Regular

Monday, July 17, 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

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

a. Financial statemenst for period ending May 31, 2006
b. Financial presentation related to Chapter 41 status (property wealth)
c. Student athletic code of conduct handbook
d. Update Architect/City meeting to review 205 E Pearl property
e. Update Crossland Ninth Grade Center renovation

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

a. Minutes of the June 5, 2006 special meeting and June 12, 2006 regular board meeting
b. Budget amendments
c. Continued participation in CAS Workers Compensation program
d. Continued participation in Texas Association of Public Schools Property and Liability Fund (TAPS) for General Liability, Auto Liability and Property Damage, Property Coverage, Educators' Legal Liability, Computer Systems Coverage and Crime Coverage
e. Building materials and supplies CSP 2006-06
f. Grounds supplies CSP 2006-07
g. Tires and tubes bid no. 2006-08
h. Vehicle Fuel bid no. 2006-12

9. **Consider policy FD Regulataion**
10. **Consider Acton Middle School Amy Kirkpatrick Memorial Library**
11. **Consider 2006-07 employee handbook**
12. **Consider endorsement of nominated individual for Texas Association of School Boards Board of Directors**
13. **Consider recording of executive closed meetings**
14. **Adjourn**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 17, 2006
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 11, 2006
RE: 5/31/06 Financial Statements

SUMMARY:

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

The statements for the period ended Mary 31, 2006 include only those transactions that occurred between the period of September 1, 2005 and May 31, 2006. Revenue collected to date equal 93.75% of the budgeted amount compared to 91.30% last year. Expenditures to date represent 70.36% of the budget compared to 69.94% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: July 11, 2006

House Bill 1: New Financing Plan with a Variety of New Issues

Granbury Independent School District
July 17, 2006



Presentation Outline

- The Old Finance System
- Changes Under HB 1
- Chapter 41 Status
- Outlook in 2007-08 and Beyond

The Old School Finance System

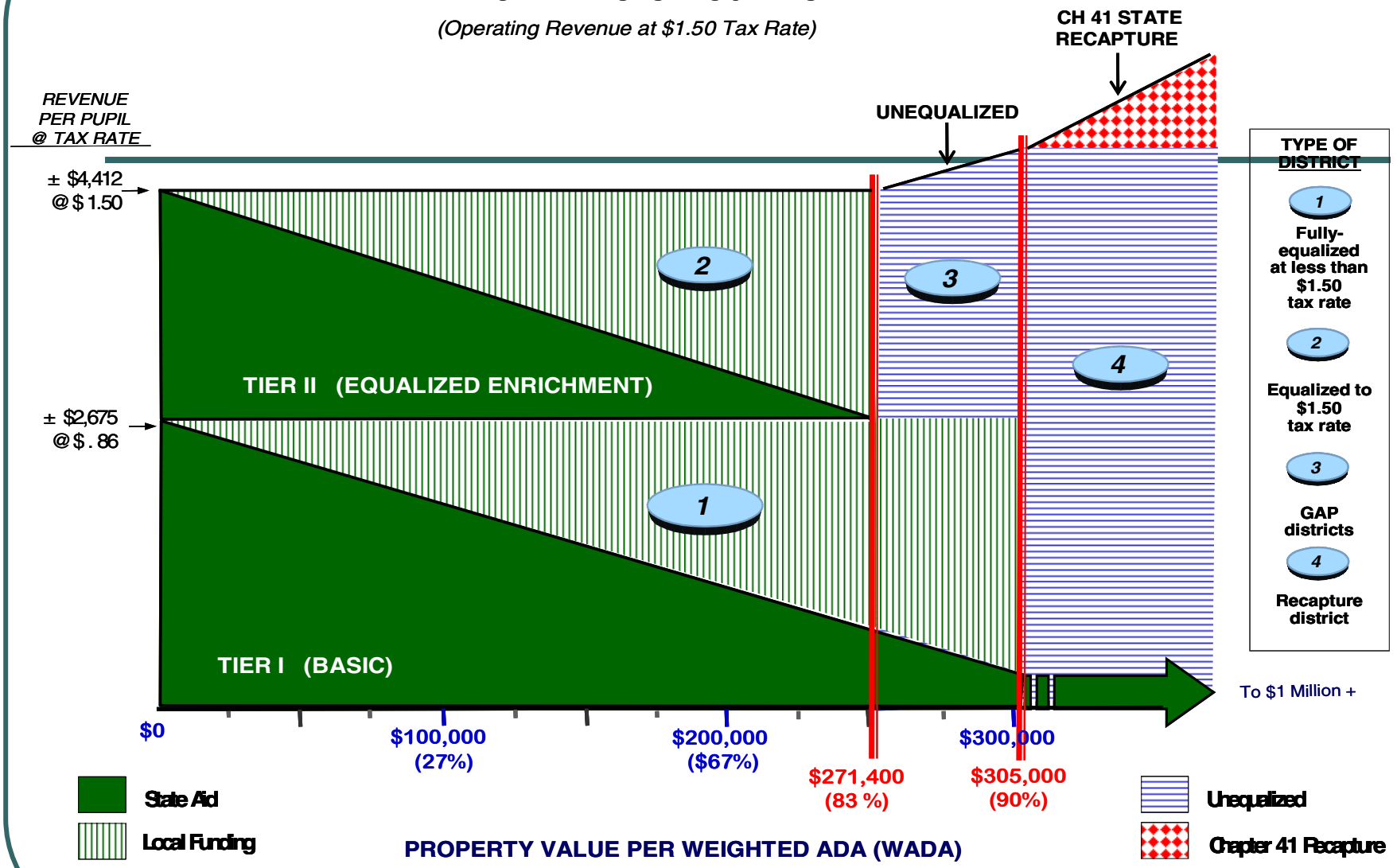
- Summary of Features
- A Graphic Representation

Major Features of Old System

- Formula-driven funding based on student and district characteristics
- Equalization effort to neutralize wealth differences
- Gap between Tier II and Chapter 41 districts
- $1.50 M&O rate in majority of districts
- Recapture above $305,000 per WADA
- GISD would owe $1.9 million in recapture under old law in 2006-07

Texas School Operations Finance — Know Where You Are

(Operating Revenue at $1.50 Tax Rate)



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New System Under HB 1

- Major Features
  - Formula elements
  - Hold-harmless levels dictate funding
- Tax Rates

Formula Elements

- Guaranteed yield, basic allotment, and equalized wealth level all reset at 88th percentile (estimated at $319,500 per WADA)
- Resulting increases (2006-07):
  - guaranteed yield from $27.14 to $31.95
  - basic allotment from $2,537 to $2,748
  - equalized wealth from $305,000 to $319,500
  - Austin ISD yield: $41.21

Hold Harmless — Basic Level

- Revenue set to best of:
  - 2005-06 revenue per WADA (local taxes – recapture + state aid)
  - 2006-07 revenue per WADA at 2005-06 tax rate
  - 2006-07 revenue per WADA at 2006-07 effective tax rate under truth-in-taxation calculation

Hold Harmless — Adjustments

- Basic level adjusted for:
  - Pay raise
    - $2,500 per teacher, counselor, nurse, librarian
  - High school allotment
    - $275 per ADA in 9-12

Hold Harmless, cont.

- Revenue limitation (clawback) on new formula increases
  - reduction of formula funds to basic hold-harmless level + pay raise and high school allotment funds
- Reduced tax effort below 88.67 percent / 66.67 percent of 2005-06 will also result in reduction in school district revenue

Tax Rate Structure

- Base tax rate based on qualifying reduction percentage multiplied by 2005 M&O tax rate
- Additional tax rate of 4¢ permitted without election
- Additional tax rate permitted with election, subject to 17¢ maximum above base

Basic M&O Tax Rate 2006-07

- 88.67 percent of 2005 M&O Rate

  Example: $1.45 x 0.8867 = $1.2857
- No effective rate rollback calculation for 2006-07
- Maximum remains at $1.50, or voted authorization
- First 4¢ available without election
- Remaining 13¢ requires election

Basic M&O Tax Rate 2007-08

- Lesser of:
  - 66.67 percent of $1.50

    Example: $1.50 x 0.6667 = $1.00005, or by TEA definition $1.00, or
  - Effective rate calculation
- First 4¢ available without election
- Maximum set at $1.00 + 17¢
- Remaining 13¢ requires election

2006-07 Rollback Rate Calculation

- 2006-07 calculation based solely on 2005 tax rate
- Compression percentage of 88.67 percent applied to 2005 tax rate with up to an additional 4 cents available without election
- Higher rate up to 17 cents permitted by rollback election

Rollback Election – 2006-07

- For districts seeking to exceed four-cent rollback limit for 2006-07 school year, rollback election date is Saturday, September 30, 2006
- 2006 rollback election cannot be held on any other date
- Election must be ordered not later than August 31, 2006
- If rollback election is to be called, tax rate must be set by date rollback election is called

Rollback Calculation in 2007-08 and Beyond

- For districts at or below $1.50, the rollback rate is the lesser of $1.04 or the effective rate plus $0.04
- Circular provisions in HB 1 make calculation of effective rate difficult
- For modeling purposes, we use 0.6667 * 2005 rate plus $0.04
- Likely to end up with November election

Yield for First 4¢

- Yield for first 4¢ of additional tax effort set to higher of:
  - Austin ISD yield: $41.21 and actual revenue level
- Available without election, regardless of year chosen
- No recapture permitted
- Estimated cost to state: $463.3 million
- Local tax revenue: $488.6 million

Additional 2¢ in 2008-09

- Austin ISD yield in 2008-09
- No recapture
- Voter approval required

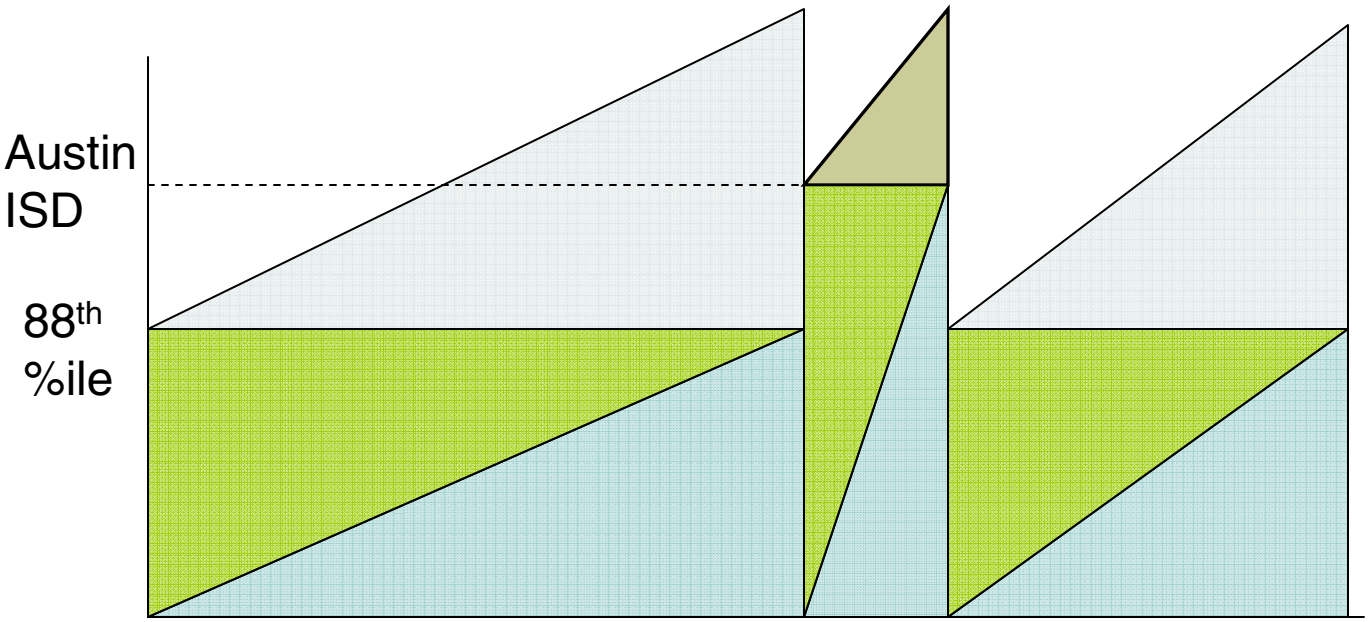
Yield for Additional Tax Increases

- Yield for additional tax effort after first 4¢ set to $31.95 per WADA per penny of tax effort
- Available with election
- Recapture required for district with greater than $319,500 per WADA

Over 65 and Disabled Freeze

- ***Requires*** constitutional amendment
- Homeowner's subject to this freeze would only see tax reduction if current tax bill at the reduced rate results in an amount less than tax freeze amount
- This is more likely to be issue with $0.50 reduction in 2007-08
- Possibility of this item being emergency legislation during 80th Legislature so that a May election can be held to grant a reduction in current freeze levels

Varying Yields Under HB 1



Chapter 41 Status

Where GISD Stands

- Major Elements
- GISD Dilemma: Chapter 41 Notice with No Recapture Owed
- Question of Whether to Call Election for Chapter 41 Under This Circumstance

Granbury ISD Wealth Per WADA

2001-02	$211,995
2002-03	$227,195
2003-04	$251,452
2004-05	$281,873
2005-06	$298,297
2006-07	
TEA	$326,735
GISD/MCA	$319,278

Chapter 41 Status

- New equalized wealth level for recapture is $319,500 per WADA
- GISD sent preliminary notice in June
- Final notice due July 15
- Mr. Harris appealed preliminary notice
- If notified, GISD must send TEA a plan for reducing wealth
- GISD not expected to owe recapture in 2006-07 or after

GISD Dilemma

- District not expected to owe recapture in 2006-07
  - Under TEA wealth per WADA, recapture amount would be about $771,000
    - GISD expects higher enrollment than TEA
  - State aid for tax reduction, teacher salary increases and high schools can be used to offset recapture owed
    - These items should exceed $4.6 million in 2006-07

Options to Reduce Wealth

1. Consolidate with another district
2. Detach property
3. Send money to the state (vote needed)
4. Make agreements with other districts (vote needed)
5. Consolidate tax bases with another district (vote needed)

Wealth Reduction Options

- Letter of intent on option or options selected due to TEA by September 1
- Options 3 and 4 are nearly universal
- Both require calling an election
- Action on wealth reduction must be taken before Board may adopt tax rate for 2006-07
- October 15 –last date for new Chapter 41 district to hold an election on options
- November 8 action by TEA for detachment

Chapter 41 Election for Options 3, 4, or 5

- One-time election – not necessarily to seek further voter action if approved
- Must be held on a Tuesday or Saturday not longer than 45 days after election is called
- Election needed prior to September 30
- Uniform election dates do not apply
- USDOJ pre-clearance needed

FISCAL OUTLOOK FOR THE 80TH LEGISLATIVE SESSION IN JANUARY

- Appropriations
- State Finances

Appropriations

- House Bill 1
  - 2006-07 fiscal note: $3.922 billion
    - Property tax reduction: $2.148 billion
    - Additional education spending: $1.774 billion
  - HB 1 includes $3.825 billion appropriation to TEA for 2007: $97 million short
    - TEA is directed to come up with funding plan
    - Plan to be approved by the Governor and LBB
    - Look to federal funds and other sources to fill gap
- Textbook Costs of $294.5 million (unresolved)

State's Fiscal Outlook Under HB 1 (Amounts in Millions)

State Fiscal Year	2007	2008	2009	2010	2011
HB 1 Property Tax Relief	-$2,148	-$6,587	-$6,850	-$7,193	-$7,553
HBs 3,4 and 5	$461	$4,117	$4,216	$4,392	$4,676
Tax Relief Shortfall	-$1,687	-$2,470	-$2,634	-$2,801	-$2,877
HB 1 and Other 3rd C.S. Appropriations	-$1,774	-$2,274	-$3,447	-$2,826	-$2,963
Revenue Needed: HB 1	-$3,461	-$4,744	-$6,081	-$5,627	-$5,840



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2006–2007

GRANBURY



STUDENT – ATHLETIC CODE OF CONDUCT HANDBOOK

ranbury
Independent School District

Dwight Butler • Athletic Director

600 W Pearl Street • Granbury, Texas 76048 • Phone (817) 408-4080 • Fax (817) 408-4014

To: All Granbury ISD Athletic Parents & Fans,

We understand that fans and parents get excited at games or events but we have to have some sort of guidelines for behavior in the stands, just like our athletes on the field or court. Disputing every call or screaming at participants on the field/court of every game whether by a coach or fan, not only is it in bad taste, but it gives our school and community a horrible reputation to not only other fans but especially to the officials who are officiating our young people.

Anyone being escorted out of a venue whether a parent or a fan, by the police, security or school official will have their privileges suspended from watching the athletes anywhere from 1 game to 1 year depending on the severity. I do not want this guideline taken that I do not want people cheering or having a good time at games. I just know that people around you, in the stands and young people on the field/court enjoy playing and watching when it is more of a positive environment.

