Long
Books On the Square	Library Video
Bound to Stay Bound	Mackin Library
Davidson Titles	Perma Bound Books
DLB Educational Corporation	Sagebrush
Follett Library Resources	School Media
Garrett Educational	Southwest Book

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

9. **Last bid date (bid of comparable nature within last 5 years):** 2/21/02

10. **Percentage increase or decrease from last bid:** Most percentage discounts remained the same for vendors that were a repeat award, a few vendors increased their discount by 5% on certain categories.

11. **Budget information:** Expense for library books, class sets, reference materials and video/media will come from budgeted dollars for each campus in object code 6669.

12. **Other comments:** Some of the money from these accounts will be spent to purchase items from sole source or proprietary vendors.

Sharay S. Boynton
Executive Director of Finance

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid, N/A is not applicable

	Baker & Taylor		Books On the Square		Bound to Stay Bound		Capstone Press		Chelsea House		Child's World		Clearvue/eav Note 3		Compass Point	
Bidder information	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Elementary, secondary or both	both	NB	both	both	both	NB	both	NB	both	NB	both	NB	both	both	both	NB
Catalog available on-line	yes	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
a. Development reports/options	yes	NB	no	no	yes	NB	yes	NB	NB	NB	yes	NB	no	no	yes	NB
b. Book & AR can be ordered together	yes	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	no	no	yes	NB
Number of publishers represented	72,000	NB	1000	100	100+	NB	1	NB	Note 2	NB	1	NB	Note 3	Note 3	1	NB
Number of school titles stocked	600,000	NB	500	50	19,000	NB	2,535	NB	Note 2	NB	1,695,000	NB	0	0	620	NB
Number of school volumes stocked	12 million	NB	500	50	1.2 million	NB	500 ea title	NB	20,000	NB	2,000	NB	0	0	500 ea title	NB
Full processing available	yes	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
a. AR labels available	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	no	no	yes	NB
Number of foreign language titles stocked	14,722	NB	500	0	293	NB	54 Spanish	NB	0	NB	0	NB	no	no	0	NB
Number of foreign lang. publishers you rep	Note 1 unknown	NB	1,000	300	38	NB	0	NB	0	NB	0	NB	no	no	0	NB
Number of Texana titles stocked	1497	NB	1,000	20	65	NB	3	NB	0	NB	0	NB	no	no	1	NB
Number of Texana publishers you rep	Note 1	NB	200	50	21	NB	0	NB	0	NB	0	NB	no	no	0	NB
Marc Records	yes, see info attch to bid pg 9	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
a. 526 tag provided	yes	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
b. 856 tag provided	yes	NB	no	no	no	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
c. Marc 21 compliant	yes	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB

	Baker & Taylor		Books On the Square		Bound to Stay Bound		Capstone Press		Chelsea House		Child's World		Clearvue/eav Note 3		Compass Point	
d. Can be downloaded via internet	yes	NB	no	no	yes	NB	yes	NB	no	NB	yes	NB	yes	yes	yes	NB
d. Can be sent on CD	no, diskette	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
Bindings:																
a. Some or all bindings are guaranteed for life	some	NA	some	NA	all	N/A	all	N/A	all	N/A	all	N/A	NB	N/A	all	N/A
Services:																
a. Percentage over order for 100% fill rate	NB	NB	5%	5%	30%	NB	0	NB	0	NB	yes	NB	95%	95%	0	NB
b. Number of days for guaranteed delivery	5-7 in stk non-proc	NB	10	10	30days 1st ship	NB	7-10	NB	30	NB	4 unproc 12 proc	NB	30	not identified	7-10	NB
c. Entire order can be packed by call #	yes, on spec. projects	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	no	no	yes	NB
d. Can provide same day delivery on special requests	no	NB	yes	yes	no	NB	no	NB	no	NB	no	NB	no	no	no	NB
e. Will locate books declared unavailable form other vendors using customized list	yes	NB	yes	yes	no	NB	no	NB	no	NB	no	NB	no	no	no	NB
All deliveries will be FOB Granbury ISD	yes	NB	yes	yes	yes	NB	no	NB	yes	NB	yes	NB	no, Note 4	no	no	NB
Can provide a toll free phone number	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
Can provide a toll free fax number	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	no	NB	yes	yes	yes	NB

Note 1: Baker & Taylor represents over 72,000 publishers and imprints, many of which produce material related to the State of Texas.
Note 2: We are operations and publisher. No other publishers available. Approximately 20,000 titles in stock.
Note 3: We select our products based on merit of program and need of customer. We may offer one or several products from a particular publisher, we do not necessarily offer all items that that company has to offer. Therefore, it is difficult to list the product lines that we carry.
Note 4: Processing is not done at our site. Processing is ordered according to school specifications and sent to the district.

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid, N/A is not applicable

	Creative Company By Escue & Assoc.		Davidson Titles		Demco Media		DLB Education		Encyclopedia Britannica by Escue & Assoc.		Enslow Publishing by Escue & Assoc.		Escue & Assoc.		Essential Learning Products	
Bidder information	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Elementary, secondary or both	both	NB	both	both	both	NB	both	both	both	NB	both	NB	both	NB	both	NB
Catalog available on-line	yes	NB	yes	yes	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB
a. Development reports/options	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB	no	NB
b. Book & AR can be ordered together	yes	NB	yes	yes	yes	NB	yes	NB	no	NB	yes	NB	yes	NB	yes	NB
Number of publishers represented	1	NB	200+	60+	200	NB	150+	10+	1	NB	1	NB	2	NB	1	NB
Number of school titles stocked	1500+	NB	100,000	10,000	20,000+	NB	200,000	500	1	NB	1,500+	NB	3,000+	NB	350	NB
Number of school volumes stocked	2 million	NB	1.2 million	30,000	325,000	NB	500,000	NB	15,000+	NB	2 million	NB	4 million	NB	0	NB
Full processing available	yes	NB	yes	yes	yes	NB	yes	yes	no	NB	yes	NB	yes	NB	yes	NB
a. AR labels available	yes	NB	yes	yes	yes	NB	yes	NB	no	NB	yes	NB	yes	NB	yes	NB
Number of foreign language titles stocked	0	NB	1,000	200	1,000	NB	10,000	100	0	NB	0	NB	30	NB	0	NB
Number of foreign lang. publishers you rep	0	NB	20	5	25+	NB	25	2	0	NB	0	NB	10% off list	NB	0	NB
Number of Texana titles stocked	0	NB	300	30	0	NB	200	NB	0	NB	0	NB	500	NB	0	NB
Number of Texana publishers you rep	0	NB	10	10	0	NB	1	NB	0	NB	0	NB	1	NB	0	NB
Marc Records	yes	NB	yes	yes	yes	NB	yes	yes	no	NB	yes	NB	yes	NB	yes	NB
a. 526 tag provided	yes	NB	yes	yes	yes	NB	yes	yes	no	NB	yes	NB	yes	NB	no	NB
b. 856 tag provided	yes	NB	yes	yes	yes	NB	yes	yes	no	NB	yes	NB	yes	NB	no	NB
c. Marc 21 compliant	yes	NB	yes	yes	yes	NB	yes	yes	no	NB	yes	NB	yes	NB	no	NB