We all sometimes forget that we are there to support our athletes. If we would devote our time and efforts towards supporting, then we would not have time to be negative and critical. It has been proven that negative comments and actions lead to unfortunate extremely detrimental to the athletes' emotional state towards themselves, teammates and coaches, which make it impossible to have a positive attitude towards competition.

Thank you for your cooperation in this matter for a great year athletically.

Dwight Butler, Athletic Director

Introduction

The primary purpose of the Athletic Program in the Granbury Independent School District (GISD) is to promote the physical, mental, social, emotional, and moral well being of the participants. It is hoped that athletics in our schools will be a positive force in preparing youth for an enriching and vital role in American life. The Athletic Program is an important and integral part of the total school program and is open to participation by all students regardless of individual abilities and capabilities. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. He/she accepts the training rules, regulations, and responsibilities, which are unique to the Athletic Program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations for the role demands that the individual make sacrifices not required of others.

In addition to the "Rules and Regulations for Students in the Granbury Public Schools," Athletic Program participants are also governed by the University Scholastic League (UIL) High School Athletic Code and the GISD Athletic Code.

GISD Athletic Code of Conduct

Section I - General Regulations

A. The UIL Rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc. each coach has the responsibility to know, to inform team members and parents, and to enforce school and UIL regulations in these matters.

B. Any civil law infraction or conduct by a student athlete that is determined by the Head Coach and School Administration to be detrimental to the Athletic Program, school, or GISD will result in counseling by the Head Coach and a School Administrator with possible suspension. The term student athlete includes any student participating in the Athletic Program, including student managers, and student athletic trainers.

C. No student athlete may quit one sport and turn out for another after the season has begun until that season is over and all equipment returned.

D. Student athletes must travel to and from athletic contests away from Granbury in transportation provided by the school district we go as a team and come home as a team. This creates unity. The only exceptions are:
   1. Injury to a student athlete, which would require alternate transportation.
   2. Pre-trip arrangement between the student athlete's parent/guardian and the coach for the student athlete to ride with the parent/guardian, for valid / emergency reasons.

E. A display of unsportsmanlike conduct toward an opponent or official or use of profanity during an athletic practice or athletic contest will result in counseling by the Head Coach and possible suspension.

F. Unexcused absences from scheduled athletic contests will result in:
   1. Suspension for one athletic contest following the first violation.
   2. Suspension for the remainder of the sports season for the second violation.

G. Violations requiring administrative action that would suspend a student athlete from **regular** school attendance will result in:
   1. Suspension for one athletic contest following the first violation.
   2. Suspension for the remainder of the sports season for the second violation.

H. Theft or malicious destruction of any school or individual's equipment or property is not to be tolerated.
   1. First offense: The student athlete will be suspended from the team for five days. At the end of this period, following counseling by the head coach and a school administrator, a decision regarding further competition will be made. The time spent out of athletics CAN be counted against time served.
   2. Second offense: The student athlete will be suspended from the team for the remainder of the sports season and will be referred to the school administrator.

I. The theft or malicious destruction of any property or equipment while participating on a school sponsored athletic event will result in the suspension from the Athletic Program for a period for not less than 90 school days nor more than 180 school days.

J. The UIL defines the monetary value limits to be placed on awards given to high school athletes. At the present time, GISD is allowed to give a letter jacket one time in a student athlete's high school career at Granbury High School. One letter will be given at the time a student athlete earns their letter jacket. Extra letters may be acquired for the athlete through the Head Coach, but only ***one for each sport***, **NOT** one a year for each sport. After that athletes can get either emblems or bars for multiple years lettering in that sport.
The Head Coach is responsible for setting the criteria for lettering in his/her sport. These criteria must be written down and on file in the Athletic Office and will be made available upon request. ANY ATHLETE THAT DOES NOT MEET DEFINITE CRITERIA FOR LETTERING IN A VARSITY SPORT WHICH FALLS UNDER THE COACHES DISCRETION WILL BE CONSIDERED AT A MEETING BETWEEN THE HEAD COACH AND THE ATHLETIC DIRECTOR (A.D. WILL ACT AS THE 3RD PARTY) TO DETERMINE WHETHER THE ATHLETE IS ELIGIBLE FOR A LETTER AWARD.

K. The grooming code for student athletes at any GISD Campus will be as follows:
    1. Male student athletes will have their hair no longer than a dress shirt collar in the back and no longer than the bottom of the ear lobes on the sides and no longer than the eyebrows in the front. There will be NO facial hair present. Sideburns will be no longer than the ear lobes and no chops.
    2. Female student athletes must have a hairstyle that does not draw attention to herself in an attempt to stand out in a radical fashion.
    3. No student athlete will wear earrings, necklaces, nose rings or belly button rings while representing GISD in athletics.
    4. Both male and female student athletes will dress in a manner that will represent their school and community in a POSITIVE manner when at an athletic contest.
    5. Head Coach/Athletic Coordinators have the final determination on the appropriate dress & grooming.

L. Any student engaging in conduct punishable as a felony, WILL NOT be allowed to participate in athletics.

M. Cell phones are to be used only for emergency reasons and making arrangements for transportation during athletic trips on the way home. (This will be at the individual coaches discretion.)

N. During team travel, athletes:
    a. Will travel to and from all out-of-town contests with the team. We go as a team and come home as a team. Unless pre-approved. **The pre-approval must be a note to the coach signed by the parent and turned into the coach prior to leaving for a contest. Parents need to be sure to make visual contact with the coach before leaving the contest with their child.** This should be only in case of emergency and for extenuating circumstances.

b. Will dress neatly and properly for all trips. Coaches will specify the attire.
c. Will conduct his/her self properly on the school bus or in any school vehicle.
d. Use of electronic equipment (radios, MP3, IPOD or electronic games etc.) aboard the bus will be up to the coach of each sport. In some cases these items are not useful in preparing the athlete mentally for the contest they will be playing. Cell phones used only for emergencies and arranging transportation after events.
e. Will conduct his/her self with dignity and proper manners while eating in a restaurant with the team. The team will enter and leave as a unit, and everyone will remain seated until the coach indicates they may go.
f. Will be informed of departure and appropriate return times for each trip by the coach. It is the athlete's responsibility to be on time for all departures and to inform their parents of the time to pick them up after a contest.
g. Will not be allowed to bring parents, family members, pets, or friends on bus trips.

O. This policy is for all GISD athletes. High School programs can have additional rules.
P. The use of yes sir, no sir, yes ma'am, no ma'am will be enforced as a common Courtesy.

Section II – Parent Communications

A. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of one another and provide greater benefits to children. As parents, when your children become involved in the program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach.
    a. Communication that you should expect from the coach;
        i. Expectations the coach has for your child as well as all the players on the squad.
        ii. Locations and times of all practices and contests.
        iii. Discipline that may result in the denial of your child's participation.
        iv. Team requirements, i.e. practices, special equipment, out of season conditioning etc….

    b. Communication coaches expect from parents:
        i. Concerns expressed directly to the coach.
        ii. Notification of any schedule conflicts well in advance.

B. As your child becomes involved in the athletic program in the Granbury ISD, they will experience some of the most rewarding moments in their lives. It is important to understand that there may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.
    a. The treatment of your child.
    b. Ways to help your child improve.
    c. Concerns about your child's behavior.

C. It is very difficult to accept your child's not playing as much as you hope, or in the junior varsity vs. the varsity. Coaches are professionals. They make decisions based on what they believe to be the best for all of the students involved. As you have seen from the list above, certain things can be and should be discussed with the coach. Other things, such as the following, must be left to the discretion of the coach.
    a. Issues not appropriate to discuss with coaches:
        I. PLAYING TIME
        II. OTHER STUDENT ATHLETES

D. There are situations that may require a conference between the coach and parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedures should be followed to help promote a resolution to the issue or concern.
    a. If there is a concern to discuss with the coach, the procedure you should follow:
        i. Please encourage your child to speak directly to the coach. Many times this can take care of the problem.
        ii. Call during school hours to set up an appointment.
        iii. If the coach cannot be reached, call the principal or athletic coordinator at your campus.
        iv. Please do not attempt to confront the coach before, after or during a contest. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
        v. If the meeting with the coach did not provide a satisfactory resolution, then that is the time to contact the athletic coordinator to discuss the situation.

E. Conflict Resolution chain of command
    a. Coach – student athlete, if no resolution then:
    b. Coach – parent, if no resolution then:
    c. Head Coach – Parent if no resolution.
    d. Campus Coordinator – head coach – parent, if no resolution then:.
    e. Athletic Director – Parent if no resolution final step is:.
    f. Superintendent – parent

Our hope is to find common ground to make a rational decision that is both appropriate for the student athlete and athletic program. We will treat each conflict individually but with the knowledge that the athletic department has to ultimately do what is best for the program and consistent with our rules & regulations.

Section III - School Attendance Policy

A. A student must be in school through the attendance period in order to participate in an activity that day. An exception would be made if the student had an approved medical appointment. In the case of a medical excuse, the student must present to the Attendance Supervisor a signed statement from the doctor regarding the absence.

B. Any student athlete who misses school or practice must call or visit personally with the head coach prior to the absence (if applicable) to make arrangements.
C. Any athlete under a physician care for an athletic injury or illness WILL NOT be allowed to resume practice or any activity without a Written Release from the attending physician. Verbal or phone releases will not be accepted. Also a parent's release will not supersede or replace a physician release or waiver.

Section IV – Hazing & Bullying

A. HAZING

Any intentional, knowing, or reckless act directed against a student, by one person alone or acting with others that endanger the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include other students. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that adversely affects the mental or physical health or the safety of the student.
3. Any activity involving consumption of a food, liquid alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or the safety of the student.
4. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

First Offense- Suspension from one athletic contest.
Second Offense- Suspension for the remainder of the sports season.

B. BULLYING

Includes these three ingredients:

1. Harm and humiliation are intended.
2. There is an imbalance of physical or psychological power between bully and victim.
3. The bullying action is repetitive, occurring over a period of time. Although single acts of aggression must be addressed, most students who experience an occasional unpleasant or even aggressive act in school are able to handle such incidents.

First Offense- Suspension from one athletic contest
Second Offense- Suspension for the remainder of the sports season.

No student or school employee shall engage in any form of hazing or bullying, nor encourage or assist any other person in hazing or bullying. Acts of hazing & bullying and failure to report known acts can result in criminal penalties, as well as school discipline.

Section V - Use or Possession of Alcoholic Beverages, Smoking, Steroids, Drugs, Narcotics, or Hallucinating Agents by Athletic Program Participants is prohibited.

A. STUDENTS ARE RESPONSIBLE FOR THEIR CONDUCT AT ALL TIMES. GISD realizes that there is a difference between school related activities and free time activities. Therefore, conduct will be treated differently between the two activities. Students must remember that extracurricular and co-curricular activities are **not** a right, but a **privilege**. In doing so, student athletes are under their own set of rules and regulations as approved by the GISD Administration and School Board.

B. CONSUMPTION OF ANY DRUGS OTHER THAN ALCOHOL.
Please reference the GISD Parent – Student Handbook code of conduct.
At the end of the suspension period, a review will be held to determine if the athlete will be readmitted to the Athletic Program.

C. POSSESSION OF ANY DRUGS OTHER THAN ALCOHOL.
Please reference the GISD Parent – Student Handbook code of conduct.
At the end of the suspension period, a review will be held to determine if the athlete will be readmitted to the Athletic Program.

D. ABUSE OF ALCOHOL AND TOBACCO PRODUCTS BY AN ATHLETE - DURING FREE TIME WITH-IN THE SCHOOL YEAR.
During the school year, any student athlete involved with alcohol (possession of or consumption of) and/or tobacco products (possession of or consumption of) during free activities, will be suspended under the following Athletic Code:
    1) First Offense – 10 School Days suspension
    2) Second Offense – 20 School Days suspension
    3) Third Offense – 180 School Days suspension

At the end of each phase of the suspension, a review will be held with the Head Coach and Athletic Coordinator to determine if the athlete will be readmitted to the Athletic Program.

E. ABUSE OF ALCOHOL AND TOBACCO PRODUCTS - DURING SCHOOL RELATED ACTIVITIES OR WHILE REPRESENTING OUR SCHOOL AS AN ATHLETE.
Any student involved with alcohol (possession of or consumption of) and/or tobacco (possession of or consumption of) during a school related activity will be suspended under the following Athletic Code:
    1) First Offense - 90 School Days
    2) Second Offense – 180 School Days
    3) Third Offense - Out of Athletic Program

F. POSITIVE RESULTS FOR RANDOM DRUG TEST
    1) First Offense – completion of approved drug awareness program within 8 days, paid for by parents if applicable.

2) Second Offense – Suspended from ALL Athletic Programs for a period of 90 school days.
3) Third Offense - Out of Athletic Program for 1 calendar year.

WHILE A GISD ATHLETE IS SERVING A SUSPENSION, THE STUDENT WILL BE ALLOWED TO PRACTICE, (in season practice days count toward suspension days) BUT WILL NOT BE ALLOWED TO PERFORM OR PARTICIPATE. SUMMER SCHOOL DAYS WILL NOT BE COUNTED AS SCHOOL DAYS WHILE SERVING A SUSPENSION. IF A STUDENT ATHLETE IS IN AEP, THE STUDENT WILL NOT BE ABLE TO PARTICIPATE AT ALL UNTIL RELEASED FROM AEP. (Texas Education Code 37.006(g))

Section VI - Suspension Notification

BEFORE A SUSPENSION PROVIDED FOR UNDER THE ATHLETIC CODE SHALL TAKE EFFECT, THE STUDENT ATHLETE SHALL BE VERBALLY ADVISED BY THE PRINCIPAL AND HEAD COACH OF THE ALLEGED VIOLATION. THE STUDENT ATHLETE WILL HAVE AN OPPORTUNITY TO EXPLAIN OR JUSTIFY THE ACTION. IF AFTER SUCH CONFERENCE THE PRINCIPAL AND HEAD COACH IS SATISFIED THAT A SUSPENSION IS JUSTIFIED, THE STUDENT ATHLETE SHALL BE NOTIFIED. IT IS THE RESPONSIBILITY OF THE STUDENT ATHLETE TO NOTIFY THE PARENT/GUARDIAN. HEAD COACH SHOULD MAKE A FOLLOW-UP CALL TO PARENTS THE NEXT DAY.

Section VII - Code Application

THE RULES AND REGULATIONS IN THE ATHLETIC CODE SHALL APPLY TO ANY VIOLATION ON OR OFF SCHOOL PREMISES DURING THE SCHOOL YEAR.

ANY VIOLATION OTHER THAN ILLEGAL DRUGS, THEFT, OR MALICIOUS DESTRUCTION (which is outlined in Section I) WILL FOLLOW THE ATHLETIC CODE GUIDE LINES.

1) First Offense – 10 School Days suspension
2) Second Offense - 20 School Days suspension
3) Third Offense – 180 School Days Suspension

Section VIII - Additional Rules

ADDITIONAL RULES AND REGULATIONS MAY BE PROVIDED BY THE HEAD COACH, BUT MUST BE CLEARED BY THE ATHLETIC DIRECTOR AND BY THE PRINCIPAL. ANY ADDITIONAL RULES AND REGULATIONS MUST BE IN WRITING AND ON FILE IN THE ATHLETIC DIRECTORS OFFICE.

Section IX - Suspension Times

ALL SUSPENSIONS WILL TAKE PLACE IN SEASON.

Section X - Grade Eligibility

EACH ATHLETE MUST MEET THE SPECIFIC ELIBIBILITY REQUIREMENTS FOR UIL ATHLETIC COMPETITION.

Each coach has the option to attach additional grade eligibility's beyond the U.I.L. standards. One **example**: A coach may want to remove a player after failing two consecutive six weeks out of season.

Section XI – Student Athletic Insurance

GISD provides athletic insurance to all athletes in good standing with the athletic department. This is used as a supplemental to your private policy. This will not cover 100%. To use this policy the student athlete must be referred to a private physician by the athletic trainer. The athlete must take a form from the trainer to his primary physician before he/she is seen.

The GISD Athletic Insurance covers only those injuries suffered in games, regular practice sessions and athletic periods. This insurance does not include or provide any coverage for non-traditional or any organized team play outside of school i.e. Club sports, select leagues, or any other non-school sponsored teams.

Section XII – Athletic Injury Policy

1. Every student athlete is required by the U.I.L. to have an **ANNUAL PHYSICAL EXAMINATION** performed prior to the beginning of the athletic season. This physical examination must be done by a **LICENSED PHYSICIAN** and at the athlete's own expense.
2. The official U.I.L. Physical Examination Form **MUST BE USED. NO EXCEPTIONS!** Both the physician and the parents must sign this form.
3. This form is to be completed by the parents with special attention to the presence of the necessary signatures, phone numbers, and especially the medical history portion of the form. Incomplete forms **WILL NOT** be accepted.
4. In accordance with U.I.L. rules no athlete will be allow to participate in any activity / practice before, during or after school, (both in season and out of season) or game or matches without a completed current physical for on file.
5. Athletes are to report all injuries to the Athletic Trainer as soon as possible for evaluation and treatment. Parents are requested to contact / notify the Athletic Trainer prior to seeing a Physician for an athletic injury. This is necessary in order for the Athletic Trainer to provide the athlete with the paperwork for documentation and insurance purposes and to reduce unwarranted visits to the Physician that may be treated by the Athletic Trainer.