	Creative Company By Escue & Assoc.		Davidson Titles		Demco Media		DLB Education		Encyclopedia Britannica by Escue & Assoc.		Enslow Publishing by Escue & Assoc.		Escue & Assoc.		Essential Learning Products	
d. Can be downloaded via internet	yes	NB	yes	yes	yes	NB	yes	yes	no	NB	yes	NB	yes	NB	no	NB
e. Can be sent on CD	yes	NB	yes	yes	yes	NB	yes	yes	no	NB	yes	NB	yes	NB	yes	NB
Bindings:																
a. Some or all bindings guaranteed for life	all	N/A	some	N/A	all	N/A	some	N/A	all	N/A	all	N/A	all	N/A	some	N/A
Services:																
a. Percentage over order for 100% fill rate	0%	NB	20%	20%	3-5%	NB	10%	10%	0%	NB	0%	NB	0%	NB	0%	NB
b. Number of days for guaranteed delivery	21 unproc 28 proc	NB	85% in 30, 100% in 60	15% in 45-60 100% in 60	45-50 process	NB	28	28	21 unproc 28 proc	NB	21 unproc 28 proc	NB	21 unproc 28 proc	NB	30	NB
c. Entire order can be packed by call #	yes	NB	yes	yes	yes	NB	yes	yes	no	NB	yes	NB	yes	NB	yes	NB
d. Can provide same day delivery on special requests	yes	NB	yes	yes	no	NB	no	no	no	NB	yes	NB	yes	NB	no	NB
e. Will locate books declared unavailable form other vendors using customized list	no	NB	yes	yes	no	NB	yes	yes	no	NB	no	NB	no	NB	no	NB
All deliveries will be FOB Granbury ISD	yes	NB	yes	yes	yes	NB	yes	yes	no	NB	yes	NB	yes	NB	no	NB
Can provide a toll free phone number	yes	NB	yes	yes	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB
Can provide a toll free fax number	yes	NB	yes	yes	yes	NB	no	no	yes	NB	yes	NB	yes	NB	no	NB

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid, N/A is not applicable

	Facts on File by Escue & Assoc.		Follett Library		Gareth Stevens by Escue & Assoc		Garrett Educational		Gumdrop Books		Heinemann Raintree		Hendrick-Long		Janie Hall	
Bidder information	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Elementary, secondary or both	both	NB	both	both	both	NB	both	NB	both	NB	both	NB	both	both	elem.	NB
Catalog available on-line	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	no	NB
a. Development reports/options	yes	NB	yes	yes	yes	NB	no	NB	no	NB	NB	NB	NB	NB	no	NB
b. Book & AR can be ordered together	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	NB	NB	no	NB
Number of publishers represented	1	NB	5,100+	370	1	NB	30+	NB	264	NB	2	NB	18	4	1	NB
Number of school titles stocked	1,200	NB	185,000	17,500	1,500+	NB	1,675	NB	15,745	NB	3,000	NB	400+	40+	0	NB
Number of school volumes stocked	1.2 million	NB	3.7+ million	21,400	2 million	NB	275,000	NB	14,600	NB	3 million	NB	N/A	N/A	0	NB
Full processing available	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	NB	NB	no	NB
a. AR labels available	yes	NB	yes	N/A	yes	NB	yes	NB	yes	NB	yes	NB	yes	no	no	NB
Number of foreign language titles stocked	0	NB	10,359	670	0	NB	16	NB	726	NB	170 Spanish	NB	20	N/A	0	NB
Number of foreign lang. publishers you rep	0	NB	310	40	0	NB	1	NB	17	NB	1	NB	2	N/A	0	NB
Number of Texana titles stocked	0	NB	1,743	74	0	NB	0	NB	57	NB	0	NB	400+	20+	0	NB
Number of Texana publishers you rep	0	NB	175	20	0	NB	0	NB	20	NB	0	NB	16	4	0	NB
Marc Records	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	no	NB
a. 526 tag provided	yes	NB	yes	N/A	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	no	NB
b. 856 tag provided	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	no	NB
c. Marc 21 compliant	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	no	NB

	Facts on File by Escue & Assoc.		Follett Library		Gareth Stevens by Escue & Assoc		Garrett Educational		Gumdrop Books		Heinemann Raintree		Hendrick-Long		Janie Hall	
d. Can be downloaded via internet	yes	NB	yes	yes	yes	NB	yes	NB	no	NB	no	NB	no	no	no	NB
e. Can be sent on CD	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	no	NB
Bindings:																
a. Some or all bindings guaranteed for life	all	N/A	some	N/A	all	N/A	all	N/A	all	N/A	all	N/A	some	N/A	no	N/A
Services:																
a. Percentage over order for 100% fill rate	0%	NB	25%	25%	0%	NB	5%	NB	N/A	NB	N/A	NB	10%	10%	NB	NB
b. Number of days for guaranteed delivery	21 unproc 28 proc	NB	20-30	20-30	21 unproc 28 proc	NB	30	NB	14-21	NB	21-28 with process	NB	15	15	1-10	NB
c. Entire order can be packed by call #	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	no	NB	no	no	no	NB
d. Can provide same day delivery on special requests	yes	NB	no, in 48 hrs	no, in 48 hrs	yes	NB	yes	NB	no	NB	no	NB	yes	yes	yes	NB
e. Will locate books declared unavailable form other vendors using customized list	no	NB	yes	yes	no	NB	no	NB	no	NB	no	NB	no	no	no	NB
All deliveries will be FOB Granbury ISD	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
Can provide a toll free phone number	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
Can provide a toll free fax number	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	no	no	yes	NB

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid, N/A is not applicable

	Lerner Publishing		Library Video		Mackin Library		Marshall Cavendish		Mason Crest by Escue & Assoc		Morgan Reynolds by Escue & Assoc		Newbridge Educational		Oxford University Press	
Bidder information	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Elementary, secondary or both	both	NB	NB	both	both	both	both	NB	both	NB	both	NB	both	both	both	NB
Catalog available on-line	yes	NB	NB	yes	yes	yes	yes	NB	yes	NB	yes	NB	yes	yes	no	NB
a. Development reports/options	no	NB	NB	yes	yes	yes	no	NB	yes	NB	yes	NB	no	no	no	NB
b. Book & AR can be ordered together	yes	NB	NB	no	yes	yes	yes	NB	yes	NB	yes	NB	no	no	no	NB
Number of publishers represented	1	NB	NB	500+	10,000+	2,000+	1	NB	1	NB	1	NB	125	50	1	NB
Number of school titles stocked	2,500	NB	NB	18,000+	1 million	500,000	1,000+	NB	500+	NB	150+	NB	8,080	1,250	5,000	NB
Number of school volumes stocked	4 million	NB	NB	3 mos out	1 million	500,000	1,000+	NB	500,000	NB	150+	NB	0	NB	200,000	NB
Full processing available	yes	NB	NB	yes	yes	yes	yes	NB	yes	NB	yes	NB	no	no	no	NB
a. AR labels available	yes	NB	NB	yes	yes	N/A	yes	NB	yes	NB	yes	NB	no	no	no	NB
Number of foreign language titles stocked	less than 10	NB	NB	350+	6,000	2,000	0	NB	0	NB	0	NB	175	0	0	NB
Number of foreign lang. publishers you rep	0	NB	NB	0	200+	50+	0	NB	0	NB	0	NB	10	0	0	NB
Number of Texana titles stocked	0	NB	NB	0	5000+	1000+	0	NB	0	NB	0	NB	6	0	0	NB
Number of Texana publishers you rep	0	NB	NB	0	50+	50+	0	NB	0	NB	0	NB	1	0	0	NB
Marc Records	yes	NB	NB	NB	yes	yes	yes	NB	yes	NB	yes	NB	no	no	no	NB
a. 526 tag provided	yes	NB	NB	no	yes	yes	yes	NB	yes	NB	yes	NB	no	no	no	NB
b. 856 tag provided	yes	NB	NB	yes	yes	yes	yes	NB	yes	NB	yes	NB	no	no	no	NB
c. Marc 21 compliant	yes	NB	NB	yes	yes	yes	yes	NB	yes	NB	yes	NB	no	no	no	NB

	Lerner Publishing		Library Video		Mackin Library		Marshall Cavendish		Mason Crest by Escue & Assoc		Morgan Reynolds by Escue & Assoc		Newbridge Educational		Oxford University Press	
d. Can be downloaded via internet	yes	NB	NB	yes	yes	yes	no	NB	yes	NB	yes	NB	no	no	no	NB
e. Can be sent on CD	yes	NB	NB	no	yes	yes	no	NB	yes	NB	yes	NB	no	no	no	NB
Bindings:																
a. Some or all bindings guaranteed for life	all	N/A	NB	N/A	some	N/A	3 yrs	N/A	all	N/A	all	N/A	NB	N/A	some	N/A
Services:																
a. Percentage over order for 100% fill rate	98%	NB	NB	0%	25%	25%	N/A	NB	0%	NB	0%	NB	NB	NB	NB	NB
b. Number of days for guaranteed delivery	30	NB	NB	4-5	60	60	10	NB	21 unproc 28 proc	NB	21 unproc 28 proc	NB	NB	NB	20	NB
c. Entire order can be packed by call #	yes	NB	NB	no	yes	yes	no	NB	yes	NB	yes	NB	NB	NB	no	NB
d. Can provide same day delivery on special requests	yes	NB	NB	next day	no	no	no	NB	yes	NB	yes	NB	no	no	no	NB
e. Will locate books declared unavailable form other vendors using customized list	no	NB	NB	yes	no	no	no	NB	no	NB	no	NB	no	no	no	NB
All deliveries will be FOB Granbury ISD	yes	NB	NB	yes	yes	yes	yes	NB	yes	NB	yes	NB	NB	NB	yes	NB
Can provide a toll free phone number	yes	NB	NB	yes	yes	yes	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
Can provide a toll free fax number	yes	NB	NB	yes	yes	yes	no	NB	yes	NB	yes	NB	yes	yes	no	NB

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid, N/A is not applicable

	Penworthy Company		Perfection Learning		Perma Bound Books		Picture Window Books		Regent Book		Rosen Pub. & Power Kids Press		Sagebrush		Salem Press	
Bidder information	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Elementary, secondary or both	elem	NB	both	NB	both	both	both	NB	both	NB	both	NB	both	NB	second-ary	NB
Catalog available on-line	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
a. Development reports/options	no	NB	yes	NB	yes	yes	yes	NB	yes	NB	no	NB	yes	NB	no	NB
b. Book & AR can be ordered together	no, AR quiz # only	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	no	NB	no	NB
Number of publishers represented	70-140	NB	250+	NB	400+	40	1	NB	200+	NB	1	NB	7,750+	NB	1	NB
Number of school titles stocked	800	NB	20,000+	NB	43,000	2,230	455	NB	8,000-10,000	NB	2,936	NB	450,000	NB	125	NB
Number of school volumes stocked	480,000	NB	1.5 million	NB	5.5 million	15,600	500 ea title	NB	200,000	NB	3.7 million	NB	4.5 million	NB	300,000 +	NB
Full processing available	yes, no mylar	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
a. AR labels available	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	no	NB
Number of foreign language titles stocked	20	NB	100+	NB	2,300	54	0	NB	0	NB	100	NB	20,000+	NB	0	NB
Number of foreign lang. publishers you rep	<5	NB	3+	NB	50	4	0	NB	0	NB	1	NB	256	NB	0	NB
Number of Texana titles stocked	unknown	NB	50+	NB	400	0	0	NB	0	NB	30	NB	1,642	NB	0	NB
Number of Texana publishers you rep	unknown	NB	2+	NB	50	0	0	NB	0	NB	1	NB	10	NB	0	NB
Marc Records	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
a. 526 tag provided	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
b. 856 tag provided	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
c. Marc 21 compliant	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB

	Penworthy Company		Perfection Learning		Perma Bound Books		Picture Window Books		Regent Book		Rosen Pub. & Power Kids Press		Sagebrush		Salem Press	
d. Can be downloaded via internet	no	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
e. Can be sent on CD	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
Bindings:																
a. Some or all bindings guaranteed for life	some, Penworthy	N/A	all	N/A	some	N/A	all	N/A	all	N/A	all	N/A	some	N/A	some	N/A
Services:																
a. Percentage over order for 100% fill rate	Note 5	NB	5%	NB	30%	30%	0%	NB	10%	NB	0%	NB	20%	NB	N/A	NB
b. Number of days for guaranteed delivery	30	NB	14-21	NB	30	30	7-10	NB	8	NB	90	NB	45	NB	14	NB
c. Entire order can be packed by call #	yes, Note 5	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	no	NB
d. Can provide same day delivery on special requests	no	NB	no, next day	NB	no	no	no	NB	no	NB	no	NB	no	NB	no	NB
e. Will locate books declared unavailable form other vendors using customized list	no	NB	no	NB	Note 6	Note 6	no	NB	no	NB	no	NB	no	NB	no	NB
All deliveries will be FOB Granbury ISD	no, Note 5	NB	yes	NB	yes	yes	no	NB	no	NB	yes	NB	yes	NB	yes	NB
Can provide a toll free phone number	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
Can provide a toll free fax number	no	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	no	NB

Note 5: See comments for 2.10.0 on bid document.
Note 6: Perma Bound Quote Dept. will check availability on lists of books sent to Perma-Bound.

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid, N/A is not applicable

	School Media		Southwest Book Company		Sundance Publishing		Teacher's Discovery		World Almanac							
Bidder information	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Elementary, secondary or both	NB	NB	not identi-fied	NB	both	both	both	both	both	NB						
Catalog available on-line	NB	yes	no	NB	yes	yes	yes	yes	yes	NB						
a. Development reports/options	NB	no	no	NB	no	no	no	no	no	NB						
b. Book & AR can be ordered together	NB	N/A	no	NB	no	no	no	no	yes	NB						
Number of publishers represented	NB	250+	800+	NB	125	50	Note 7	Note 7	115	NB						
Number of school titles stocked	NB	2,500	15,000	NB	8,000	1,250	Note 7	Note 7	3,000	NB						
Number of school volumes stocked	NB	0	500,000	NB	NB	NB	Note 7	Note 7	3,000	NB						
Full processing available	NB	N/A	no	NB	no	no	no	no	yes	NB						
a. AR labels available	NB	N/A	no	NB	no	no	no	no	yes	NB						
Number of foreign language titles stocked	NB	300+	400+	NB	175	0	Note 8	Note 8	61	NB						
Number of foreign lang. publishers you rep	NB	100+	50+	NB	10	0	Note 8	Note 8	18	NB						
Number of Texana titles stocked	NB	0	400+	NB	6	0	Note 8	Note 8	0	NB						
Number of Texana publishers you rep	NB	0	10+	NB	1	0	Note 8	Note 8	0	NB						
Marc Records	NB	no	no	NB	no	no	no	no	yes	NB						
a. 526 tag provided	NB	no	no	NB	no	no	no	no	yes	NB						
b. 856 tag provided	NB	yes	no	NB	no	no	no	no	yes	NB						
c. Marc 21 compliant	NB	no	no	NB	no	no	no	no	yes	NB						

	School Media		Southwest Book Company		Sundance Publishing		Teacher's Discovery		World Almanac							
d. Can be downloaded via internet	NB	no	no	NB	no	no	no	no	yes	NB						
e. Can be sent on CD	NB	yes	no	NB	no	no	no	no	yes	NB						
Bindings:																
a. Some or all bindings guaranteed for life	NB	N/A	some	N/A	NB	N/A	all, Note 9	N/A	some/all	N/A						
Services:																
a. Percentage over order for 100% fill rate	NB	10%	NB	NB	NB	NB	N/A	N/A	90	NB						
b. Number of days for guaranteed delivery	NB	60	30	NB	NB	NB	7-10	7-10	10	NB						
c. Entire order can be packed by call #	NB	NB	yes	NB	NB	NB	NB	NB	yes	NB						
d. Can provide same day delivery on special requests	NB	no	no	NB	no	no	no	no	no	NB						
e. Will locate books declared unavailable form other vendors using customized list	NB	yes	no	NB	no	no	no	no	yes	NB						
All deliveries will be FOB Granbury ISD	NB	no	yes	NB	NB	NB	yes	yes	yes	NB						
Can provide toll free phone number	NB	yes	yes	NB	yes	yes	yes	yes	yes	NB						
Can provide toll free fax number	NB	no	no	NB	yes	yes	yes	yes	yes	NB						

Note 7: We have over 3,000 items.
Note 8: We are only f1. We carry supplemental books, videos, posters, cd's at c.
Note 9: Most are soft cover.