6. When an athlete visits a physician for an injury evaluation, that athlete will be **required** to have the attending physician complete a GISD Athletic Injury Form from the Athletic Trainer. This form provides information with regards to diagnosis, players' status therapy guidelines and a release to activities and limitations. This form is to be returned to the Athletic Trainer for placement in the Athlete's file.
7. Any athlete under a physician's care, for an athletic injury or illness **WILL NOT** be allowed to resume practice or any activity without a **WRITTEN RELEASE** from the attending physician. Verbal or phone releases will not be accepted. Also a parent's release will not supersede or replace a physician's release or waiver. **ALL PHYSICIAN INSTRUCTIONS WILL BE FOLLOWED EXPLICITLY AND TO THE LETTER!**
8. Final decisions regarding the status of an injured athlete and his/hers return to a game or practice setting, will be the joint responsibility of the **ATHLETIC TRAINER AND THE ATTENDING OR TEAM PHYSICIAN! ALL DECISIONS ARE FINAL!**
9. **CLUB SPORTS INJURIES** – any GISD athlete that is injured in Organized League Play outside of school i.e. (club soccer, AAU basketball, 7 on 7 football, fall baseball, club volleyball, church leagues etc.) will be evaluated at the Athletic Trainer's discretion and convenience. If in the opinion of the Athletic Trainer, the injury warrants a physician's exam that athlete WILL NOT be allowed to practice or return to play until a written release is obtained from the attending physician. This is warranted due to the fact that these injuries DID NOT occur in a GISD sponsored program and due to the underlying issues of responsibility and liability of these injuries.
10. **Braces / supports** – All athletes are to visit with the Athletic Trainer regarding the wearing and use of athletic braces / sleeves or support devices. This is needed to review the history of the injury that requires the use of this devise and to insure that the devise is designed for the associated condition. Proper fit and use of therapy protocols will also be discussed with the athlete at this time.
11. Coaches are not trained to refer athletes to physicians, that is the duty of the athletic trainer.

Student and Parent / Legal Guardian Acknowledgement and Consent of the GISD Athletic Code of Conduct Handbook

Student's Name (Print) _____

The Student Athletic Code of Conduct contained in this Athletic Handbook has been developed to help your son or daughter gain the greatest possible benefit from his or her high school experience. Please read and discuss the Athletic Handbook with your child. Your signature, and that of your child, will acknowledge that you have received and read the Athletic Handbook. The signature form will be retained in the Granbury High School Athletic Offices.

"I understand and consent to the responsibilities outlined in the GISD Athletic Code of Conduct. My child shall be held accountable for the behavior and consequences outlined in the Athletic Code of Conduct at school, at school sponsored and school related activities, during school sponsored travel, and for any school related misconduct, regardless of time or location. I understand that any student who violates the Athletic Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law."

_____ _____
Parent / Legal Guardian Date

_____ _____
Parent / Legal Guardian (if applicable) Date

_____ _____
Student Date

Any questions concerning this Athletic Handbook should be directed to the Athletic Coordinator at your campus.

RETURN one of these signature pages to school after parent and student have signed. KEEP one of these signature pages for your records.

Student and Parent / Legal Guardian Acknowledgement and Consent of the GISD Athletic Code of Conduct Handbook

Student's Name (Print) _____

The Student Athletic Code of Conduct contained in this Athletic Handbook has been developed to help your son or daughter gain the greatest possible benefit from his or her high school experience. Please read and discuss the Athletic Handbook with your child. Your signature, and that of your child, will acknowledge that you have received and read the Athletic Handbook. The signature form will be retained in the Granbury High School Athletic Offices.

"I understand and consent to the responsibilities outlined in the GISD Athletic Code of Conduct. My child shall be held accountable for the behavior and consequences outlined in the Athletic Code of Conduct at school, at school sponsored and school related activities, during school sponsored travel, and for any school related misconduct, regardless of time or location. I understand that any student who violates the Athletic Code of Conduct shall be subject to disciplinary action, up to and including referral for criminal prosecution for violations of law."

_____ _____
Parent / Legal Guardian Date

_____ _____
Parent / Legal Guardian (if applicable) Date

_____ _____
Student Date

Any questions concerning this Athletic Handbook should be directed to the Athletic Coordinator at your campus.

RETURN one of these signature pages to school after parent and student have signed. KEEP one of these signature pages for your records.

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL SPECIAL MEETING
MINUTES
June 5, 2006

The Board of Trustees of the Granbury Independent School District convened in an official **SPECIAL** meeting on Monday, June 5, 2006 at 5:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer.....Jerry Campbell

Board Members Present

Barbara Herrington
Charlie Cloud (arrived at 5:05 p.m.)
Kevin Myers
Micky Shearon

Board Members Absent

Bowen Brawner
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, Jerry Campbell, called the meeting to order at 5:03 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.

Canvass May 13, 2006 Board Election Recount

Board President, Jerry Campbell reported that the GISD board of trustee election recount was complete with Micky Shearon receiving 1288 votes and Susan Mitchell May received 1277 votes. Micky Shearon was declared the winner for Place 3 of the May 13, 2006 board election. A motion was made by Barbara Herrington and seconded by Gene Ellis to accept the canvass recount as presented. **MOTION CARRIED** Yes 4 – Noe 0 Bowen Brawner, Doug Funk and Charlie Cloud absent

Oath of Office

Micky Shearon took the oath of office and was seated at the board table.

Board Officer Elections

Charlie Cloud nominated Jerry Campbell for board president. With no other nominations, Jerry Campbell was elected board president. Yes 4 – Noe 0 - Abstained 1 - Jerry Campbell abstained

Charlie Cloud nominated Micky Shearon for board vice president. With no other nominations, Micky Shearon was elected board vice president, Yes 4 – Noe 0 – Abstained 1 – Micky Shearon abstained

Micky Shearon nominated Charlie Cloud for board secretary. With no other nominations, Charlie Cloud was elected board secretary. Yes 4 – Noe 0 - Abstained 1 - Charlie Cloud abstained

Recess

The board recessed at 5:11 p.m.

Reconvened

The board reconvened at 5:15 p.m.

TASB Pay Plan/Salary Review

Mary Barrett, TASB, presented the GISD employee compensation study to the board, administrators and audience members.

Adjournment

There being no further business, the meeting was adjourned at 7:20 p.m.

Jerry Campbell, President

Charlie Cloud, Secretary

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
June 12, 2006

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, May 22, 2006 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer.....Jerry Campbell

Board Members Present

Bowen Brawner
Charlie Cloud
Doug Funk
Barbara Herrington
Kevin Myers
Micky Shearon

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, Jerry Campbell, called the meeting to order at 6:00 p.m. and noted that a quorum of board members was present, the meeting was dully called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Convened in Closed Session

The Board of Trustees convened in closed session at 6:01 p.m. under the Texas Open Meetings Act, Chapter 551.074.

Reconvened

The board reconvened in open session at 7:00 p.m.

Invocation & Pledge

Grant Gikas, Pastor or Harvest Church, led in the invocation and Jerry Campbell, led in the pledge to the U.S. Flag and the Texas Flag.

Architect Report

Leesa Vardeman, VLK Architects, reviewed preliminary renovation plans for the property at 205 East Pearl Street for the possible use by the GISD Administration offices.

Update on 2006 Project Graduation

Susan Meyers thanked individuals who worked to make project graduation a success for the class of 2006 and for their help in raising $58,000 for the event. Meyers reported that 258 seniors attended project graduation at Main Event. Lori Cathy presented a gift certificate to Susan Meyers on behalf of the senior parents in recognition of Susan's work for project graduation.

Demographic Analysis

Mr. Dennis Harner, Harner & Associates, presented a demographic analysis and enrollment projections for Granbury ISD.

Public Comments

None

Personnel

A motion was made by Charlie Cloud and seconded by Bowen Brawner to approve the appointments as recommended by Superintendent Harris. **MOTION CARRIED** Yes 7 – Noe – 0 Rebecca Alexander, 3rd Grade, Acton Elementary; Melissa Williamson, 3rd Grade, Baccus Elementary; Terri Call, Pre-K Bilingual, Emma Roberson; Sara Green, 2nd Grade, Emma Roberson; Leah McWilliams, Pre-Kindergarten, Emma Roberson; Susan Nelson, Special Ed Autism, Emma Roberson; Lois Hawthorne, 5th Grade, Oak Woods; Leon Flemmer, Technology Applications/Boys Coach, Granbury MS; Ray Butler, Algebra 1/Geometry, Crossland Ninth Grade; Jo Ellen Reddell, ESL, Crossland Ninth Grade; Preston Rose, Theatre Arts, Crossland Ninth Grade; Kelly Tuggle, Special Education Resource, Crossland Ninth Grade; Annette Wright, Special Education Transition, Crossland Ninth Grade; Paula Cabral, Special Ed Life Skills, Granbury HS; Jeff Bramlett, CATE – Business, Granbury HS; Lisa Fails, Math, Granbury HS; Trey Keys, Agricultural Science, Granbury HS; Ernie Lambert, German, Granbury HS; Magan Langley, Math, Granbury HS; Cindy Leatherman, Social Studies, Granbury HS; Candice Lynch, CATE, Granbury HS; Lillian Rose, Spanish, Granbury HS; Chris Scott, Social Studies/Asst. Boys Basketball Coach, Granbury HS; Kathy Thompson, English, Granbury HS.

Deliberation of discharge of contract employee

No action

Convened in Closed Session

The Board of Trustees convened in closed session at 8:22 p.m. under the Texas Open Meetings Act, Chapter 551.074.

Reconvened in Open Session

The board reconvened in open session at 9:43 p.m.

Contract Extensions

A motion was made by Micky Shearon and seconded by Charlie Cloud to extend contracts for the Assistant Superintendent, the Executive Director of Human Resources, the Director of Curriculum & Instruction, the Director of Special Education, the Oak Woods Intermediate School Principal and the Granbury High School Head Football Coach. **MOTION FAILED Yes 3** - Micky Shearon, Charlie Cloud and Jerry Campbell – **Noe 3** – Bowen Brawner, Barbara Herrington and Doug Funk **Abstained 1** – Kevin Myers

A motion was made by Barbara Herrington and seconded by Charlie Cloud to approve the contract extension for the athletic director as recommended. **MOTION CARRIED** Yes 7 – Noe 0

College Proposal

Kevin Downing updated the board and community on the discussions with Weatherford College and Hill College regarding the possibility of both colleges offering classes in Granbury. Downing stated that a committee has been organized to review the options with the colleges. The members serving on the committee are Mike Scott, Dixie Lee Hedgecock, John Duncan, and Claudia Southern. Downing stated that he would like to have two GISD board members serve on the committee as well as a representative from the district's facilities department and business department.

A motion was made by Bowen Brawner and seconded by Micky Shearon to approve the appointment of Barbara Herrington and Kevin Myers to serve on the College committee. **MOTION CARRIED** Yes 7 – Noe 0

Student Drug Testing Policy

Superintendent Harris and Athletic Director, Dwight Butler, reported that a committee has reviewed the current GISD drug testing policy, made some changes to the existing policy and will be having the policy reviewed by legal prior to adoption.

Board Member's Special Reports

Kevin Myers reported that he attended the Summer Leadership Institute in San Antonio and also attended new board member training with the Education Service Center in Cleburne. Myers stated that he has received a large number of required training hours for new board members through these sessions.

Consent Agenda

A motion was made by Charlie Cloud and seconded by Barbara Herrington to approve the consent agenda items as presented. **MOTION CARRIED** Yes 7 – Noe 0 – May 22, 2006 regular board meeting minutes, budget amendments, student insurance CSP 2006-09, alcohol & drug testing plan administration CSP 2005-20 (renewal).

Food Service Equipment Purchases

A motion was made by Micky Shearon and seconded by Charlie Cloud to approve the food service equipment purchases as presented. **MOTION CARRIED** Yes 7 – Noe 0

Stadium Grass Replacement

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

Update 77

A motion was made by Micky Shearon and seconded by Charlie Cloud to approve Update 77 as presented. **MOTION CARRIED** Yes 7 – Noe 0

Student Handbook

A motion was made by Micky Shearon and seconded by Charlie Cloud to approve the 2006-2007 student handbook as presented with the changes noted. **MOTION CARRIED** Yes 7 – Noe 0

Board Policy BE (LOCAL)

A motion was made by Charlie Cloud and seconded by Micky Shearon to approve board policy BE (LOCAL) as presented. **MOTION CARRIED** Yes 7 – Noe 0

2006-2007 Board Meeting Schedule

A motion was made by Doug Funk and seconded by Micky Shearon to approve the 2006-2007 board meeting schedule as presented with the date change of the budget workshops to July 18, 2006 and August 7, 2006. **MOTION CARRIED** Yes 7 – Noe 0

Nomination of GISD Board Member to Fill Vacancy on TASB Board

None

Agenda Item Request

Charlie Cloud requested that consideration of taping closed sessions be added to the next regular board meeting.

Adjournment

There being no further business, the meeting was adjourned at 11:42 p.m.

Jerry Campbell, Board President

Charlie Cloud, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 17, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: July 10, 2006
RE: Budget Amendments

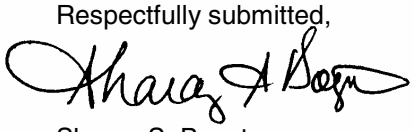
SUMMARY:

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: July 10, 2006

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Ms. Marsha Grissom, Originator
This Amendment recognizes funds in the amount of $13,251 allocated to function 11. These funds are generated for funding AP tests.

Fund 199, Mr. Ralph Purget, Originator
This Amendment recognizes funds in the amount of $1,185 allocated to function 11. These funds are generated in the Campus Fund and will be used to purchase additional furniture.

Fund 199, Ms. Kellie Lambert, Originator
This Amendment recognizes funds in the amount of $1,261 allocated to function 11. These funds are generated within the campus fund and will be used to purchase additional supplies.

Fund 199, Ms. Rebecca Johnson, Originator
This Amendment recognizes funds in the amount of $18 allocated to function 12. These funds are generated from lost book fees and will be used to purchase additional library books and media.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $116,017 allocated to function 41 and $926,983 to fund balance. These funds are generated from increased local tax revenues collected ($350,000), increased interest income ($500,000), and increased state revenue ($193,000) and will be used to cover the increased HCAD cost for the 4th quarter.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 17, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 10, 2006
RE: Workers Comp Renewal

SUMMARY:

July 2000, the Board accepted the proposal from Hibbs Hallmark & Company and Claims Administrative Services, Inc of the West Texas Educational Insurance Association to provide Workers' Compensation coverage for GISD with the deductible funding option through an interlocal agreement. CAS has presented the proposal for the 2nd year of a 3-year contract. The packet is attached for your reference.

Since we have been with this program, our workers comp claims have been aggressively worked and administered. There have even been instances where claims have been denied due to the fact that they were not a true workers comp claim.

A factor considered at the renewal of this program in July 2005 was the insurance market in general. The costs involved in purchasing the stop loss coverage required for workers comp funds as well as other partially self-insured programs had continued to increase significantly due to the hit that these carriers took with the September 11 incident and the fact that there are fewer providers. It was felt at the time of renewal that year that the discount offered by committing for an additional two years would help offset this increased cost, which it has. The fixed rate cost along with the fewer claims, has allowed the total cost of the program to decrease from previous year.

Mr. Randy Leach and I have reviewed the proposal and the following is our recommendation.

RECOMMENDATION:

That the board approve continued participation in the West Texas Educational Insurance Association Workers Compensation Fund with the 2005-2006 school year being the second year of a three-year plan.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Randy Leach

Date Submitted: July 10, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 17, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 10, 2006
RE: Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance through the Texas Association of Public School Property and Liability Fund

SUMMARY:

The District currently has an executed Interlocal Agreement for the Texas Association of Public Schools Property and Liability Fund (TAPS). The agreement allows the District to purchase property and liability insurance using a partially self-funded process by participating in this fund. The current coverage is in effect from September 1, 2005 to August 31, 2006. The renewal proposal is being presented for the Board's consideration.

The annual cost is projected to be $291,262 for total property values of $156,482,693 compared to last year of $309,386 for property values of $142,798,343. The increase in values is a result of increased building costs and the increased cost to replace existing buildings should there be a loss.

This method of purchasing coverage, through the interlocal, is very cost effective at this time. The coverage can be obtained without going through the formal bid process. Administration reviews this process annually and if such a time comes when this process is no longer beneficial to the District, the Administration will process the necessary paperwork to complete the bid process. Also, please note that I currently serve on the Board of Trustees in the role of Treasurer, so the District has direct representation in the decision-making processes for this fund.

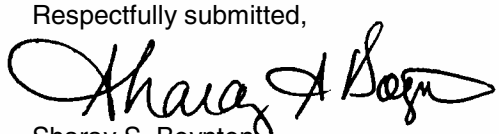
Even though this purchase can be made without going through the bid process, Board Policy CH(LOCAL) requires board approval on purchases in excess of $25,000. The policy states "The Board delegates to the Superintendent or designee the authority to determine the method of purchasing, in accordance with CH(LEGAL), and to make budgeted purchases. However, any purchase that costs or aggregates to a cost of $25,000 or more shall require Board approval before a transaction may take place".