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid

	Baker & Taylor Note 1		**Books on the Square**		**Bound to Stay Bound**		**Capstone Press**		**Chelsea House Publishers**		**Child's World**		**Clearvue/EAV**		**Compass Point**	
Discount from publisher's list price																
Trade % discount on books	25%		25%		30% Note 3		NB		Catalog reflects 25% discount		NB		NB		NB	
Library binding % discount on books	25%		25%		NB		25%		Catalog reflects 25% discount		30% Note 6		NB		25%	
Paperback % discount on books	25%		25%		NB		NB		Catalog reflects 25% discount		NB		0% discounted already		NB	
Hardbound paperbacks on books	25%		25%		NB		NB		Catalog reflects 25% discount		NB		0% discounted already		NB	
Video/Media % discount	NB		25%		NB		NB		NB		NB		0%		NB	
Processing Services	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Complete cataloging/processing	0.89	NB	NB	NB	1.14 Note 4	NB	Note 5	NB	free	NB	free	NB	2.00 per title Note 7	2.00 per title Note 7	See Note 8	NB
Barcodes	free	NB	NB	NB	0.10 (1 unattch no charge)	NB	Note 5	NB	free	NB	free	NB	included above Note 7	included above Note 7	See Note 8	NB
Data disks (order/invoice)	free disks	NB	NB	NB	free with order	NB	Note 5	NB	free	NB	free	NB	included above Note 7	included above Note 7	See Note 8	NB
Electronic downloadable MARC records	free	NB	NB	NB	free with order	NB	Note 5	NB	NB	NB	free	NB	included above Note 7	included above Note 7	See Note 8	NB
Processing to school specs	free	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
Processing for circulation systems	yes follett Note 2	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	yes	NB
Full cataloging for all titles	yes Note 2	NB	no	no	yes	NB	yes	NB	yes	NB	yes	NB	yes Note 7	yes Note 7	yes	NB

Note 1: Titles with minimal publishers discount will be invoiced at publisher's list. Titles with no publisher's discount or titles with limited demand and/or non-commercial publishers will be invoiced at list price plus $4.95/unit service charge. **Deviations - see bid from Baker & Taylor.**
Note 2: Circulation System must be Follett compatible. MARC provided for any title catalogued through the Library of Congress.
Note 3: Discount from publisher's list in effect at time of shipment plus rebinding charge of $5.25 per book. Short discount titles are reduced by 10%. Deduct $0.45 from BTSB catalog price.)
Note 4: Includes laminated jacket, kit, spine label and barcode - all attached. Date of purchase not shown on MARC record.
Note 5: All processing, attached or unattached is $12.00 per order or free on orders over $350. Catalog card kits or automation kits are available. See Library Processing Form.

Shipping and handling is 10% or order subtotal or free on orders over $350.

Note 6: 30% off list price, bold print throughout the catalog is discounted price, free shipping, free full library processing, free AR tests - 20 title minimum, e-mail address required.

Note 7: Shipping prepaid and added, free over $500. Processing not available on special order items. Free processing over $500. New catalog prices in effect with new catalog. See additional processing information with bid. Must reference free shipping & processing on PO's over $500.

Note 8: All processing attached or unattached is $12.00 per order or free on orders over $350. Catalog card kits or automation kits are available. See Library Processing Form. Shipping and handling is 6% or order subtotal or free on orders over $350.

A no bid notification was received from Brodart, Budgetext, Educational Resources, Harcourt and SAVE Half Price Books

Library Books, Reference Materials and Video/Media Bid 2005-15
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Tabulation

NB is no bid

	Creative Company		Davidson Titles		Demco Media		DLB Educational Corporation		Encyclopedia Britannica (by Escue & Assoc.)		Enslow Publishing By Escue & Assoc.		Escue & Associates		Essential Learning Products	
Discount from publisher's list price																
Trade % discount on books	30% Note 9		30%		26% Note 11		0% Note 12		NB		NB		NB		10%	
Library binding % discount on books	30%		25%		26%		25%		Call for current special Note 13		25% Note 14		10% Note 15		NB	
Paperback % discount on books	30%		30%		NB		0%		NB		NB		NB		35%	
Hardbound paperbacks on books	NB		10% DTI Sturdy Bound		26%		0%		NB		NB		NB		65%	
Video/Media % discount	NB		20%		NB		0%		NB		NB		NB		NB	
Processing Services	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Complete cataloging/processing	1.00 Note 9	NB	0.60 Note 10	0.60 Note 10	0.69 unattch 1.09 attch	NB	0.75	0.75	NB	NB	free with 25+ books	NB	1.10	NB	1.10	NB
Barcodes	0.50 attach 0.25 loose	NB	included above	included above	0.07 unattch	NB	0.15	0.15	NB	NB	free with 25+ books	NB	0.25 attch 0.15 loose	NB	0.50	NB
Data disks (order/invoice)	15.00 free w/20 bks	NB	included above	included above	10.00 per order Note 11	NB	free per order	free	NB	NB	free with 25+ books	NB	10.00 (free with 25+ books)	NB	NB	NB
Electronic downloadable MARC records	15.00 free w/20 bks	NB	12.00	12.00	10.00 per order Note 11	NB	free	free	NB	NB	free with 25+ books	NB	10.00 (free with 25+ books)	NB	NB	NB
Processing to school specs	yes	no	yes	yes	yes	NB	yes	yes	no	no	yes	no	yes	no	yes	NB
Processing for circulation systems	yes	no	yes	yes	yes	NB	yes	yes	no	no	yes	no	yes	no	no	NB
Full cataloging for all titles	yes	no	yes	yes	yes	NB	yes	yes	no	no	yes	no	yes	no	no	NB

Note 9: Orders over $750 get free shelf-ready attached processing, free A/R custom disk. Shipping charges free with 30+ books, 8% on smaller orders. Discount does not apply to A/R test in catalog.
Note 10: Includes spine label and mylar. See processing information sheet with bid. Purchase order must indicate free shipping.
Note 11: On orders of 50 books or more MARC records (either by disk, CD or download) are free, otherwise $10 per order. Shipping is free, no minimum order requirement. Exclusions: processing charges, Novel Units and Renaissance Learning Products are not discounted. Discounts may not apply to special order titles. Must mention "GRNBRY" on all PO's to receive discount.

Note 12: DLB represents over 150 publishers. Discount will vary according to publishers discount. GISD will receive maximum discount available.
Note 13: Shipping charges $40.
Note 14: Free shipping. Discount does not apply to A/R Test in catalog.
Note 15: Free shipping. Discount does not apply to A/R test disk in catalog.

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid

	Facts On File by Escue Assoc		Follett Library		Gareth Stevens by Escue Assoc		Garrett Educational		Gum Drop Books		Heineman - Raintree		Hendrick - Long		Janie Hall	
Discount from publisher's list price																
Trade % discount on books	NB		Up to 45% Note 17		NB		30% Note 20		28%		NB		5% Note 22		NB	
Library binding % discount on books	10% Note 16		Up to 30%		25% Note 19		30%		28%		30% reflected in catalog Note 21		5%		NB	
Paperback % discount on books	NB		Up to 45%		NB		NB		NB		NB		5%		25%	
Hardbound paperbacks on books	NB		Up to 30%		NB		NB		NB		NB		5%		NB	
Video/Media % discount	NB		0% Note 18		NB		NB		NB		NB		5%		NB	
Processing Services	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Complete cataloging/processing	1.00	NB	0.59 attch	1.99 attch 0.59 unattch	1.00	NB	0.80	NB	0.99 or less	NB	1.25 or free with 25+ books	NB	1.13 attch 0.50 unattch	1.13 attch	NB	NB
Barcodes	0.50 attch 0.25 loose	NB	free	0.09	0.50 attch free loose	NB	0.35	NB	0.05	NB	free	NB	0.39 attch 0.10 unattch	0.39 attch 0.10 unattch	NB	NB
Data disks (order/invoice)	15.00	NB	free	0.59 per item	25.00 free with $750	NB	free	NB	free	NB	20.00 or free with 25+ books	NB	<50 books $4.95, 50+ free	<50 is $4.95, 50+ free	NB	NB
Electronic downloadable MARC records	15.00	NB	free	0.59 per item	25.00 free with $750	NB	free	NB	free	NB	NB	NB	no	no	NB	NB
Processing to school specs	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	NB	NB
Processing for circulation systems	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	NB	NB
Full cataloging for all titles	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	yes	NB	NB

Note 16: Shipping charges are 7%. Free loose processing with $1,500. Discount does not apply to A/R test in catalog.