The 2006-07 budget presented has sufficient funds to cover the cost of this insurance. The following is my recommendation.

RECOMMENDATION:

That the Board approve the purchase of Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance through the Texas Association of Public School Property and Liability Fund effective September 1, 2006 to August 31, 2007.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: July 10, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 17, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 10, 2006
RE: Building Materials and Supplies
Bid No. 2006-06

SUMMARY:

Building materials and supplies for the district are purchased on an as needed basis. A bid was let to provide vendors for miscellaneous building materials and supplies for the 2006-07 school year with the option to renew for two additional one-year terms if agreed to by both parties. The current bid will expire on July 31, 2006.

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

The bids were evaluated primarily on the discount bid, days to receive the parts, and shipping costs to the District. Mr. Larry Gehrke, Maintenance Director, reviewed all bids submitted and made the following recommendation for award.

RECOMMENDATION:

I recommend the Board award the vendors highlighted on the attached tabulation form for the purchase of building materials and supplies for the period of August 1, 2006 to July 31, 2007.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ronda Herrin
Larry Gehrke

Date Submitted: July 10, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: July 17, 2006 **Bid Number:** 2006-06

1. **Item, material or service (specific or classification):** Building Materials and Supplies

2. **Brief description:** A bid was let to provide vendors for Building Materials and Supplies for the 2006-2007 school year with the option to renew for two additional years in one year increments.

3. **Period of time bid covers:** August 1, 2006 through July 31, 2007

4. **Person and title responsible for the expenditure:** Larry Gehrke – Maintenance Director

5. **Number of bids sent to vendors:** 25

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

7. **Listing of recommended vendors and total prices:** The needs of the district vary; therefore, it is necessary to establish a contract with multiple vendors. Recommendation is to award to the following vendors: Blaine Window Hardware, Cowtown Materials, Fairway Supply, Hogan Hardwood & Moulding, Home Depot, Lowe's, Walden's, Woodard Builder's Supply and W.W. Grainger.

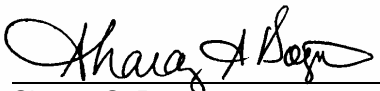
   It is the recommendation of the Purchasing Department that the person making the purchase, along with the Maintenance Director, compare pricing among several catalogs or vendors to ensure the district is receiving "best value". Expenditures for building materials and supplies are estimated to be $30,281.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 6/2005

10. **Percentage increase or decrease from last bid**: N/A

11. **Budget information:** Expenditures for building materials and supplies will come from account code 199.51.6316.00.951.7.99.0.55 with a proposed budget of $30,281.



Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 17, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 10, 2006
RE: Grounds Supplies Bid No. 2006-07

SUMMARY:

Grounds supplies for the district are purchased on an as needed basis. The current bid will expire on July 31, 2006. A bid was let to provide vendors for grounds supplies for the 2006-2007 school year with the option to renew for two additional one-year terms if agreed to by all parties.

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

Mr. Larry Gehrke, Maintenance Director, reviewed all bids submitted and made the following recommendation for award.

RECOMMENDATION:

It is recommended that the Board award the highlighted vendors on the attached tabulation for the purchase of grounds supplies for the period from August 1, 2006 to July 31, 2007.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ronda Herrin
Mr. Larry Gehrke

Date Submitted: July 10, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: July 17, 2006 **Bid Number:** 2006-06

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

2. **Brief description:** A bid was let to provide vendors for Grounds Supplies for the 2006-2007 school year with the option to renew for two additional years in one year increments.

3. **Period of time bid covers:** August 1, 2006 through July 31, 2007

4. **Person and title responsible for the expenditure:** Larry Gehrke – Maintenance Director

5. **Number of bids sent to vendors:** 51

6. **Number of bids received from vendors:** 11 (includes 1 late bid from W.W. Grainger)

7. **Listing of recommended vendors and total prices:** The needs of the district vary; therefore, it is necessary to establish a contract with multiple vendors. Recommendation is to award to the following vendors: Allstate Athletic Supply, Austin Turf & Tractor, BWI Companies, Inc., Flail-Master, Home Depot Store #571, John Deere Landscapes, Lake Lawn Equipment, Lesco, LO's Dirt Work Inc., Zimmerer Kubota & Equipment Inc.

   It is the recommendation of the Purchasing Department that the person making the purchase, along with the Maintenance Director, compare pricing among several catalogs or vendors to ensure the district is receiving "best value". Expenditures for grounds supplies are estimated to be $63,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 6/2005

10. **Percentage increase or decrease from last bid**: N/A

11. **Budget information:** Expenditures for grounds supplies will come from account codes 199.51.6317.00.001.6.99.0.00; 199.51.6317.00.951.6.99.0.01; 199.51.6317.00.951.6.99.0.58 with a total proposed budget of $63,000.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 17, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 10, 2006
RE: Tires & Tubes Bid No. 2006-08

SUMMARY:

Tires and tubes for the district are purchased on an as needed basis. Purchases have been being made using the State contract. A bid was let to provide vendors for tubes and tires for the 2006-2007 school year with the option to renew for two additional one-year terms if agreed to by all parties.

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

Mr. Terry Slemmons, Transportation Director, reviewed all bids submitted and made the following recommendation for award.

RECOMMENDATION:

It is recommended that the Board award Southern Tire Mart for the purchase of tires and tubes for the period from August 1, 2006 to July 31, 2007.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ronda Herrin
Mr. Terry Slemmons

Date Submitted: July 10, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: July 17, 2006 **Bid Number:** 2006-08

1. **Item, material or service (specific or classification):** Tires and Tubes

2. **Brief description:** A bid was let to provide vendors for the purchase of tires and tubes for the district's school buses and vehicle fleet to be purchased on an as needed basis.

3. **Period of time bid covers:** August 1, 2006 through July 31, 2007

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

   Terry Slemmons – Transportation Director

5. **Number of bids sent to vendors:** 19

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

7. **Listing of recommended vendors and total prices**: Recommendation for award is to Southern Tire Mart. Estimated expenditure will be $14,000.

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

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

10. **Percentage increase or decrease from last bid**: N/A

11. **Budget information:** Expenditures for tires and tubes will be from account code 199.34.6390.00.800.6.99.0.27 with a projected budget of $14,000.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: July 17, 2006
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: July 10, 2006
RE: Vehicle Fuel Bid 2006-12

SUMMARY:

The current bid for fuel will expire on July 31, 2006. A bid was let to provide a vendor to supply unleaded and diesel fuel for the District. Responses were received June 26, 2006. The bid will cover August 1, 2006 to July 31, 2007 with the option to renew for two additional one year terms.

A copy of the summation and tabulation is attached for your review.

Mr. Terry Slemmons, Transportation Director, reviewed the bid responses and other options, TCPN, Buy Board, etc.. Due to strict delivery times required, delivery charges and load restrictions of the other options, Mr. Slemmons feels that a District awarded bid would serve the District better.

The following is the recommendation of Mr. Terry Slemmons, Transportation Director.

RECOMMENDATION:

It is recommended that the Board award Petroleum Traders for the purchase of fuel for the period of August 1, 2006 to July 31, 2007 with the option to renew for two additional one-year terms.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ronda Herrin
Terry Slemmons

Date Submitted: July 10, 2006

BID FOR BOARD APPROVAL

Board Meeting Date: July 17, 2006 **Bid Number:** 2006-12

1. **Item, material or service (specific or classification):** Vehicle Fuel

2. **Brief description:** A bid was let to provide a vendor to supply unleaded and diesel fuel for the Transportation Department.

3. **Period of time bid covers:** August 1, 2006 through July 31, 2007 with option for two additional one-year renewala

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

5. **Number of bids sent to vendors:** 4

6. **Number of bids received from vendors:** 2

7. **Listing of recommended vendors and total prices:** Recommendation for award is to Petroleum Traders. All fuel is purchased on an as needed basis from budgeted funds for fuel. A total expenditure cannot be identified at this time.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 5/14/2003

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

    Unleaded – increase of 93.98%

    Diesel – increase of 20.81%

11. **Budget information:** Expenditures will come from budgeted funds in account code 199.34.6311.00.800.6.99.0.00 with a projected budgeted amount of $420,000.

Sharay S. Boynton
Executive Director of Finance

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**July 17, 2006**
Action:	**Approval**

SUMMARY:

Policy FD (LEGAL) and FD (LOCAL) provides students an opportunity to attend school districts that are not in their attendance zone if the grandparent of the person: (a) resides in the District; and (b) provides a substantial amount of after-school care for the person as determined by the Board.

In accordance to FD (REGULATION) the board shall determine the amount of after-school care in determining the number of hours per school day and the number of days during the regular school week.

Respectfully submitted,

William Harris

William Harris
Superintendent

VERIFICATION OF AGE

The principal must verify the age of each student enrolling in the District for the first time. If a birth certificate is not available, the principal may accept other documents as proof of a student's age.

PROOF OF RESIDENCE

At the time of registration, the parent, guardian, or other person having lawful control of the student under order of a court must present proof of residence in the District in the form of one or more of the following:

1. A recently paid rent receipt.
2. A current lease agreement.
3. The most recent tax receipt indicating home ownership.
4. A current utility bill indicating the address and the adult's name.

In addition, the adult must present a valid Texas driver license or Texas ID card indicating the correct address.

For a student living separate and apart from his or her parent, guardian, or other person having lawful control under order of a court, the adult District resident with whom the student resides must provide proof of residence in the same manner as a parent.

For a nonresident student whose resident grandparent provides a substantial amount of after-school care, the grandparent must provide proof of residence in the same manner as a parent.

VERIFICATION OF RESIDENCE INFORMATION

District staff in charge of enrollment procedures may require additional documentation when a student's residence status is in question. The Superintendent or designee may verify a student's residence information by:

1. Requiring additional mail addressed to the person enrolling the student;
2. Visually inspecting the residence for evidence that the student indeed lives there; or
3. Applying the criteria outlined in the UIL Constitution and Contest Rules.

EXCEPTIONS

Proof of a student's residency shall be waived in either of the following circumstances:

HOMELESS STUDENTS

1. When the student is homeless as defined by law.

SUBSTANTIAL CARE

2. When the student is a nonresident for whom a resident grandparent provides a substantial amount of after-school care. As approved by the Board, a substantial amount of after-school care consists of at least _____ hours per school day for _____ days during the regular school week.

   The student may continue in enrollment as long as the grandparent provides this level of care.

   The Superintendent has authority to waive these requirements on the basis of a student's extenuating circumstances.

ADMISSION INFORMATION

The District requires completion of a form containing information on each student seeking admission. [See Exhibits A, B, and C, as appropriate] If the student is not living with a parent, guardian, or other person having lawful control of the student, the District will verify the student's reason for establishing a residence separate and apart from the student's parent, guardian, or other person having lawful control of the student under order of a court.

DESIGNATION OF PERSON STANDING IN PARENTAL RELATION

The District will request that a Power of Attorney be provided for any student not currently residing with a parent or guardian. [See Exhibits D and E] The District will establish a time line for the completion and return of the Power of Attorney and a procedure for waiving this request when the Superintendent determines that a student's circumstances preclude compliance.

From: HARRIS, WILLIAM
Sent: Wednesday, July 12, 2006 9:38 AM
To: DUNCAN, JUDY
Subject: FW: Amy Kirkpatrick Memorial

From: MABERY, BOBBY
Sent: Thursday, June 22, 2006 11:00 AM
To: HARRIS, WILLIAM
Cc: VANDORN, JAN; DUNCAN, JUDY
Subject: Amy Kirkpatrick Memorial

Mr. Harris,

Amy Kirkpatrick, a teacher at Acton Middle School, passed away in June of 2005 after a long bout with cancer. In August a committee was formed to come up with a way to remember Amy and her time at AMS. It was suggested that we name the library the Amy Kirkpatrick Memorial Library. Amy was also named Teacher of the Year by Wal- Mart and a donation of $1,000.00 was given to the school. That money was used to purchase books for the library. Amy had a passion for teaching kids to read, and that was the reasoning for using the library as a memorial. The staff also held a garage sale in which $5,000.00 was raised to help with the medical bills. The loss of Amy was very hard on the staff of AMS and we want to do something that we can honor the dedication that Amy had during her short tenure as a teacher (Amy did her student teaching with us, then was hired to teach at AMS for 4 years. She was diagnosed with breast cancer in the summer after her student teaching and before she started teaching at AMS.).

The cost of the lettering will be $375.00 and the letters will be placed on the dropdown that encircles the library. I need your permission to proceed. We have funds in the 2005-06 budget to purchase the letters, if the process is approved in time to allow the purchase/payment prior to the end of August.

Bobby Mabery
Principal
Acton Middle School
1300 James Road
Granbury, Texas 76048
817-408-4800 Phone
817-408-4849 Fax

Please note: The information in this E-mail message is confidential and not for publication and intended only for the use of the individual named above. If you are not the intended recipient, you are hereby notified that you should not further disseminate, distribute, or forward this E-mail message. If you receive this E-mail in error, please notify the sender. Thank you.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

HUMAN RESOURCES

FOR:	Board of Trustees
DATE:	July 17, 2006
ACTION:	Approval

To:	Mr. William Harris, Superintendent	**From:**	Troy K. Green
		Date:	June 29, 2006
		RE:	Employee Handbook

SUMMARY:

The District is required to provide employees with written and/or electronic access to information with regard to certain board policies. It is also administratively expedient for the District to provide staff members both written and/or electronic access to administrative procedures and practices.

The District has revised the Employee Handbook to reflect the changes in the law, Board policy, administrative procedures, and the increased use of technology. The deleted sections from the previous Employee Handbook are indicated by strikethroughs. Replacement wording and additional sections are indicated in red print.

RECOMMENDATION:

That the Board approve the Employee Handbook as presented.

Respectfully submitted,

William Harris
Superintendent

Staff Persons Responsible: Troy Green

Date Submitted: June 29, 2006

GRANBURY INDEPENDENT SCHOOL DISTRICT

2006 - 2007

EMPLOYEE HANDBOOK

600 West Pearl
Granbury, Texas 76048
(817) 408-4000
www.granbury.k12.tx.us

GRANBURY INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Jerry Campbell ..... President
Micky Shearon ..... Vice President
Charlie Cloud ..... Secretary
Doug Funk ..... Member
Barbara Herrington, Ed.D. ..... Member
Kevin Myers ..... Member
Bowen Brawner, Ph.D. ..... Member

ADMINISTRATION

William Harris ..... Superintendent (408-4007)
JanVan Dorn ..... Assistant Superintendent of Schools (408-4009)
Troy Green ..... Executive Director of Human Resources (408-4185)
Sharay Boynton ..... Executive Director of Finance (408-4015)
Ton Potappel ..... Director of Technology (408-4100)
Sharon Whitefield ..... Director of Curriculum (408-4042)
Cheryl Meger ..... Director of Special Education (408-4056)
Dwight Butler ..... Director of Athletics/Community Education (408-4080)
Randy Leach ..... Director of Facilities (408-4075)
Larry Gehrke ..... Director of Maintenance (408-4170)
Terry Slemmons ..... Director of Transportation (408-4155)
Laine Meek ..... Director of Aramark Food Service (408-4091)
Dave Minhinnett ..... Director of Aramark Custodial Service (408-4085)
..... Public Relations (408-4020)
Vicki Thomas ..... Testing Coordinator/Advanced Academics (408-4041)
Heather Dollins ..... Secondary - Curriculum Coordinator (408-4040)
Stacie Brown ..... Elementary - Curriculum Coordinator (408-4039)
Debbie Richey ..... At-Risk Coordinator (408-4039)
Brenda Mabery ..... Special Programs Coordinator (408-4068)
Amy Wood ..... Instructional Technology Coordinator (408-4540)
Carolyn Thomas ..... Extended Day Supervisor (408-4072)
Curtis Starnes ..... Network Administrator (408-4104)
Marsha Grissom ..... Principal, Granbury High School (408-4600)
Bobby Mabery ..... Principal, Acton Middle School (408-4800)
Jimmy Dawson ..... Principal, Granbury Middle School (408-4850)
Lynn Pool ..... Principal, Crossland 9th Grade Center (408-4700)
Carolyn Horton ..... Principal, Brawner Intermediate (408-4950)
Marcus Malloy ..... Principal, Oak Woods Intermediate School (408-4750)
Rebecca Johnson ..... Principal, Mambrino School (408-4900)
Ralph Purget ..... Principal, Acton Elementary School (408-4200)
Nancy Alana ..... Principal, Baccus Elementary School (408-4300)
Kellie Lambert ..... Principal, Roberson Elementary School (408-4500)
Edwin Young ..... Principal, STARS Academy (408-4450)
Biff Peterson ..... Principal, Behavioral Transition Center (408-4400)

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Employee Handbook Receipt

Name_____ Campus/Department_____

I hereby acknowledge that I understand that the:

(1) Granbury ISD Policies, **(3) GISD Computer Acceptable Use Policies and**
(2) Granbury ISD Employee Handbook, **(4) GISD Safety Manual**

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

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

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

I also acknowledge receipt of my personal copy of the Granbury ISD Student Handbook that contains the Student Code of Conduct. I agree to read this handbook and abide by the policies and procedures as set forth in this document.

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

Policy Code

BBFA	BQ series	CE	CH	CK series	CQ	
CRD	DAA	DBD	DBF	DC series	DEA	
DEC	DEE	DFA series	DFAC	DFB series	DFC series	
DFD	DFE	DFF	DGBA	DH	DHE	
DI	DIA	DK	DMD	DN series	EFA	
EFE	EIA	EIE	FB	FD series	FFAC	
FFAD	FFG	FFH	FL	FN series	FNG	
FO Series	GBA series	GRA	AE	CAA	FNC	GKD series

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

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

_____

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

Introduction

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

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

District Information

Description of the District

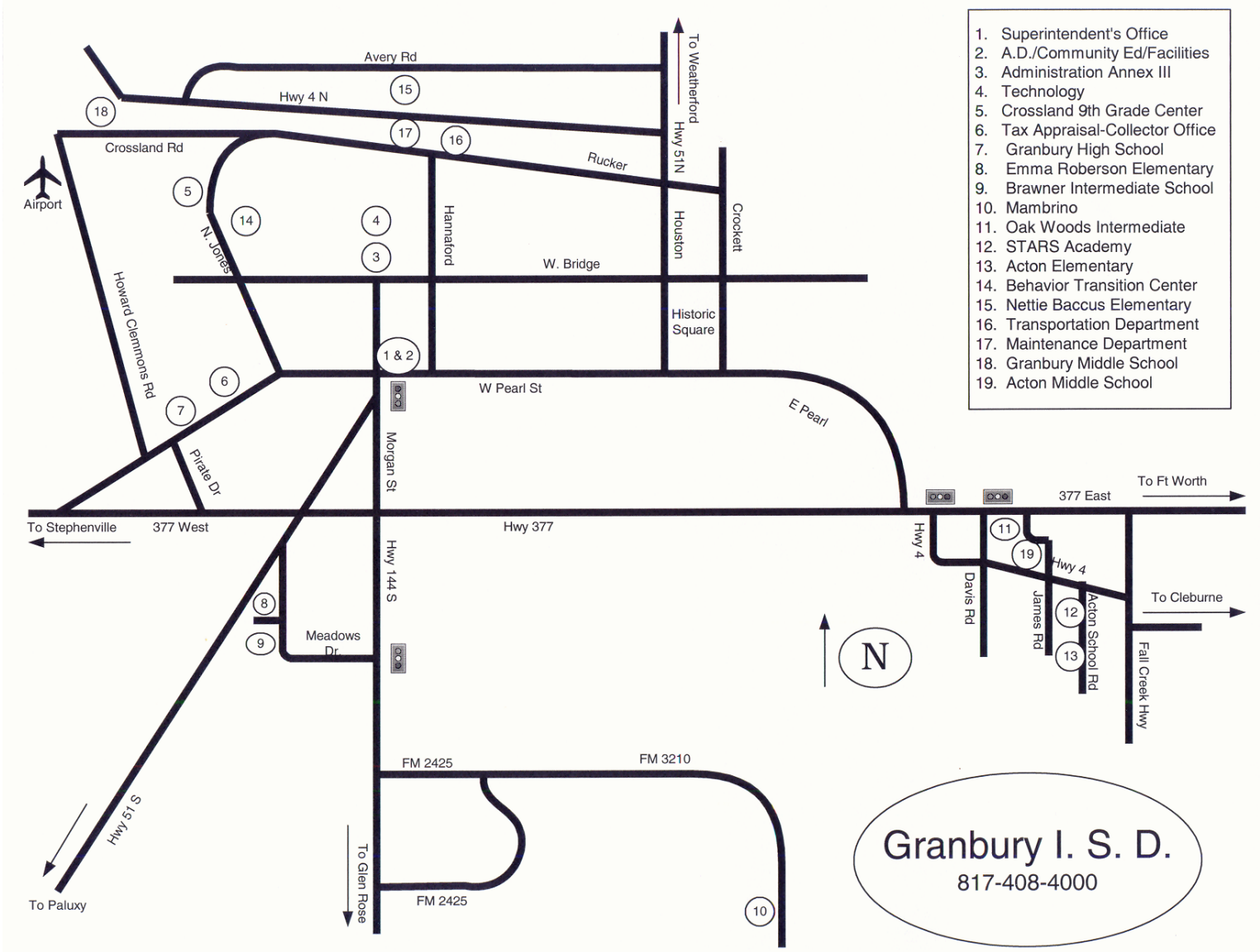
Granbury ISD has twelve campuses and serves approximately 6,833 students.

The District's only high school, Granbury High School, has an enrollment of more than 1,464 students in grades 10 through 12 and provides a complete array of curricular and extra-curricular programs. The Crossland Ninth Grade Center has 575 students. Each of the District's two middle schools, Granbury Middle School and Acton Middle School, provide extensive extra-curricular programs that compliment the curriculum for approximately 870 and 779 students respectively in grades 6 through 8. An Alternative Education Campus is provided for high school students through STARS Academy. The Behavioral Transitional Center provides an alternative setting for students who must be removed from the regular instructional program for disciplinary reasons.

Brawner Intermediate School with 423 students, and Oak Woods Intermediate School, with 336 students, serve only intermediate students in grades fourth and fifth. Mambrino School, with an enrollment of 585, serves grades Pre-kindergarten through fifth. Acton Elementary School, with 662 students, Baccus Elementary School, with 547 students, and Roberson Elementary School, with 560 students, serve elementary students in grades PK through three.

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

The District provides specialized instructional assistance through its Special Education Department, Special Programs and Curriculum Department. Support Services are also provided through the Business and Finance Department, Human Resources Department, Community Education and Athletic Department, Maintenance Department, Energy and Safety Department and Transportation. Aramark Corporation is the service contractor for both custodial service and food service.


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

Board of Trustees *(Policy BA,BAA,BBA,BBB,BBE,BBF,BE,BEC,BED)*

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

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

Current Board members Include: Jerry Campbell, President, Position 6
Micky Shearon, Vice President, Position 3
Charlie Cloud, Secretary, Position 5
Doug Funk, Member, Position 1
Barbara Herrington, Ed.D. Member, Position 2
Kevin Myers, Member, Position 4
Bowen Brawner, Ph.D., Member, Position 7

~~The Board usually meets the second and fourth Monday of the month in the Board Room at 600 W. Pearl~~. Regular meetings of the Board shall be scheduled in June of each year for a year in advance. Regular meetings shall be scheduled to begin with closed session at 6:00 p.m. and regular business to begin at 7:00 p.m. Workshops or Board training are also held, ~~the second and fourth Monday of the month~~ when needed, in the Board Room. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the Superintendent's office at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with two hours notice.

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

Board Meeting Schedule for 2006-2007

June 12, 2006
July 17, 2006
August 28, 2006
September 18, 2006
October 16, 2006
November 13, 2006
December 11, 2006

January 22, 2007
February 12, 2007
March 5, 2007
April 2, 2007
May 21, 2007
June 11, 2007

Central Administration:

William Harris, Superintendent	408-4000
Jan Van Dorn, Assistant Superintendent of Schools	408-4000
Troy K. Green, Executive Director of Human Resources	408-4185
Sharay Boynton, Executive Director of Finance	408-4015
Ton Potappel, Director of Technology	408-4100
Sharon Whitefield, Director of Curriculum	408-4040
Cheryl Meger, Director of Special Education	408-4050
Dwight Butler, Director of Athletics and Community Education	408-4080
Terry Slemmons, Director of Transportation	408-4150
Randy Leach, Director of Facilities	408-4075
Larry Gehrke, Director of Maintenance	408-4170
Laine Meek, Director of Food Service	408-4085
Dave Minhinnett, Director of Custodial Service	408-4085
Vicki Thomas, Coordinator, Testing/Advanced Academics	408-4041
Stacie Brown, Coordinator, Elementary	408-4039
Debbie Richey, Coordinator, At-Risk	408-4039
Heather Dollins, Coordinator, Secondary	408-4040
Amy Wood, Instructional Technology Coordinator	408-4540
Brenda Mabery, Coordinator of Special Programs	408-4070
Carolyn Thomas, Supervisor, Extended School Day Program	408-4072
Curtis Starnes, Network Administrator	408-4104

Helpful Contacts

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

	Dept #	Fax #	
Human Resources Department	408-4185	4199	Administrative Annex
Payroll Department	408-4025	4033	Administrative Annex
Business Office	408-4015	4033	Administrative Annex
Curriculum Office	408-4035	4045	Administrative Annex
Special Education	408-4050	4067	Administrative Annex

Campus Administration

Granbury High School - 408-4600
2000 West Pearl
Marsha Grissom, Principal
Darrell Boedeker, Assistant Principal
Barbara Calhoun, Assistant Principal
William Hernandez, Assistant Principal
Connie Sanderson, Registrar

Crossland Ninth Grade Center–408-4700
200 N. Jones
Lynn Pool, Principal
John Dafoe, Assistant Principal
Norwood "Woody" Martin, Assistant Principal

Acton Middle School–408-4800
1300 James Road
Bobby Mabery, Principal
Pat Yelverton, Assistant Principal
Brandon "Bucky" Wood, Assistant Principal

Granbury Middle School–408-4850
2000 Crossland
Jimmy Dawson, Principal
Diane Fullerton, Assistant Principal
Maury Tarvin, Assistant Principal

Brawner Intermediate School–408-4950
1520 S. Meadows
Carolyn Horton, Principal
……., Assistant Principal (3 days)

Oak Woods Intermediate School–408-4750
311 Davis Road
Marcus Malloy, Principal
……., Assistant Principal (2 days)

Mambrino School–408-4900
3835 Mambrino Highway
Rebecca Johnson, Principal
Melinda Parker, Assistant Principal

Acton Elementary School–408-4200
3200 Acton School Road
Ralph Purget, Principal
Kendall Condit, Assistant Principal

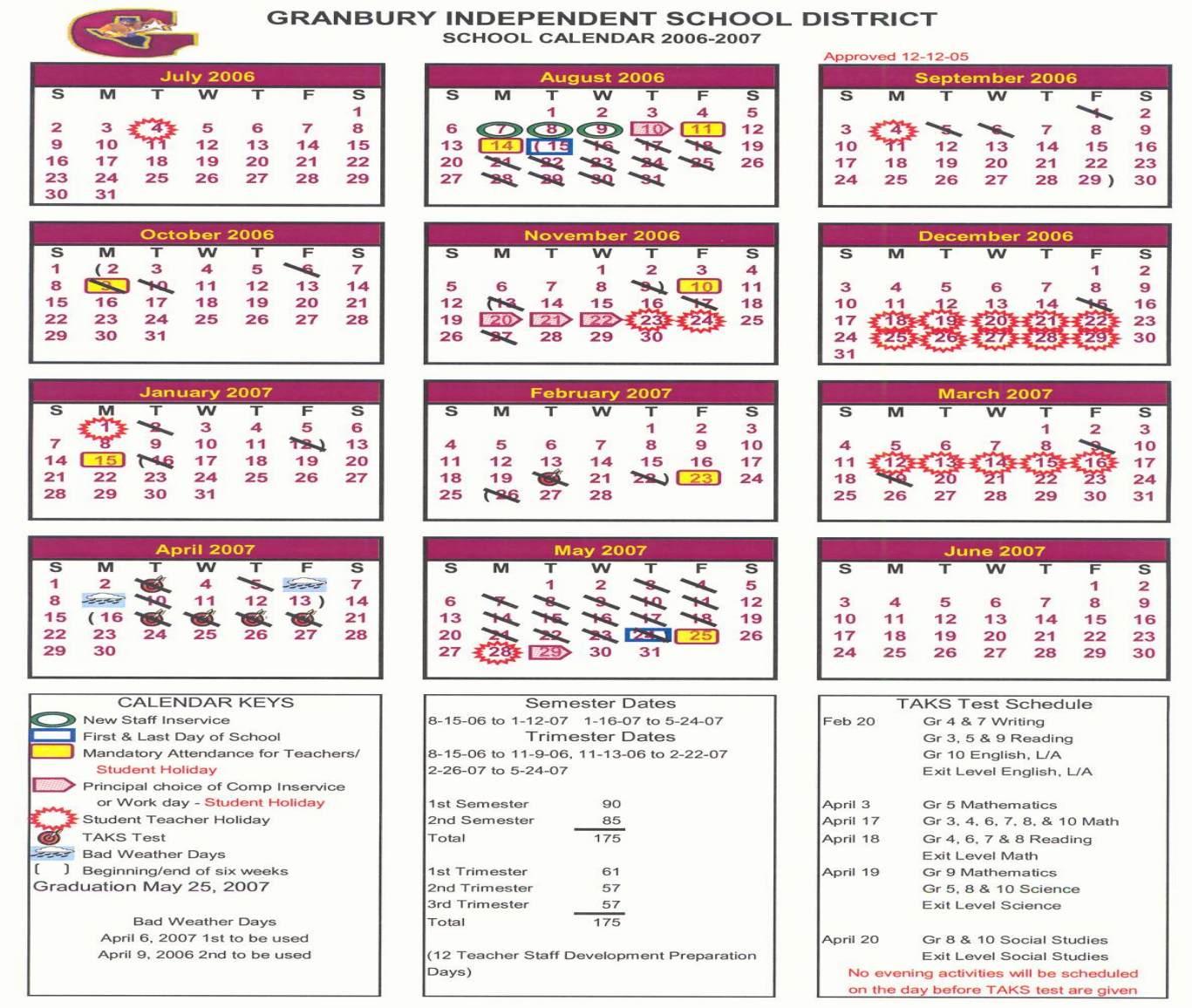
Nettie Baccus Elementary School–408-4300
901 Avery Road
Nancy Alana, Principal
Deanna Bledsoe, Assistant Principal

Emma Roberson Elementary School–408-4500
1500 Misty Meadows
Kellie Lambert, Principal
Kent Coker, Assistant Principal

STARS Academy–408-4450
3000 Acton School Road
Edwin Young, Principal

Behavioral Transition Center–408-4400
305 N. Hannaford
Biff Peterson, Principal

PDAS Appraisal Calendar and Timelines



GRANBURY INDEPENDENT SCHOOL DISTRICT
SCHOOL CALENDAR 2006-2007
Approved 12-12-05

July 2006

S	M	T	W	T	F	S
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August 2006

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September 2006

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December 2006

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January 2007

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February 2007

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March 2007

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April 2007

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May 2007

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June 2007

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CALENDAR KEYS
New Staff Inservice
First & Last Day of School
Mandatory Attendance for Teachers/ Student Holiday
Principal choice of Comp Inservice or Work day - Student Holiday
Student Teacher Holiday
TAKS Test
Bad Weather Days
[ ] Beginning/end of six weeks
Graduation May 25, 2007

Bad Weather Days
April 6, 2007 1st to be used
April 9, 2006 2nd to be used

Semester Dates
8-15-06 to 1-12-07 1-16-07 to 5-24-07

Trimester Dates
8-15-06 to 11-9-06, 11-13-06 to 2-22-07
2-26-07 to 5-24-07

1st Semester	90
2nd Semester	85
Total	175
1st Trimester	61
2nd Trimester	57
3rd Trimester	57
Total	175

(12 Teacher Staff Development Preparation Days)

TAKS Test Schedule

Feb 20	Gr 4 & 7 Writing
	Gr 3, 5 & 9 Reading
	Gr 10 English, L/A
	Exit Level English, L/A
April 3	Gr 5 Mathematics
April 17	Gr 3, 4, 6, 7, 8, & 10 Math
April 18	Gr 4, 6, 7 & 8 Reading
	Exit Level Math
April 19	Gr 9 Mathematics
	Gr 5, 8 & 10 Science
	Exit Level Science
April 20	Gr 8 & 10 Social Studies
	Exit Level Social Studies

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

- New Teacher Orientation on PDAS: August 8
- Teacher Orientation on PDAS: August 14 or August 15

- Teacher Self-Report 1 due: on or before September 6th
- Formal Observation: Unannounced and may occur any date shown on calendar not marked out. Formal Observations shall: not occur on days scheduled for TAKS, or other standardized tests or final exam days (All other campuses can schedule formal observation when the HS is giving Exit TAKS, etc.); be conducted in accordance with Texas Education Code, Subchapter H, section 21.351-21.356
- Walk through visits: Any date in which school is in session. (Documentation shared within 10 days)
- Teacher Self-Report 11 & 111: February 2 deadline
- Summative Annual Conference: Between February 5, 2007 & May 2, 2007
- Policy DNA (Local)

\ Indicates days on which appraisals cannot occur.

Management Safety Statement

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

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

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

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

Bloodborne Pathogen Training

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

Employment

Equal Employment Opportunity *(Policy DAA)*

The Granbury Independent School District does not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

Employees with questions or concerns relating to discrimination on any of the basis listed above should contact William Harris, Superintendent, at 408-4007 or Jan Van Dorn, Assistant Superintendent, at 408-4009.