Note 17: Prices reflect up to 45% discount for trade & paperback bindings, up to 30% library binding and 40% general reference, and 30% from published list for FollettBound books. Our catalogs and Titlewave internet reflect discount net prices for books. Additional quantity discount available for 25+ copies of same Follettbound title and a select group of dictionaries and thesauri.

Note 18: Follet offers cassettes, compact discs, Read-Alongs, VHS cassettes, DVD's and laser disc titles. There is no charge for shipping audiovisual materials. In additional, Follett offers full processing for every audiovisual title.

Note 19: Free shipping. Free processing: loose with order over $750, attached with $1,800. Discount does not apply to A/R test in catalog.
Note 20: Free shipping and handling.
Note 21: Catalog prices do not include shipping and handling of 8%. Free ship on 25+ books. Do not offer mylar jackets or dust covers on any of our titles.
See additional information included with the bid.
Note 22: Add $0.59 each for mylar jackets and $0.59 each for theft detectors.

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid

	Lerner Publishing Note 23		**Library Video** Note 24		**Mackin Library** Note 25		**Marshall Cavendish** Note 26		**Mason Crest Publishers** Note 27		**Morgan Reynolds** Note 28		**Newbridge Educational** Note 29		**Oxford Univ. Press**	
Discount from publisher's list price																
Trade % discount on books	NB		NB		15%		0%		NB		NB		NB		20%	
Library binding % discount on books	25% for hard cover		NB		10%		30% already reflected in catalog		10% (already 25% off list)		10%		NB		20%	
Paperback % discount on books	NB		NB		15%		0%		NB		NB		NB		20%	
Hardbound paperbacks on books	NB		NB		15%		0%		NB		NB		NB		NB	
Video/Media % discount	NB		0% Note 24		5%		0%		NB		NB		NB		NB	
Processing Services	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Complete cataloging/processing	1.50 Note 23	NB	Note 24	3.52 LVC standard 2.42 DVD	free	free	1.50	NB	1.10	NB	1.25	NB	NB	NB	NB	NB
Barcodes	0.10	NB	Note 24	included above	free (1)	free (1)	0.40	NB	0.50 attch 0.30 loose	NB	0.60 attch 0.30 loose	NB	NB	NB	NB	NB
Data disks (order/invoice)	5.00	NB	Note 24	0.85 per title	free	free	13.00	NB	20.00 free40+ books	NB	20.00	NB	NB	NB	NB	NB
Electronic downloadable MARC records	NB	NB	Note 24	free with MARC purchase	free	free	NA	NB	20.00 free40+ books	NB	20.00	NB	NB	NB	NB	NB
Processing to school specs	yes	NB	NB	yes	yes	yes	yes	NB	yes	NB	yes	NB	NB	NB	NB	NB
Processing for circulation systems	yes	NB	NB	yes	yes	yes	yes	NB	yes	NB	yes	NB	NB	NB	NB	NB
Full cataloging for all titles	yes	NB	NB	yes	yes	yes	yes	NB	yes	NB	yes	NB	NB	NB	NB	NB

Note 23: Processing will be provided free of charge on all orders of 25 or more library bound books.
Note 24: Shipping charges are prepaid and added to the invoice. See LVC standard processing on page F-3 of attached catalog. LVC will customize processing and/or cataloging. Additional charges may apply. See policy sheet attached to bid.
Note 25: Free shipping. The cost to Rough Dewey sort orders of 200+ titles is 0.25/book. Item 2.14.0 subfield location for date of purchase not specified - location code not requested. We choose common placements but can place according to your preference. Can return items that are not processed or cataloged. Discount excludes reference and professional items.
Note 26: All Benchmark Book orders over $350 will receive free processing and free freight.
Note 27: Free shipping. Discount does not apply to Accelerated test disk in catalog.

Note 28: Free shipping. Free loose processing with 30+ books. Discount does not apply to Accelerated test disk in catalog.
Note 29: Shipping charges apply.

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid

	Penworthy Company Note 30		**Perfection Learning** Note 31		**Perma Bound Books** Note 32		**Picture Window Books** Note 33		**Regent Book** Note 34		**Rosen Pub. & Power Kids Press**		**Sagebrush** Note 35		**Salem Press** Note 36	
Discount from publisher's list price																
Trade % discount on books	NB		30%		4%		NB		0% (catalog reflects 0-20%)		NB		34%		NB	
Library binding % discount on books	0%		0%		4%		25%		0% (catalog reflects 0-20%)		25% off list (0% off catalog)		34%		10%	
Paperback % discount on books	NB		30%		0%		NB		0% (catalog reflects 0-20%)		NB		34%		NB	
Hardbound paperbacks on books	0% prebound not hardbound paperback		30%		4% prebound		NB		0% (catalog reflects 0-20%)		NB		34%		NB	
Video/Media % discount	NB		0%				NB		NB		NB		NB		NB	
Processing Services	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Complete cataloging/processing	2.62	NB	1.19 attch	NB	0.95	0.95	Note 33	NB	0.29	NB	free	NB	0.98	NB	1.30	NB
Barcodes	0.56	NB	0.09 unattch	NB	0.22	0.22	Note 33	NB	0.04	NB	free	NB	0.39 attch 0.10 unattch	NB	0.60	NB
Data disks (order/invoice)	0.42	NB	11.00 or free 100+ books	NB	free	free	Note 33	NB	free	NB	free	NB	free	NB	free	NB
Electronic downloadable MARC records	0.42	NB	11.00 or free 100+ books	NB	free	free	Note 33	NB	free	NB	free	NB	free	NB	free	NB
Processing to school specs	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
Processing for circulation systems	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB
Full cataloging for all titles	yes	NB	yes	NB	yes	yes	yes	NB	yes	NB	yes	NB	yes	NB	yes	NB

Note 30: Penworthy offers prebound, library bound and board books for grades PreK-6. Prebound and Library bound have laminated covers and no dust jackets or mylar covers. Penworthy uses Medialog to complete our cataloging so we can offer any manner of cataloging and formatting. Shipping prepaid and added to the invoice. Penworthy does not back order. Fulfillment rate is 99%. Orders can be packed by call number by special request if cataloging & processing is ordered shelf ready.

Note 31: Proprietary products get no discount. Special order titles in Covercraft require orders of 25 or more. Special order titles in hardback and paperback requires orders of 10 or more. Free shipping and handling.

Note 32: Prices in Perma Bound catalog already reflect a school/library discount. Perma Bound does not stock paperback editions. They can be special ordered in classroom sets of 25 or more per title.

Note 33: All processing, attached and unattached is $12 per order or free on orders over $350. Catalog card kits or automation kits are available. See library processing form attached to bid. Shipping and handling is 10% of order subtotal or free on orders over $350.

Note 34: Shipping charge on orders under $300 - 3% + $3.00. Orders over $300 - 4%. Free freight on orders over $500.

Note 35: Discount applies to book items only. Free shipping and handling. Free order typing and quote writing service.