Job Vacancy Announcements *(Policy DC)*

Announcements of job vacancies by position and location are distributed on a regular basis and posted at the Central Administration Building, campus offices and on the District's website.

Employment after Retirement *(Policy DPB,DEG)*

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in certain positions on a full or part-time basis without affecting their benefits according to TRS rules and state laws. Service retirees who retire before May 31 may return to work in a Texas public school without a reduction in benefits one full calendar month after the retirement date provided they meet specific conditions. Retiring employees should consult with TRS officials about conditions and restrictions on employment after retirement.

Retirees may work in the following capacities without a loss of retirement benefits:

- As a principal, assistant principal or teacher in an acute shortage area on a full-time basis, if appropriately certified and following a 12-month break in service. Retirees that retired under early age or disability provisions are excluded.

- As a full-time bus driver (early age and disability retirees excluded).
- As a substitute at no more than the established daily substitute pay rate (Individuals receiving disability retirement benefits may not work for more than 90 days in a school year.)
- On a half-time or less basis during any month. Half-time employment can not exceed the lesser of 50 percent of the
  position's full-time load or 92 hours in a month.
- On a full-time basis during a six-month period during a school year, provided that this is their only employment in a Texas public school. Individuals who retire in August may begin employment in October of the school year following their retirement.

Under this last provision, retirees must submit annual written notice to TRS by the last day of the first month of full employment to avoid a disruption of benefits. Working any part of a month counts as a full month.

Other restrictions apply when a person has retired because of a disability. Individuals retiring because of a disability should contact TRS for details about employment restrictions.

Certain retirees may return to work on a full-time basis as a principal, assistant principal, or as a teacher in acute shortage areas without a reduction in their TRS annuity benefits. The Board, based on Commissioner of Education guidelines, determines acute teaching shortage areas. When filling acute shortage area positions, the District must give hiring preference to certified applicants who are not retirees. To be eligible for full TRS benefits, a retiree must meet the following criteria:

- Have not been subject to a reduction in benefit for retirement at an early age or retired under disability provisions
- Have a 12-month continuous break in public school service since retirement
- Be appropriately certified for the position for the applicable school year

Employees can contact TRS for additional information by calling 1-800-223-8778, or 512-542-6400. TRS information is also available on the Web - www.trs.state.tx.us.

Contract and Non-Contract Employment (*Policies DC, DCA, DCB, DCC, DCD, DCE*)

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

Probationary Contracts

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

Term Contracts

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

Non-Certified Professional and Administrative Employees

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

Paraprofessional and Auxiliary Employees

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

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

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

Employees required to have a commercial driver's license

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

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

All employees required to have a CDL, who are subject to alcohol and drug testing, will receive a copy of the District's policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns related to alcohol and drug policies and related educational material should contact the Facilities/Safety Department at 408-4075.

First Aid and CPR Certification *(Policy DBA)*

Head coaches or chief sponsors of an extra-curricular athletic activity (including cheerleading and Band) that is sponsored or sanctioned by the District or UIL must maintain and submit to the District proof of current certification in first aid and cardiopulmonary resuscitation (CPR). Certification must be issued by the American Red Cross, the American Heart Association, or another organization that provides equivalent training and certification. Proof of current certification must be submitted each year on or before August 1 to Human Resources.

Reassignments and Transfers (*Policy DK)*

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

reassignments. Extracurricular or supplemental duty assignments may be reassigned at any time. Employees who object to a reassignment may follow the District process for employee complaints as outlined in this handbook and District policy DGBA (LOCAL).

Employees with the required qualifications for a position may request a transfer to another campus or department. A written request for transfer must be completed and signed by the employee and the employee's supervisor. Teachers requesting a transfer to another campus for the next school year must submit their request by April 1st. Requests for transfer during the school year will be considered only when the change will not adversely affect students and after a replacement has been found. All voluntary transfer requests will be coordinated by the Human Resources Office and must be approved by the receiving supervisor.

Any employee on a growth plan or deficiency plan is not eligible for voluntary transfers.

Workload and Work Schedules *(Policy DL)(Policies are now on line)*

Professional Employees

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

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

Elementary/Intermediate classroom teachers are required to be on their campus from 7:30 am to 3:30 pm. Secondary classroom teachers are required to be on campus from 8:15 am to 4:15 pm. Periodically, teachers will be required to perform supervisory duty and/or participate in faculty/staff meetings held outside these prescribed times. Teachers may also be elected or assigned to various committees that require meeting time outside the regular school day. As contract personnel, teachers are not governed by the 40-hour workweek regulations set by the wage and hour laws.

Paraprofessional and Auxiliary Employees – *(Policy DL)*

Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and **are not authorized to work in excess of their assigned schedule without prior approval from their supervisor**.

All paraprofessionals and auxiliary employees are required to work a full 8 hours per day not including lunchtime. The lunch period is normally 30 minutes in length. (See Overtime). All paraprofessionals and auxiliary employees are required to keep a time sheet for each week of work. The time sheets are on-line. The time sheets are to be signed by the immediate supervisor at least weekly. Supervisors can adjust work schedules to suit the need of the department, school and/or students.

Notification of parents regarding qualifications (Policy DK, EHBD)

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

Texas law also requires that parents be notified if their child is assigned for more than 30 consecutive days to a teacher who does not hold an appropriate teaching certificate. This notice is not required if parental notification under NCLB is sent. Inappropriately certified or uncertified teachers include individuals serving with an emergency permit (including individuals waiting to take the TExES and EXCET exam) or individuals who do not hold any certificate or permit. No later than the 30th instructional day after the date of assignment the superintendent or designee will send a written notice to the parents. Information relating to teacher certification will be made available to the public upon request.

Employees who have questions about their certification status can call Karen Taylor, Certification Officer, at 408-4185.

Outside Employment and Tutoring *(Policy DBF)*

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

Performance Evaluation *(Policy DN, DNA, DNB)*

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

Employee Involvement *(Policy BQA, BQB)*

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

Staff Development *(Policy DMA)*

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

Individuals holding renewable SBEC certificates are responsible for obtaining the required training hours and maintaining appropriate documentation. **See page 43 for instructions.**

Compensation and Benefits

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

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

All employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, full-time nurses and full-time counselors will be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid extra duty pay or an athletic stipend in addition to their salary according to the district's extra-duty pay and stipend schedules.

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

Paychecks

All contract employees and most at-will personnel are paid once per month over a twelve-month period. Exceptions are cafeteria personnel, bus drivers, 190-day custodians, and security guards, who are paid once per month during the months of employment. During the school year, paychecks are delivered to each campus or department. Paychecks will not be released to any person other than the District employee named on the check without the employee's written authorization. During summer breaks, paychecks for employees who work less than 226 days will be mailed unless the Payroll Department receives a written request for different arrangements.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. See the illustrated guide, Exhibit A (page 48), if you have questions about your payroll statement.

Normally the 10th of the month is the cut-off period for transactions to be included in the monthly check. However, there are months when paychecks are distributed early because of a holiday schedule and the cut-off period for transactions will be set at about 10 days prior to that distribution.

The schedule of pay dates for the 2006-2007 school year follows:

September 27	March 27
October 27	April 27
November 27	May 24
December 14	June 27
January 23	July 26
February 27	August 27

Automatic Payroll Deposit

The District offers employees automatic payroll deposit. Employees can have their paychecks electronically deposited into their checking account, savings account or both. A notification period of two months is necessary to activate this service. With automatic deposit, an employee's paycheck is immediately available on the pay date. Contact Payroll for more information about the automatic payroll deposit service. The final check of any employee leaving the District must be picked up in the Human Resources office. Supervisor must clear an employee before a final paycheck will be issued.

Payroll Deductions *(Policy CFEA)*

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

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

Overtime compensation *(Policy DEA)*

The District compensates overtime for nonexempt employees in accordance with federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

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

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

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

- Employees can accumulate up to 60 hours of compensatory time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee's request with supervisor approval as workload permits.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Weekly time records will be maintained on all nonexempt employees for the purpose of wage and salary administration.
- In calculating the 40-hour week, employees do not calculate the time used for lunch break or other breaks. Lunch should be taken somewhere other than the regular workstation.

Travel Expense Reimbursement *(Policy DEE)*

Before an employee incurs any travel expenses, the employee's supervisor and Assistant Superintendent must give written approval on the District's "Travel Authorization" form. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the District and the Internal Revenue Service. Employees must submit their request to be reimbursed, along with receipts for expenses other than mileage, to their supervisor on the approved Travel Expense Report form for approval. No reimbursement will be made without a receipt. All forms are available on-line.

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

Group health insurance coverage is available to eligible employees. The District's contribution to employee insurance premiums is determined annually by the Board of Trustees. Detailed descriptions of insurance coverage, ~~prices~~ costs, and eligibility requirements are provided to all employees in a benefits booklet available from the HR Department or online at *www.granbury.k12.tx.us* under the Insurance ~~Human Resources~~ link.

Medical Insurance: The Medical insurance plan year is from ~~December 1 through November 30~~ September 1 through August 31. The District is a member of TRS-ActiveCare, the statewide health coverage program for public education employees. Services are provided through Blue Cross and Blue Shield of Texas.

All insurance information will be included in the benefits booklet. Additionally, employees may contact the following for medical insurance information and questions: Blue Cross at 1-866-355-5999 or www.trs.state.tx.us/TRS-ActiveCare/Index.htm or www.bcbstx.com/trs and ~~or by calling Purselley Associates at 1-(800)-801-9882~~. www.medco.com.

New employees must complete insurance enrollment forms upon notification of eligibility. ~~within the first week of employment~~. Current employees may ~~can normally~~ make changes in their insurance coverage during the open enrollment periods each year ~~October~~. For employees whose eligibility ~~family~~ situations change due to a ~~with a~~ qualifying event, it is the employee's responsibility to contact the Business Department within 30 days of the event. ~~that causes such family changes.~~ **Exceptions cannot be made to this 30-day rule per federal regulations.** Employees should contact the Business Department for more information at 817-408-4015.

Supplemental Insurance Benefits *(Policy CRG)*

At their own expense, employees ~~can~~ may enroll in supplemental insurance programs. Various insurance products are offered each year i.e. dental, vision, long- term care, disability, supplemental life and cancer insurance. Premiums can be paid by payroll deduction. Employees may contact the District's Third Party Administrator or the Human Resources office for more information at 817-408-4185 and/or consult the Benefit booklet available online at www.granbury.k12.tx.us under the Insurance ~~Human Resources~~ Link.

The Plan Year for all Supplemental insurance products is from December 1 through November 30.

Cafeteria Plan Benefits (Section 125)

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

New employees must accept or reject the Cafeteria Plan during their first month of eligibility ~~employment~~. ~~The calendar year is December 1 through November 30.~~ To amend or revoke an election under a 125 Cafeteria Plan within the Plan ~~calendar~~ year, the participant must meet Qualifying Event requirements. ~~have a family status or employment status change.~~ A Qualifying Event is ~~The eligible changes are~~ marriage, divorce, births, adoptions, death ~~of a family member, death of a dependent~~, disability, ~~layoff~~, retirement, involuntary loss ~~termination~~ of employment or insurance for employee and/or spouse ~~employment change, birth or adoption of a dependent~~, leave of absence, or return from leave of absence and change in eligibility status of a dependent.

Employees may also elect un-reimbursed medical expenses, dependent care, or orthodontia as a Flexible Spending Account. A third party administrator ~~Diversified Benefits,~~ handles claims made on Flexible Spending Accounts (FSA). ~~Diversified Benefits may be reached at (817) 424-1406 or diversifiedbenefits.com.~~

~~Each eligible fulltime employee (contributors to TRS) will receive $500.00 ($41.66 per month) and part-time employees will receive $250.00 ($20.83 per month) from the State of Texas through the TRS. At the employee's choice, this money can be used for salary or to purchase any type of insurance or be used in a Flexible Spending Account.~~

~~Some contributors to TRS will not receive any monies for insurance and all others will receive reduced amounts.~~

Workers' Compensation Insurance *(Policy CRE, DEC and TX Labor Code §504.018(b))*

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or injured on the job. The District has worker's compensation coverage from Claims Administration Services, Inc., effective September 2000. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employee's supervisor and to the Director of Facilities at 817-408-4075. Employees who are unable to work due to a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Worker's Compensation Benefits, page 23 for information on use of paid leave for such absences.

Unemployment Compensation Insurance *(Policy CRF)*

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

Teacher Retirement *(Policy DEG)*

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

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

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

Buy Back at Retirement *(Policy DEC)*

Employees who have at least 15 years continuous service in the District immediately preceding retirement and who meet the requirements for retirement with the Texas Teacher Retirement System shall be reimbursed upon retirement for half of any unused local sick leave. Payment shall be at the rate of one half of the employee's regular daily rate of pay up to a maximum of $15,000 per employee.

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

Other Benefit Programs *(Policy DEB)*

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

The District offers supervised, before and after school care for children of all GISD Employees at a discounted rate. The service is offered for children Pre-K through 6th grade. Employees can check with his or her supervisor or contact Carolyn Thomas at 408-4072 or carolyn_thomas@granbury.k12.tx.us.

Leaves and Absences *(Policy DEC)*

The District offers employees several types of paid and unpaid leaves of absence for times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should contact the Human Resources Department at 817-408-4185 for counseling about leave options, continuation of benefits, and communicating with the District.

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

Reporting Absences

Employees must follow District and department or campus procedures to report or request any leave of absence and complete the appropriate leave procedures and forms. All employees must notify their immediate supervisor or his/her designee and call the absence reporting system any time they are absent or enter the absence on the GISD Webcenter at sems.granbury.k12.tx.us.

Any employee who is absent 5 or more consecutive days because of a personal illness must submit a medical

certification letter from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and the employee's fitness to return to work.

Any employee who is absent 3 or more consecutive days because of family illness must submit a medical certification letter from a qualified health care provider confirming the specific dates of the illness, and the reason for the illness.

The District has an absence reporting system, which all employees are required to use when the employee is absent from work. The absence reporting system records the employee's absence and calls a substitute for teachers and some paraprofessionals only. The telephone number of the absence reporting system is 817-408-4444. The help desk number is 817-408-4193.

Each employee is issued his/her own personal identification number or PIN number. To register as a new user and receive a PIN number:

1. **PRESS** the **STAR KEY** when system asks for Personal Identification Number.
2. **PRESS 9** when the system says, "If calling as a Substitute PRESS 1, otherwise PRESS 9".
3. **ENTER YOUR SOCIAL SECURITY NUMBER,** by pressing the telephone keys.
4. **RECORD YOUR NAME.**
   PRESS 1 if you like the recording.
   PRESS 9 if you want to re-record your name.

5. The System reads your WORK LOCATION, then your JOB DESCRIPTION.

   PRESS 1 if information is CORRECT, OR
   PRESS 3 if information is NOT CORRECT, OR
   PRESS 5 to hear the information again.

6. The System tells you your PIN.

   PRESS 9 to review your PIN.
   PRESS 1 if written correctly.

Employees shall use only their own personal identification number to report absences to the substitute system. Write your PIN number down and keep in a safe place or with you at all times.

STEP 1: To enter an absence, call the system telephone number and enter your PIN when prompted, then press "1" to enter an absence.

STEP 2: Press "1" for a one-day absence for the CURRENT day, or
Press "5" for a one-day absence for the NEXT work day, or
Press "7" to enter the dates and times.

STEP 3: If you pressed "1" or "5" to enter a one-day absence, the System states your normal START and END times.
Press "1" to use those times for the absence, then skip to step 4 or
Press "5" to manually enter the START and END times, then listen as the System reads your regular START TIME
--If the absence Starts at the time offered, press the STAR KEY, or
--If the absence Starts at another time, enter 2 digits for hour and 2 digits for minute
(EXAMPLE: Enter 8:05 as 0805) If the system asks you to do so, press 3 if the time is AM or 7 if the time is PM. Repeat this procedure to enter the END time.
Then skip to Step 4.

a) If you pressed 7 to enter all dates and times:
--Enter the Date the absence STARTS.
--Press the STAR key to accept the date offered, or
Enter 2 digits for the month and 2 digits for the date (EXAMPLE: March 4 as 0304)

b) --Enter the time the absence STARTS
--Press the STAR key to accept the time offered, or

Enter 2 digits for the hour and 2 digits for the minutes (EXAMPLE: 8:05 as 0805)
Then, if the system asks you to do so, Press 3 if the time is AM and 7 if PM.

c) Repeat the procedures in 3a to enter the date the absence ENDS, then the procedures in 3b to enter the time the absence ends.

STEP 4: Enter the number, which corresponds, to the Reason for Absence (see list below), and then press the STAR key. NOTE: to hear a list of absence reasons, press the STAR key by itself.

STEP 5: Press "1" to record special instructions that will be read when offering the job to substitutes, or
Press "5" to by pass this step.

STEP 6: Press "1" if a substitute **IS** required for this absence, or
Press "3" if **NO** substitute is required, then skip to step 8.

STEP 7: Press "1" to request a particular substitute, or
Press "3" to bypass this step.