Note 36: Unattached processing is free.

Library Books, Reference Materials and Video/Media Bid 2005-15
March 9, 2005 2:00 p.m.
Tabulation

NB is no bid

	School Media Note 37		**Southwest Book**		**Sundance** Note 38		**Teachers Discovery**		**World Almanac**							
Discount from publisher's list price																
Trade % discount on books	NB		30%		0%		0%		0% (catalog reflects discount)							
Library binding % discount on books	NB		0-20%		0%		0%		0% (catalog reflects discount)							
Paperback % discount on books	NB		30%		0%		0%		0% (catalog reflects discount)							
Hardbound paperbacks on books	NB		30% + $6.00		0%		0%		0% (catalog reflects discount)							
Video/Media % discount	5-65% Note 37		NB		0%		0%		0% (catalog reflect discount)							
Processing Services	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**	**Books**	**Media**
Complete cataloging/processing	NB	4.00	NB	NB	NB	NB	NB	NB	1.10	NB						
Barcodes	NB	NB	NB	NB	NB	NB	NB	NB	0.70	NB						
Data disks (order/invoice)	NB	2.50	NB	NB	NB	NB	NB	NB	0.40	NB						
Electronic downloadable MARC record	NB	NB	NB	NB	NB	NB	NB	NB	0.70	NB						
Processing to school specs	NB	yes	NB	NB	NB	NB	NB	NB	yes	NB						
Processing for circulation systems	NB	yes	NB	NB	NB	NB	NB	NB	yes	NB						
Full cataloging for all titles	NB	yes	NB	NB	NB	NB	NB	NB	yes	NB						

Note 37: Call for quote on pricing and verification of cataloging prior to placing order. Combined savings can reach 65%.
Note 38: Sundance Exclusive products already reflect a school discount. Paperbacks, Literature Guides and Classroom Libraries - Order $100-499 save 20%; order $500-$999 save 25%; order $1,000 up and save 30%. Shipping and handling added.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 27, 2006
RE: Magazine & Periodical Subscription Services Bid No. 2005-16 - Renewal

SUMMARY:

A bid was let to provide a vendor for magazine and periodical subscription services for all district libraries for the 2005-06 school year with the option to renew for two additional years. The bid asked that percentage discount from publishers retail price list.

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

Mrs. Bette Babers, District Library Coordinator, was contacted regarding renewal of bid. Her recommendation was to renew. Vendor was contacted and has committed to the renewal as awarded.

The following is the recommendation of Ms. Bette Babers and Mrs. Debbie Johnson.

RECOMMENDATION:

It is recommended that the Board approve Ebsco Subscription Services for the period of June 1, 2006 to May 31, 2007.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Bette Babers

Date Submitted: March 27, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: April 4, 2005 **Bid Number**: 2005-16

1. **Item, material or service (specific or classification):** Magazine & Periodical Subscription Services

2. **Brief description:** Magazine and periodical subscription services have been processed as a part of the library book bid in the past.

3. **Period of time bid covers:** June 1, 2005 through May 31, 2006

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

   Campus librarian with campus principal approval

5. **Number of bids sent to vendors:** 3 (only known sources)

6. **Number of bids received from vendors:** 1

7. **Listing of recommended vendors and total prices:** It is recommended award be made to Ebsco Subscription Services. We have used this vendor in the past and have been pleased with their service. Approximate expenditure for these services will be $7,000 to $8,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 2/22/02

10. **Percentage increase or decrease from last bid:** Discount offered by Ebsco has remained the same at 5%.

11. **Budget information:** Funds for these expenditures are budgeted under account code 199.12.6325.00.xxx.2.99.00 for each campus.

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 27, 2006
RE: Physical Education Supplies Bid No. 2005-18 - Renewal

SUMMARY:

A bid was let to establish vendors for the purchase of physical education supplies for the 2005-2006 school year for all campuses with the option to renew for two additional years. Vendors were asked to quote a fixed rate percentage discount off their catalog or list prices. The current bid will expire May 31, 2006.

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

Mrs. Sharon Whitefield, Director of Curriculum, was contacted regarding renewal of bid. Her recommendation was to renew. Vendors were contacted and all have committed to the renewal as awarded.

The following is the recommendation of Mrs. Debbie Johnson and Mrs. Sharon Whitefield.

RECOMMENDATION:

It is recommended that the Board approve the vendors below for the period of June 1, 2006 through May 31, 2007.

Vendor	Catalog Discount
BSN Sports	10%
U.S. Games	15%

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Sharon Whitefield
Date Submitted: March 27, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: April 18, 2005 **Bid Number:** 2005-18

1. **Item, material or service (specific or classification):** Physical Education Supplies

2. **Brief description:** A bid was let to establish vendors for the purchase of physical education supplies for the 2005-2006 school year for all campuses. Vendors were asked to quote a fixed rate percentage discount off their catalog or list prices.

3. **Period of time bid covers:** June 1, 2005 through May 31, 2006 with the option to renew for two additional years

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

   Teachers with campus principal approval

5. **Number of bids sent to vendors:** 10

6. **Number of bids received from vendors:** 7 (with 1 "no bid" and 1 incomplete bid)

7. **Listing of recommended vendors and total prices:** Recommendation for award is to the following vendors for their quoted discount. The proposed expenditures for these supplies will be $10,000 – 20,000.

Vendor	Catalog Discount
BSN	10% supplies & equipment
U. S. Games	15% supplies & equipment

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

9. **Last bid date (bid of comparable nature within last 5 years):** April 23, 2002

10. **Percentage increase or decrease from last bid**: Both vendors bid the same discount from catalog prices.

11. **Budget information:** Expense will come from budgeted dollars at each campus from the following account code: 199.11.6395.00. (campus code).5 (or 6) .11.0.16

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 27, 2006
RE: Instructional Supplies Bid No. 2005-20 - Renewal

SUMMARY:

A bid was let in March for Instructional Supplies and Equipment for the 2005-06 school year with two one-year renewal options. Vendors were asked to quote a percentage discount rate from their catalog or list prices. The current bid will expire May 31, 2006.

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

Mrs. Sharon Whitefield, Director of Curriculum, was contacted regarding renewal of bid. Her recommendation was to renew. Vendors were contacted and all have committed to the renewal as awarded.

The following is the recommendation of Ms. Sharon Whitefield, Curriculum Director, and reviewed by Mrs. Debbie Johnson.

RECOMMENDATION:
It is recommended that the Board approve the vendor and catalogs below for the period of June 1, 2006 through May 31, 2007.

Vendor	% Discount Supplies/Equipment
ABC School Supply	15% / 15%
Educational Record	0% / 0%
Lakeshore Learning	5% / 5%
Martin's Office	20% / 20%
S & S Worldwide	10% / 10%
School Specialty	25% / 10%

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharon Whitefield
Debbie Johnson

Date Submitted: March 27, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: May 16, 2005 **Bid Number:** 2005-20

1. **Item, material or service (specific or classification):** Instructional Supplies & Equipment

2. **Brief description:** A bid was let to establish vendors for the purchase of instructional supplies for the 2005-2006 school year. Vendors were asked to quote a percentage discount rate from their catalog or list prices.

3. **Period of time bid covers:** June 1, 2005 through May 31, 2006

4. **Person and title responsible for the expenditure:** Campus teacher with principal approval

5. **Number of bids sent to vendors:** 28

6. **Number of bids received from vendors:** 20 (includes 3 "no bids")

7. **Listing of recommended vendors and total prices:** The following vendors are recommended for award. Instructional supplies are purchased on an as needed basis. It is estimated the amount to be spent on instructional supplies will be between $200,000 - $300,000 for the 2005-2006 school year.

Vendor	Catalog Title	% discount on supplies/equipment
ABC School Supply	ABC School Supply Early Learning	15% / 15%
Educational Record	2005 Educational Record Center	0% / 0%
Lakeshore Learning	Lakeshore Learning Materials	5% / 5%
	Lakeshore Elementary	5% / 5%
Martin's Office	Big Book of Learning Materials	20% / 20%
	Stuff for Your School	0% / 0%
S & S Worldwide	S & S Education Plus	10% / 10%
	S & S Active Learning	10% / 10%
School Specialty	School Specialty Education Essentials	25% / 10%

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

9. **Last bid date (bid of comparable nature within last 5 years):** 4/4/02

10. **Percentage increase or decrease from last bid**: Percentage discount quoted remained the same for the following vendors. The other vendors were not awarded under the previous contract.
    ABC School Supply
    Lakeshore Learning
    Martin's Office Supply
    School Specialty

11. **Budget information:** Funds for these expenditures are budgeted for each campus under code 199.11.6395 (or 6399).xx.(campus code).5.xx.x.xx.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: March 27, 2006
RE: Music, Band & Choir Supplies
Bid No. 2005-22 - Renewal

SUMMARY:

Music, Band and Choir Supplies for the district are purchased using catalogs and shelf items. The majority of supplies purchased are proprietary in nature. Thus line item bids are not effective.

The request for catalog bids for music, band and choir supplies was let in April 2005 for the period of notice of award to May 31, 2006 with two one-year extensions if agreed to in writing by all parties. Current bid expires May 31, 2006.

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

Mrs. Sharon Whitefield, Director of Curriculum, was contacted regarding renewal of bid. Her recommendation was to renew. Vendors were contacted and all have committed to the renewal as awarded except for Washington Music.

The following is the recommendation of Mrs. Debbie Johnson and Mrs. Sharon Whitefield.

RECOMMENDATION:

That the Board award the following vendors for the purchase of Music, Band, and Choir Supplies for the period of June 1, 2006 to May 31, 2007.

Vendor	% Disc
Brook Mays Music	0
Southern Music Company	10
Johnny Paul's Music	30
Rhythm Band	5
Mr. E's Music	10 – 40
Music is Elementary	5

Respectfully submitted,

Sharay S. Boynton

Staff Person Responsible: Debbie Johnson
Sharon Whitfield

Date Submitted: March 27, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: June 13, 2005 **Bid Number:** 2005-22

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

2. **Brief description:** A catalog/price list discount bid was let to provide supplies for the band, choir and elementary music programs throughout the district. Vendors were asked to quote a percentage discount off their catalog or list prices. Vendors were also evaluated on questions asked in the bid regarding services provided by the companies, items available in the catalogs, minimum order amounts, free shipping, etc.

3. **Period of time bid covers:** From written notification of award through May 31, 2006

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

   Sharon Whitefield – Curriculum Director
   Campus personnel with principal approval

5. **Number of bids sent to vendors:** 40

6. **Number of bids received from vendors:** 16 (also received 4 no bids)

7. **Listing of recommended vendors and total prices:** Recommendation for award is to the following vendors based on the three different programs to be covered under this award. Expenditures will be approximately $30,000 to $50,000. All supplies are to be purchased on an as needed basis.

   Brook Mays Music Group
   Johnny Paul's Music
   Mr. E's Music
   Music Is Elementary
   Pender's Music
   Rhythm Band
   Southern Music
   Washington Music
   Suzuki Music

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

9. **Last bid date (bid of comparable nature within last 5 years):** 4/22/2003

10. **Percentage increase or decrease from last bid**: This was not a line item bid so a comparison was not made.

11. **Budget information:** All purchases will be made from funds budgeted in various accounts to include the following. Below are the accounts for expenses under this contract.

181.36.6395.00.001.5(6).99.0.30
199.11.6395.00.001.5(6).11.0.30
199.11.6395.00.041.5(6).11.0.30
199.11.6395.00.042.5(6).11.0.30

181.36.6395.00.001.5(6).99.0.31
199.11.6395.00.001.5(6).11.0.31
181.36.6395.00.042.5(6).99.0.31
181.36.6395.09.042.5(6).99.0.31
199.11.6395.00.041.5(6).11.0.31
199.11.6395.00.042.5(6).11.0.31

199.11.6649.00.001.5(6).11.0.30
199.11.6649.00.041.5(6).11.0.30
199.11.6649.00.042.5(6).11.0.30
199.11.6649.00.042.5(6).11.0.31

Purchases for the elementary program will come from funds budgeted in various instructional supply accounts.

12. **Other comments:** None

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: April 3, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton,
DATE: March 27, 2006
RE: Athletic Training Supplies
Bid No. 2006-03

SUMMARY:

A bid was let asking vendors to quote a fixed rate percentage discount off catalog prices and to quote pricing on a list of equipment that would be held firm for the period of June 1, 2006 to May 31, 2007 with the option to renew for two additional one-year terms. Supplies and equipment will be purchased on an as needed basis.

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

The bid responses were reviewed by Ms. Connie Rhodes, GHS Athletic Trainer, Mr. Mark Gilbert, GHS Athletic Trainer, and Mr. Dwight Butler, Athletic Director. The following is their recommendation.

RECOMMENDATION:

It is recommended award be made to Alert Services, Henry Schein, Inc. and School Health for catalog discount purchases for the period of June 1, 2006 through May 31, 2007. It is also recommended that all items under Section B be awarded as indicated on the tabulation by shading under the vendor name for the period of June 1, 2006 through May 31, 2007.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Dwight Butler

Date Submitted: March 27, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: April 3, 2006 **Bid Number:** 2006-03

1. **Item, material or service (specific or classification):** Athletic Training Supplies

2. **Brief description:** A bid was let asking vendors to quote a fixed rate percentage discount off catalog prices and to quote pricing on a list of equipment that would be held firm through May 31, 2007. All supplies and equipment will be purchased on an "as needed" basis.

3. **Period of time bid covers:** The bid covers the period from June 1, 2006 through May 31, 2007.

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

   Connie Rhodes – GHS Athletic Trainer
   Mark Gilbert – GHS Athletic Trainer
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** 9

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

7. **Listing of recommended vendors and total prices:** It is recommended award be made to Alert Services, Henry Schein, Inc. and School Health for catalog discount purchases. It is also recommended that all items under Section B be awarded as indicated on the tabulation by shading under the vendor name. The approximate expenditure on trainer supplies and equipment will be $25, 000.

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

   B7 & B9: The price from Alert is for a 6 roll box and not a 24 roll case. The price from School
   Health is for a 6 roll box and not a 24 roll case. Conco is the better buy.

   B23 & B24: The Pro Orthopedic has a heavy duty material and is more durable that the Pro
   Tec quoted by Henry Schein.

9. **Last bid date (bid of comparable nature within last 5 years):** 5/24/04

10. **Percentage increase or decrease from last bid:** Some of the bid items and brands have changed so a comparison was not made.

11. **Budget information:** All items will be purchased with budgeted dollars from the following codes: 181.36.6395.00.001.6.91.0.15, 181.36.6395.af.001.6.91.0.15, 181.36.6649.00.001.6.91.0.15

12. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

Sharay S. Boynton

CERTIFICATION REQUIRED BY SBEC

Term contracts governed by Chapter 21 of the Education Code (educator term contracts) shall be provided to:

1. SBEC-certified employees serving full-time as principals, assistant principals, teachers, counselors, diagnosticians, librarians, and the **director of a**thletic**s** ~~director~~; and

2. Full-time **RN** nurses.

CERTIFICATION REQUIRED BY THE DISTRICT

Educator term contracts shall be provided also to persons in the following positions for which the District requires current SBEC certification: **assistant superintendents of schools, executive director of human resources, director of special education, director of curriculum and instruction, coordinator of elementary curriculum, coordinator of secondary curriculum, coordinator of special education, coordinator of testing, coordinator of special programs, coordinator of at-risk program, coordinator of instructional technology, deans of students, administrators who supervise employees in positions that require certification, and** speech therapists**/pathologists**.