If you request a particular substitute, enter the substitute's telephone number and press the STAR Key. When requested, confirm the substitute, then;

--Press "1" if no prior arrangement has been made with the substitute but you want the system to offer this assignment to the selected substitute before offering it to others, or

--Press "3" to automatically assign the substitute, then Press "1" to confirm that the substitute has already agreed to fill the absence. The system will not contact this or any other substitute.

STEP 8: Press "1" to receive the job number. IMPORTANT: Wait for the system to say the job number, which completes entry of the absence.

TO REVIEW OR CANCEL AN ABSENCE, OR MODIFY SPECIAL INSTRUCTIONS:

STEP 1: Call the system telephone number, enter your PIN when prompted, then Press "5" to review or cancel an absence.

STEP 2: Listen to the absence information the system plays.
Press "1" to hear the information again, or
Press "3" to hear another absence, or
Press "5" to cancel the job the system just played, or
Press "6" to modify special instructions.

If you select "5" to cancel the job, you must press "1" to confirm the cancellation request when asked.

If a substitute is assigned:
Press "1" if you want the system to call the assigned substitute and inform him/her that this job has been canceled, or
Press "5" if you are certain the assigned substitute knows this job has been cancelled and the system does not need to call the assigned substitute to inform him/her that the job has been cancelled. Wait for the system to say, "Job Number XXXXXX has been cancelled." If you do not wait to hear the system say this, you have no assurance the job has been cancelled and a substitute may report for the job**.** IT IS THE EMPLOYEE'S RESPONSIBILITY TO BE SURE THE SUBSTITUTE IS INFORMED OF THE CANCELLATION!!!!

If you select "modify" special instructions, the system guides you through the steps of reviewing and replacing (if desired) the voice message of special instructions, in much the same manner as you originally recorded the instruction.

To enter an absence on the GISD WebCenter at sems.granbury.k12.tx.us –

Log on: Open your Internet Browser and access the SEMS WebCenter site. Login information includes two identifiers that must be entered. When you have entered both field, press the **LogOn** button.

Log off: To end the session and disconnect from WebCenter, press the **LogOff** link found in the lower portion of the screen.

Printing: You can print any of the screens you are currently viewing by using your browser's print icon.

Press the **Create Absences** tab to enter an absence.

Select the **Location, Classification, and Reason** that applies to this absence from the drop down menus.

Select **Start** and **End** Dates for your absence by clicking on the down arrows or using the Calendar icon. Ensure that the correct **time** is entered.

If this is a multiple day recurring absence, remove the checkmark(s) from the **Work Days** boxes that **do not** apply to this absence.

Indicate if a substitute is required for this absence.

To request a particular substitute, enter the Substitute's ID number or use the Search feature to find the Substitute by name.

Indicate if the requested substitute has agreed to accept the job. If **Yes** is selected, the substitute will not be called.

Press the **Submit** button when you have completed the form to validate the information. Errors will be displayed in red below the tabs. When the data is corrected, press the **Submit** button again.

The confirmation screen allows you to verify that the information is correct before the job is created. Press the **Create Job** button to create the job and receive the job number OR press the **Cancel** button to return to the **Absence Creation** form without creating the absence.

If the absence has been successfully entered, a message will be displayed to indicate this along with the Job Number.

Press the **Continue** button to return to the **Create Absence** tab.

Press the **Review Absences** tab to:

- Review past, present and future absences
- Cancel and absence

Select the date range for your search by pressing the down arrows for Month/Day/Year or using the Calendar icon and press the **Search** button OR press the **Search All** button to get a list of all of your absences.

Use the **Next** and **Previous** buttons to navigate through the records on the list.

To cancel the job or view the job details, press the **Job number link.**

If you want the system to notify the substitute of the job cancellation (by calling them), place a checkmark in the box "Does the substitute need to be notified of your cancellation".

To confirm that you do want to cancel the absence, press the **Cancel Job** button.

You have **not** cancelled the absence until you press the **Cancel Job** button. A successful action will display to confirm the cancellation.

The system calls substitutes during these times: **Current day's jobs: Weekdays 5:30 a.m. – 11:00 a.m.**
Future Jobs: Weekdays 4:30 p.m. – 9:00 p.m.; Sundays 8:00 p.m. – 9:30 p.m.
Holidays 7:00 p.m. – 9:00 p.m.

ABSENCE REASONS:

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

Note: School Business absences will be specifically described by your supervisor in advance. He/she will provide you with the appropriate number for the absence reason before you call the system.
~~Any employee who is absent more than five (5) consecutive days because of a personal illness, upon return to work, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the nature of the illness, and fitness to return to work. An employee absent more than three (3) consecutive days because of illness in the immediate family shall present, upon return to work, medical certification of the family member's illness~~.

Personal and local sick leave are earned at the rate of one-half (1/2) day of each for every 18 days employed up to 5 days of each type. Leave is available for the employee's use immediately. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

TYPES OF LEAVE

State Personal Leave

State law requires that all employees receive up to five days of paid personal leave per year. Personal leave is earned at a rate of one-half (1/2) day for every 18 days employed, up to a total of five per year and is available for use at the beginning of the school year. A day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts. There are two types of personal leave: non-discretionary and discretionary.

Non-discretionary: Leave that is taken for personal or family illness, emergency, or a death in the family or active military services is considered non-discretionary leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

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

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

Discretionary leave may not last more than five (5) consecutive workdays, except in extenuating circumstances as determined by the Superintendent or designee.

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

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

Sick Leave

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

Sick leave may be used for the following reasons only:

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

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

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

Local Sick Leave

All employees except bus drivers and bus attendants shall earn an additional five equivalent workdays of local sick leave per school year, concurrently with state personal leave. Local sick leave shall be used under the terms and conditions applicable to state sick leave accumulated prior to the 1997-98 school year, except as otherwise provided by DEC (LOCAL), and is available for the employee's use at the beginning of the school year. When an employee who ceases to be employed by the District has used more leave than he/she has accumulated or earned, the cost of the unearned leave days shall be deducted from the employee's final paycheck.
Upon initial employment all eligible employees, except bus drivers and bus attendants shall earn only three (3) days of Local Sick Leave. Additionally, two (2) days of Local Sick Leave will be contributed to the Catastrophic Sick Leave Bank in the name of each eligible new employee.

Temporary Disability - Certified Employees

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

Employees must request approval for temporary disability leave. The leave request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days. If disability leave is not approved, the employee must return to work or be subject to termination procedures. If temporary disability leave is approved, it will run concurrent with any Family Medical leave for which the employee may be eligible and with all accrued sick and personal leave.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the

Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Executive Director of Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to do the job. Professional employees returning from leave will be reinstated to a comparable position to that vacated but not necessarily the same assignment as soon as an appropriate position is available. If a position is not available before the end of the school year, professional employees will be reinstated at the beginning of the following school year.

Family and Medical Leave

Employees who have been employed by the District for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1 and June 30 for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

A husband and wife who are both employed by the District are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, the District may require teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave, and absences due to a work-related illness or injury. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- To allow an employee to care for a seriously ill spouse, child, or parent
- When an employee requires medical treatment for a serious illness
- When an employee is seriously ill and unable to work

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

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact his/her supervisor and the Human Resources Department as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
- Second or third medical opinions and periodic re-certification of the need for leave.
- Periodic reports during the leave regarding the employee's status and intent to return to work.
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to return to work.

Employees requiring family and medical leave should contact the Human Resources Department at 817-408-4193 for details on eligibility, requirements, and limitations.

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly

income benefits if the absence exceeds seven calendar days.

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

All injuries that occur at work should be reported immediately (on the day of the injury) to the immediate supervisor. Any questions should be directed to The Director of Facilities at 817-408-4075.

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

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person nonresponsible for purposes of criminal liability. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the District will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits.

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

Return to work

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

Bereavement Leave

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

Jury Duty

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

Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in civil, criminal, legislative, or administrative proceedings. Other absences for court appearances related to an employee's personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit

documentation of their need of leave for court appearances.

Catastrophic Sick Leave Bank

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

A disabling catastrophic event is an unexpected and unavoidable illness, surgery, or injury that is critical, debilitating, and/or life threatening. Pregnancy, childbirth, and maternity leave shall not be covered by the bank. Exceptions due to complications of a pregnancy may be considered on an individual basis. [See below.]

For purposes herein, Bank shall refer to the District Catastrophic Sick Leave Bank, and DAC shall mean the District Advisory Council.

~~Beginning with the 2006-2007school term, except for bus drivers and bus attendants, all new employees will be members of the Bank.~~
~~All returning employees who did not join the Bank prior to the 2005-2006 school term shall have a one time opportunity to notify the District of his or her desire to **not** participate in the Bank. If an employee does not wish to participate in the Bank, he or she must notify the Human Resources Office of the District by September 1, 2006, of his or her desire to **not** participate in the Bank.~~
Except for bus drivers and bus attendants, all new employees shall earn three workdays of local leave per school year. Additionally, two days of local leave shall be contributed to the Catastrophic Sick Leave Bank (Bank) in the name of each new employee.

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

The governing committee that approves or disapproves all requests for sick leave bank days shall be the District Advisory Council (DAC). The Superintendent shall vote only if necessary to break a tie.

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

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

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

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

GRANTING OF DAYS

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

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

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

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

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

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

5) The DAC shall be authorized to approve up to forty (40) days per Bank year for a member's personal illness or injury or for the care of a spouse or a dependent child. Additional days shall require the recommendation of the DAC and Superintendent, and the approval of the Board.

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

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

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

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

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

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

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

PROCEDURES

The application procedure shall be as follows:

1) Members should call the Human Resource Department at 817-408-4193 for application procedures.

2) The employee will complete the appropriate request form provided by the Human Resources Office.

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

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

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

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

7) The Superintendent shall ensure that the Human Resources Office is notified of the outcome of all requests for Bank days. The Human Resources Office shall notify the member of the outcome.

Military Leave

Paid Leave for Military Service

Any employee who is a member of the Texas National Guard, Texas State Guard, or reserve component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. **(In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.)**

Re-employment after Military Leave

Employees who leave the District to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) may return to employment if they are honorably discharged. Employees who wish to return to the District will be re-employed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for re-employment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for re-employment to Granbury ISD Human Resources Department.

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

Employee Relations and Communications

Employee Recognition and Appreciation *(Policy DJ)*

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

District Communications

Throughout the school year, the Superintendent's office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements, as well as Board action. All of these publications can be found on the District website at www.granbury.k12.tx.us

Complaints and Grievances *(Policy DGBA)*

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

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

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

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

The process described in this policy shall not be construed to create new or additional rights beyond those granted by law or Board policy, nor to require a full evidentiary hearing or "mini-trial" at any level.

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

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

LEVEL ONE. Complaint forms must be filed:

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

In most circumstances, employees on a school campus shall file Level One complaints with the campus principal; other District employees shall file Level One complaints with their immediate supervisor.

If the only administrator who has authority to remedy the alleged problem is the Superintendent or designee, the complaint may begin at Level Two following the procedure, including deadlines, for filing the complaint form at Level One.

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

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

The administrator shall have ten days following the conference to provide the employee a written response.

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

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

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

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

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

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

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the

Level Three presentation. The Level Three presentation, including the presentation by the employee or the employee's representative, any presentation from the administration, and questions from the Board with responses, shall be recorded by audio recording, video/audio recording, or court reporter.

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.
The terms "complaint" and "grievance" shall have the same meaning. A grievance under this policy may include, but shall not be limited to, any of the following:

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

Initial procedures and information regarding sexual harassment by other employees are found in DIA (LOCAL) and information regarding federal nondiscrimination is found in DAA (LOCAL).
An employee's dismissal or non-renewal may be the subject of a grievance under this policy only if the District does not otherwise provide for a review of the matter.

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

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

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

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

Employee Conduct and Welfare

Standards of Conduct *(Policy DH)*

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

- Recognize and respect the rights and property of students, parents, members of the community and coworkers and maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Maintain confidentiality in all matters relating to students and coworkers.
- Express concerns, complaints or criticism through appropriate channels.
- Notify their immediate supervisor in advance as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.

- Know and comply with department and District procedures and policies.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use District time, funds, and property for authorized District business and activities only.
- Refrain from making comments of a negative, degrading, disparaging, hurtful, or destructive nature toward coworkers or students.
- Cursing, obscene or abusive language will not be tolerated under any circumstances.
- All GISD administrators will use and model positive leadership styles with teachers, staff, parents, students and community members that will foster a positive, nurturing and caring learning environment and workplace.
- All District employees should perform their duties in accordance with state and federal law, District policy, and ethical standards for professional educators. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the Superintendent first learns of the incident. See *Reports to the State Board for Educator Certification,* page 41 for additional information.
- The *Code of Ethics and Standard Practices for Texas Educators,* adopted by the State Board for Educator Certification, which all District employees adhere to, is reprinted below:

Code of Ethics and Standard Practices for Texas Educators

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

Professional Standards

1. PROFESSIONAL ETHICAL CONDUCT, PRACTICES, and PERFORMANCE

Standard 1.1 *The educator shall not knowingly engage in deceptive practices regarding official policies of the school district or educational institution.*
Standard 1.2 *The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.*
Standard 1.3 *The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.*
Standard 1.4 *The educator shall not use institutional or professional privileges for personal or partisan advantage.*
Standard 1.5 *The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.*
Standard 1.6 *The educator shall not falsify records, or direct or coerce others to do so.*
Standard 1.7 *The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.*
Standard 1.8 *The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.*

2. ETHICAL CONDUCT TOWARD PROFESSIONAL COLLEAGUES

Standard 2.1 *The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.*
Standard 2.2 *The educator shall not harm others by knowingly making false statements about a colleagues or the school system.*
Standard 2.3 *The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.*

Standard 2.4 *The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.*
Standard 2.5 *The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.*
Standard 2.6 *The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.*
Standard 2.7 *The educator shall not retaliate against any individual who has filed a complaint with the SBEC under this chapter.*

3. ETHICAL CONDUCT TOWARD STUDENTS

Standard 3.1 *The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.*
Standard 3.2 *The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.*
Standard 3.3 *The educator shall not deliberately or knowingly misrepresent facts regarding a student.*
Standard 3.4 *The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.*
Standard 3.5 *The educator shall not engage in physical mistreatment of a student.*
Standard 3.6 *The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.*
Standard 3.7 *The educator shall not furnish alcohol or illegal/unauthorized drugs to any student or knowingly allow any student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.*

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

The District prohibits sexual harassment and harassment based on a person's race, color, gender, national origin, disability, religion or age.
Employees shall not tolerate harassment of others and shall make reports as required at REPORTING PROCEDURES, below.

SEXUAL HARASSMENT

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

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

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

OTHER PROHIBITED HARASSMENT

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

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

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or

printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

REPORTING PROCEDURES

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

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

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

TIMELY REPORTING

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

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

DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator (See DAA (LOCAL)), Jan Van Dorn, Assistant Superintendent
2. For all other prohibited harassment, the Superintendent

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

NOTIFICATION OF REPORT

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

CONFIDENTIALITY

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

INVESTIGATION OF THE REPORT

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

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

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

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also

include analysis of other information or documents related to the allegations.

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

CONCLUDING THE INVESTIGATION

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

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

DISTRICT ACTION

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

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

APPEAL

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

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

RETALIATION PROHIBITED

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

RECORDS RETENTION

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

ACCESS TO POLICY

This policy shall be distributed annually to District employees. Copies of the policy shall be readily available at each campus and the District administrative offices.

Harassment of students *(Policies DH, EFG, FFH) (Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect see FFG)*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus

principal or other appropriate District official. All allegations of prohibited harassment or abuse of a student will be reported to the student's parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse,* for additional information.

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

Employees shall not tolerate harassment of students and shall make reports as required at REPORTING PROCEDURES, below.

SEXUAL HARASSMENT BY AN EMPLOYEE

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

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

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

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

SEXUAL HARASSMENT BY OTHERS

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

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

EXAMPLES OF SEXUAL HARASSMENT

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

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

OTHER PROHIBITED HARASSMENT

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

1. Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
3. Otherwise adversely affects the student's educational opportunities

EXAMPLES

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

REPORTING PROCEDURE

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

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

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

TIMELY REPORTING

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

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

DISTRICT OFFICIALS

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

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

NOTICE TO PARENTS

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

CONFIDENTIALITY

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

INVESTIGATION OF THE REPORT

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

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

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

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

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

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

CONCLUDING THE INVESTIGATION

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

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

DISTRICT ACTION

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

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

APPEAL

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

RETALIATION PROHIBITED

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

RECORDS RETENTION

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

ACCESS TO POLICY

Information regarding this policy shall be distributed annually to District employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District's administrative offices.

Staff Dress Code

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

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

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

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

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

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

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

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

An employee need not be legally intoxicated to be considered "under the influence" of a controlled substance. If the supervisor has reasonable suspicion that an employee is under the influence of alcohol or drugs, the supervisor may send

the employee to be tested for drugs immediately. The employee will be accompanied to the testing site by the supervisor or his designee.