NO CERTIFICATION REQUIREMENT

In addition, educator term contracts shall be provided for the following positions for which neither SBEC nor the District requires current SBEC certification: **employees hired prior to March 1, 2006, as** executive director of finance, director of transportation, director of facilities/safety, director of technology **services, school psychologist,** and **coordinator of extended day**. **See DCE(LOCAL)**

NON–CHAPTER 21 CONTRACTS

The Board shall employ by a written contract **employees hired after March 1, 2006, as** executive director of finance, director of transportation, director of facilities/safety, director of technology **services, school psychologist, coordinator of extended day, and any other positions deemed appropriate**. These contracts shall not be governed by Chapter 21 of the Education Code.

REASONABLE ASSURANCE OF EMPLOYMENT

The District shall provide an employee a letter of reasonable assurance of employment if a new contract is not issued prior to the last working day of the current contract and the employee is reasonably expected to report to work at the beginning of the following academic term.

APPEAL OF EMPLOYMENT ACTIONS

An employee may appeal discharge during the contract period in accordance with DCE(LEGAL).

An employee whose contract is not reissued at the end of the contract period may appeal to the Board in accordance with DGBA(LOCAL).

TAPE RECORDING

The proceedings of closed meetings shall be recorded by audio recording except when the purpose of the meeting is for private consultation with the District's attorney as described in BEC(LEGAL)."

EXCEPTIONS FOR CLOSED MEETINGS

The Board may conduct a closed meeting for the purposes described in the following provisions.

ATTORNEY CONSULTATION

1. The Board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings. *Gov't Code 551.071* [See BE for permissible methods of communication for attorney consultations]

REAL PROPERTY

2. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. *Gov't Code 551.072*

PROSPECTIVE GIFT

3. The Board may conduct a closed meeting to deliberate a negotiated contract for a prospective gift or donation to the District if deliberation in an open meeting would have a detrimental effect on the Board's position in negotiations with a third person. *Gov't Code 551.073*

PERSONNEL MATTERS

4. The Board is not required to conduct an open meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee. However, the Board may not conduct a closed meeting for these purposes if the officer or employee who is the subject of the deliberation or hearing requests a public hearing. *Gov't Code 551.074*

The closed meeting exception for personnel matters does not apply when the Board discusses an independent contractor who is not a school employee, such as an engineering, architectural, or consultant firm, or when the Board discusses a class or group of employees, not a particular employee. *Atty. Gen. Op. MW-129 (1980), Atty. Gen. Op. H-496 (1975)*

EMPLOYEE- EMPLOYEE COMPLAINTS

The Board is not required to conduct an open meeting to deliberate in a case in which a complaint or charge is brought against a District employee by another employee and the complaint or charge directly results in the need for a hearing. However, the Board may not conduct a closed meeting for this purpose if the employee against whom the complaint or charge is brought makes a written request for an open hearing. *Gov't Code 551.082*

STUDENT DISCIPLINE

5. The Board is not required to conduct an open meeting to deliberate in a case involving discipline of a public school child. However, the Board may not conduct a closed meeting for this purpose if the child's parent or guardian makes a written request for an open hearing. *Gov't Code 551.082*

PERSONALLY IDENTIFIABLE STUDENT INFORMATION

6. The Board is not required to conduct an open meeting to deliberate a matter regarding a student if personally identifiable information about the student will necessarily be revealed by the deliberation.

   Directory information about a public school student is considered to be personally identifiable information about the student for this purpose only if a parent or guardian of the student, or the student if the student has attained 18 years of age, has informed the District that the directory information should not be released without prior consent. [See FL]

   This exception does not apply if an open meeting about the matter is requested in writing by a parent or guardian of the student or by the student if the student has attained 18 years of age.

   Gov't Code 551.0821

MEDICAL OR PSYCHIATRIC RECORDS

7. A board that administers a public insurance, health, or retirement plan is not required to conduct an open meeting to deliberate:
   a. The medical records or psychiatric records of an individual applicant for a benefit from the plan; or
   b. A matter that includes a consideration of information in the medical or psychiatric records of an individual applicant for a benefit from the plan.

   Gov't Code 551.0785

SECURITY DEVICES

8. The Board is not required to conduct an open meeting to deliberate the deployment, or specific occasions for implementation, of security personnel or devices. *Gov't Code 551.076*

ASSESSMENT INSTRUMENTS

9. The Board shall conduct a closed meeting to discuss or adopt individual assessment instruments or assessment instrument items. *Education Code 39.030(a)*

EMERGENCY MANAGEMENT

10. The Board is not required to conduct an open meeting to deliberate information confidential under Government Code Sections 418.175-418.182, relating to Homeland Security. However, the Board must make a tape recording of the proceedings of a closed meeting held to deliberate the information. *Gov't Code 418.183(f)*

ECONOMIC DEVELOPMENT NEGOTIATIONS

11. The Board is not required to conduct an open meeting
    a. To discuss or deliberate regarding commercial or financial information that the Board has received from a business prospect that the Board seeks to have locate, stay, or expand in or near the District and with which the Board is conducting economic development negotiations; or
    b. To deliberate the offer of a financial or other incentive to such a business prospect.

    Gov't Code 551.087

PROCEDURES FOR CLOSED MEETINGS	If a closed meeting is allowed, the Board shall not conduct the closed meeting unless a quorum of the Board first convenes in an open meeting for which proper notice has been given [see BE] and the presiding officer has publicly announced that a closed meeting will be held and has identified the section or sections of the Open Meetings Act or other applicable law under which the closed meeting is held. *Gov't Code 551.101*
VOTE OR FINAL ACTION	A final action, decision, or vote on a matter deliberated in a closed meeting shall be made only in an open meeting for which proper notice has been given. *Gov't Code 551.102* [See BE]

CERTIFIED AGENDA OR TAPE RECORDING

The Board shall either keep a certified agenda or make a tape recording of the proceedings of each closed meeting, except for private consultation with the District's attorney. The certified agenda must include a statement of the subject matter of each deliberation, a record of any further action taken, and an announcement by the presiding officer at the beginning and end of the closed meeting indicating the date and time. A presiding officer shall certify that a certified agenda is a true and correct record of the proceedings. If a tape recording is made, it must include announcements by the presiding officer at the beginning and end of the meeting indicating the date and time. *Gov't Code 551.103*

Closed meetings may not be recorded by an individual trustee against the wishes of a majority of the Board. *Zamora v. Edgewood ISD, 592 S.W.2d 649 (Tex. App.-San Antonio, 1979)*

PRESERVATION

The Board shall preserve the certified agenda or tape recording of a closed meeting for at least two years after the date of the meeting. If a legal action involving the meeting is brought within that period, the Board shall preserve the certified agenda or tape recording while the action is pending. *Gov't Code 551.104(a)*

PUBLIC ACCESS

A certified agenda or tape recording of a closed meeting is available for public inspection and copying only under a court order issued as a result of litigation involving an alleged violation of the Open Meetings Act. *Gov't Code 551.104(b), (c)*

PROHIBITIONS

No Board member shall participate in a closed meeting knowing that neither a certified agenda nor a tape recording of the closed meeting is being made. *Gov't Code 551.145*

No individual, corporation, or partnership shall without lawful authority disclose to a member of the public the certified agenda or tape recording of a meeting that was lawfully closed to the public. *Gov't Code 551.146*

No Board member shall knowingly call or aid in calling or organizing a closed meeting that is not permitted under the Open Meetings Act, close or aid in closing a regular meeting to the public except as permitted under the Open Meetings Act, or participate in a closed meeting that is not permitted under the Open Meetings Act. *Gov't Code 551.144(a)*

AFFIRMATIVE DEFENSE

It is an affirmative defense to prosecution under Subsection 551.144(a) that a Board member acted in reasonable reliance on a court order or a written interpretation of the open meetings law contained in an opinion of a court of record, the attorney general, or the Board's attorney. *Gov't Code 551.144(c)*