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

DRUG ABATEMENT *(policy DI (LOCAL))*

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

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

DRUG-FREE SCHOOLS REQUIREMENTS

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

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

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

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

Dietary Supplements *(Policy DH)*

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

Psychotropic drugs *(Policy FFAC)*

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

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

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

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

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to a local office (817-573-8612) or to the Texas Abuse Hotline (800-252-5400). State law specifies that an employee may not

delegate to or rely on another person to make the report.

Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the District is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee's failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee's failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer's request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Fraud and Financial Impropriety *(Policy DG, CAA)*

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety includes, but is not limited to, the following:

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

Conflict of Interest *(Policy BBFA, DBD)*

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

- A personal financial interest
- A business interest
- Any other obligation or relationship

An employee with a substantial interest in a business entity or interest in real property must disclose the interest to the District prior to the award of a contract or authorization of payment. This is done by filing an affidavit with the Superintendent.

An employee is also considered to have substantial interest if a close family member (e.g., spouse, parent, child or spouse's parent or child) has a substantial interest.

Gifts and Favors *(Policy DBD)*

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

Associations and Political Activities *(Policy DGA)*

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

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

Safety *(Policy CK)*

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

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

Employees with questions or concerns relating to safety programs and issues can contact
The District Safety Officer at 817-408-4075.

Tobacco Use *(Policies DH, GKA, FNCD)*

Smoking or using tobacco products is prohibited by law on all District-owned property. This includes all buildings, playground areas, parking facilities, and facilities owned by the District or used by the District for athletics and all other activities. Drivers of District-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

Employee Arrests and Convictions *(Policy DH)*

An employee who is arrested for any felony or any offense involving moral turpitude must report the arrest to the principal or immediate supervisor within three calendar days of the arrest. An employee who is convicted of, or receives deferred adjudication for, such an offense must also report that event to the principal or immediate supervisor within three days of the event. Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug – or alcohol – related offenses

- Acts constituting abuse under the Texas Family Code

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

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

Visitors in the Workplace *(Policy GKC)*

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

Copyrighted Materials *(Policy EFE)*

Employees are expected to comply with the provisions of copyright law relating to the unauthorized use, reproduction, distribution, performance, or display of copyrighted materials (i.e., printed material, videos, computer data and programs, etc.). Rented videotapes are to be used in the classroom for educational purposes only. No rented film that includes a notice that the film is intended for "home use only" shall be shown to a class for entertainment purposes.

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

1. Making a copy is an essential step in using the program (such as automatic copying into memory when a program is loaded) or
2. The new copy is a backup; Backups cannot be used simultaneously with the original and must be erased if the original is resold.

District employees shall not use the same program on more than one computer at a time unless the purchase agreement or written permission from the vendor allows the District to network the program or allows other specified multiple use of the single copy. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement.
The Technology Coordinator must approve software before it can be ordered and all software must be loaded by an employee of the Technology Department or with the express written approval of the Technology Department.

Computer Use and Data Management *(Policy CQ)*

The District's electronic communications system, including its network access to the Internet, is to be used for administrative and instructional purposes only. Limited personal use of the system is permitted if the use:

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

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

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

termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the ~~Ton Potappel~~ Director of Technology at 817-408-4100.

GRANBURY ISD COMPUTER ACCEPTABLE USE POLICY

Disclaimer

This document is required by the Texas Education Agency and is to be completed by all employees and students of any and all Texas Public Schools. The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk and GISD is not responsible of material viewed or downloaded by users from the Internet. To minimize these risks, your use of the Internet as GISD is governed by the following policy:

Permitted Use of Network/Internet – Terms and Conditions

The computer network is the property of GISD and may only be used for legitimate business purposes. Users are provided access to the computer network to assist them in the performance of their jobs or studies. GISD believes that information and interaction available on the Network/Internet far outweighs the possibility that users may obtain material that is not consistent with the educational goals of GISD. GISD expects legal, ethical and efficient use of the Network/Internet.

User Responsibility – Network/Internet users are responsible for their actions in accessing available resources.

Privilege – Use of GISD Network/Internet account is a privilege, not a right.

Subject to System Administration – All Granbury ISD Network/Internet account usage is subject to the Director of Technology and/or manager's perusal for virus scanning and/or inappropriate use.

Inappropriate Use – Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Network/Internet. GISD has the right to utilize software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate in the workplace.

Violation of Law – Transmission of any material in violation of U.S. or state law is prohibited. This includes, but is not limited to the following: copyrighted material, threatening, harassing, or obscene material, or material protected by trade secret. Any attempt to break the law using a GISD computer may result in disciplinary action up to and including termination of employment and personal liability for violation of the law. Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, GISD will fully comply with the authorities to provide any information necessary for the litigation process.

Commercial Use – Use of commercial, income generating or "for profit" activities, product advertisement, or political lobbying of any nature is prohibited. Sending unsolicited junk mail, or chain letters, is prohibited.

No Expectation of Privacy – Employees and/or students are given computers and Internet access to assist them in the performance of their jobs and to enhance their learning. Employees and/or students should have no expectation of privacy in anything they create, store, send, or receive using GISD's computer equipment. The computer network is the property of GISD and may be used only for GISD purposes.

Waiver of Privacy Rights – User expressly waives any right of privacy in anything he/she creates, stores, sends, or receives using GISD's computer equipment or Internet access. User consents to allow GISD personnel access to and review of all materials created, stored, sent, or received by User through any GISD network or Internet connection.

Monitoring of Computer and Internet Usage – GISD has the right to monitor and log any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users.

General Procedures

Asbestos Management Plan *(Policy CKA)*

The District is committed to providing a safe environment for employees. An accredited management planner has developed an Asbestos Management Plan for each piece of district property. A copy of the District's management plan is kept in the Superintendent's office and is available for inspection during normal business hours.

Pest Control Treatment *(Policy DI, CLB)*

Employees are prohibited from applying any pesticide or herbicide without appropriate training and prior approval of the Integrated Pest Management (IPM) Coordinator in the Maintenance Department at 408-4170. Any application of pesticide or herbicide must be done in a manner prescribed by law and the District's integrated pest management program.

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located in each building. Pest control information sheets are available from campus principals or facility managers upon request.

Bad Weather Closing *(Policy CKC)*

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. Employees and/or parents may call 817-408-4000 for a recorded message with regard to school closures. This information can also be found at the District web site @ www.granbury.K12.tx.us. When it becomes necessary to close the school, to open late, or to release students early, the following radio and television stations will be notified by school officials:

- GEA Channel 7
- WBAP AM 820
- KXAS Channel 5

When schools are officially closed, Employees working 250 and/or 240 days are required to report or call the employee Absence Reporting System 817-408-4444.

Emergencies *(Policy CKC)*

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Purchasing Procedures *(Policy CH)*

~~All requests for purchases must be submitted through the principal or supervisor to the Business Department on an official District Purchase Order (PO) form with the appropriate approval signatures~~. All requests for purchases of goods or services must be submitted through the principal or budget manager to the Business Office as an electronic Request for Purchase Order. Appropriate electronic approvals shall be included. The Business Office will issue a Purchase Order. No purchases, charges, or commitments to buy goods or services for the District can be made without a PO number. **The District will not assume responsibility or reimburse employees for purchases made without authorization and employees will not be reimbursed for case purchases made outside the normal purchasing procedures.** Employees are not permitted to purchase supplies or equipment for personal use through the District's business office and no supplies, material, or equipment shall be shipped to any employee's home address. Contact Debbie Johnson,

Purchasing Supervisor, at 817-408-4015 for additional information on purchasing procedures.

Name and Address Changes

It is important that employment records be kept up to date. Employees must notify the Human Resources office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the Human Resources Department @ 817-408-4185 or online under Public Folders in Outlook. This information should also be supplied to the employee's immediate supervisor. In addition, certified employees are responsible for maintaining current, accurate personal data with the SBEC by accessing the website at www.sbec.state.tx.us.

Personnel Records *(Policy GBA)*

Most District records including personnel records are public information and must be released upon request. A limited amount of personal information may be withheld. Employees may choose not to allow public access to or have the following information included in a staff directory by submitting a written request to the Human Resources Department.

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.

Important Note: Educator Must Update Their Mailing Address

Effective December 2, 2002 every educator, certificate holder, or applicant must maintain a current mailing address with the State Board for Educator Certification (SBEC). The address must be able to receive mail delivered by the United States Postal Service. Failure to maintain a current mailing address with SBEC may result in the following:

- failure to receive important information or notice of a proceeding regarding an individual's certification or application status, including renewal requirements for a Standard Educator Certificate;
- failure to receive a certificate; or
- certificate sanction or denial.

Setting Up a New Educator SBEC Online Account

You must have access to a computer with internet capability Once you have accessed the worldwide web through the internet, access the SBEC website at http://www.sbec.state.tx.us/SBECOnline.

1. On the SBEC Main Web page, locate **SBEC Online for Educators** and click on those words with your mouse.
2. This directs you to **Why should you create an account with SBEC?**
3. Click on the blue button entitled **New Users? Create New Account.**
4. You will be directed to the **Educator Account Search** screen:
    - Enter your Last Name
    - Social Security Number
    - Date of Birth

    Click the **Search** button. The system will search for your records. A search is done to verify that you do not already have an online account set up.

    NOTE: If you already have an account set up in the online system, you will receive a message: **"A record already exists in our system with that ssn".** If this happens, you would click on the **Home** button, and it will take you back to the main web page. You will need to repeat steps 1 & 2 then select Login to login as an existing user, using your established username and password. If you do not remember these, click on **Forgot Password.**

5. If you are not found in the search, or if you have not set up an account but do have data in the system, such as prior certificates or tests, you will be directed to the:
   Educator Profile Setup screen.

6. You will then complete or update all required fields. Required fields are indicated by an asterisk (*). They are First & Last Name, Gender, Date of Birth, Ethnicity, Your Address, City, State, Zip, County and Email address. Click the **Continue** button. **If** you have completed all required fields, you will be directed to the:
   Educator NEW Account Setup screen.

7. You will create your unique **User Name and Password.**
   The user name and password must be at least 8 characters long, and can be numbers or letters. You will need to remember them as you will use them each time you login to the SBEC Online System.
   Example:
   User Name: ftester2
   Password: ftester2

8. Once you have entered the user name and password, click **Continue**, and you will be directed to the **Educator Main Menu,** where you will be able to apply for certification, view certification records, view examination results, and find other useful information.

If you need further assistance, please contact SBEC toll free at 1-888-863-5880, Monday through Friday; 8:00 am to 5:30 pm CST.

Building Use *(Policy GKD)*

The Community Education Director, is responsible for scheduling the use of facilities for after school use. Contact Community Education at 817-408-4080, to schedule use of school facilities and to obtain information on the fees charged.

Termination of Employment

Resignations *(Policy DFE)*

Contract Employees

Contract employees may resign their position without penalty after the end of any school year if written notice is received 45 calendar days before the first day of instruction of the following school year. A written notice of resignation should be submitted to the immediate supervisor and the Human Resources Department. The Superintendent must officially accept all resignations of contract personnel. Contract employees may resign at any other time only with the approval of the Superintendent. Resignation without the consent of the Superintendent may result in disciplinary action by the State Board for Educator Certification. Acceptance of a resignation after the deadline established by law is contingent on finding a suitable replacement.

The Superintendent will notify the State Board for Educator Certification when an employee resigns and reasonable evidence exists to indicate that the employee has engaged in any of the acts listed under Reports to the State Board for Educator Certification.

Non-Contract Employees

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the employee's immediate supervisor and the Human Resources Department at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal or Non-Renewal of Contract Employees *(Policies DFAA, DFAB, DFBA, DFBB, DFBC, DFCA, DFCC, DFD)*

Employees on probationary, term, and continuing contracts can be dismissed during the school year or non-renewed at the end of the year according to the procedures outlined in District policies. Contract employees dismissed during the school year, suspended without pay, or subject to a reduction in force are entitled to receive notice of the recommended action, an explanation of the charges against them, and an opportunity for a hearing. The timelines and procedures to be followed when a suspension, termination, or non-renewal occurs will be provided when a written notice is given to an employee.

Advance notification requirements do not apply when a contract employee is dismissed for failing to obtain or maintain appropriate certification or whose certification is revoked for misconduct.

Contracts are **NULL AND VOID** for employees who do not hold or obtain in a timely manner as defined by the District the appropriate certificate for the position to which they have been assigned. **Dismissed and/or Non-Renewal procedures are not required when a contract is NULL AND VOID.**

Information on the timelines and procedures can be found in the DF series policies that are provided to employees or in the policy manuals located online at www.granbury.k12.tx.us or in the Superintendent's office.

Dismissal of Non-Contract Employees *(Policy DCD)*

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. To present a grievance, the employee must follow the District process outlined in this handbook. (See Complaints and Grievances).

Exit Interviews and Procedures *(Policy DC)*

Exit interviews will be scheduled for all employees leaving the District. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on their employment experience.

All District keys, books, property, and equipment must be returned upon separation from employment. The District may withhold the cost of any items not returned from the final paycheck.

Probationary Status *(Policy DCA)*

The following persons shall be employed under a probationary contract when the person is employed by the District for the first time or if the person has not been employed by the District for two consecutive school years subsequent to August 28, 1967: Principal; Supervisor; Classroom Teacher; Counselor; Other full-time professional employees who are required to hold a certificate issued under Education Code Chapter 21, Subchapter B; and Registered Nurse.

A probationary contract may not be for a term exceeding one school year. A probationary contract may be renewed for two additional one-year periods, for a maximum permissible probationary contract period of three school years, except that the probationary period may not exceed one year for a person who has been employed as a teacher in public education for at least five of the eight years preceding employment by the District.
An exception may be made for a probationary contract period to be extended beyond the third consecutive year of employment if, during the third year of the probationary period, the Board determines that it is doubtful whether a term contract should be given. If the Board makes such a determination, the District may offer a probationary contract for a term ending with the fourth consecutive school year.

Return to Probationary Status *(Policy DFAC)*

In lieu of discharging, terminating, or not renewing a term contract, the District may, with written consent of the employee, return the employee to probationary contract status. Before any employee agrees to be returned to probationary status, the employee must receive written notice of the proposed discharge, termination, or non-renewal. An employee returned to probationary status must serve a new probationary period as if the employee were employed by the District for the first time.

Hearings before Hearing Examiner *(Policy DFD)*

Information on hearings before a hearing examiner is found in Policy DFD.

Reduction in Force *(Policy DFF)*

A reduction in force may take place when the Board determines that financial exigency or a program change requires the discharge or non-renewal of one or more employees. Information on reduction in force may be found in Policy DFF.

Reports to the State Board for Educator Certification *(Policy DF)*

The dismissal or resignation of a certified employee will be reported to the State Board Educator Certification when the Superintendent first learns about an alleged incident of conduct that involves the following:

- Any form of sexual or physical abuse of a minor or any other illegal conduct with a student or a minor.
- The possession, transfer, sale, or distribution of a controlled substance.
- The illegal transfer, appropriation, or expenditure of school property or funds.
- An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle the individual to a professional position or to receive additional compensation associated with a position.
- Committing a crime on school property or at a school-sponsored event.

Reports concerning court-ordered withholding

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Equal Educational Opportunities *(Policy FB)*

The Granbury Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination of students on any of the bases listed above should be directed to Jan Van Dorn, Assistant Superintendent 600 West Pearl Street, Granbury Texas, 76048 or by phone at 817-408-4009.

Student Records *(Policy FL)*

Student records are confidential and are protected from unauthorized inspection or use. Employees should take precautions to maintain the confidentiality of all student records.

The following people are the only people who have general access to a student's records:

- Parents: Married, separated, or divorced unless parental rights have been legally terminated and the school has been given a copy of the court order terminating parental rights.
- ~~The student (if 18 or older) or attending an institute of postsecondary education.~~ The student (if 18 or older or emancipated by a court)

- School officials with legitimate educational interests.

The student handbook provides parents and students with detailed information on student records. Parents or students who want to review student records should be directed to the campus principal for assistance.

Parent and Student Complaints *(Policy FNG)*

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the Superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the campus principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.

Administering Medication to Students *(Policy FFAC)Local*

Only designated employees can administer prescription medication, nonprescription medication, and herbal or dietary supplements to students. The parent/guardian of a student who must take medicine during the school day must bring a written request from his or her parent and the medicine in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students. Over the counter drugs cannot be dispensed to students without a doctors note giving permission to do so.

Student Discipline *(Policies in the FN series and FO series)*

Students are expected to follow the classroom rules, campus rules, and rules listed in the Student Code of Conduct and Student Handbook. Teachers and administrators are responsible for taking disciplinary action based on a range of discipline management strategies that have been adopted by the District. Other employees that have concerns about a particular student's conduct should contact the classroom teacher or campus principal.

Student Attendance *(Policy FDD)*

Teachers and staff should be familiar with the District's policy and procedures for attendance accounting. These procedures require students to have parental consent before they are allowed to leave campus. When absent from school, the student, upon returning to school, must bring a note signed by the parent that describes the reason for the absence. These requirements are addressed in campus training and in the Student Handbook. Contact the campus principal for additional information.

Student Hazing *(Policy FNCC, FO)*

Students must have prior approval from the principal or designee for any type of "initiation rites" of a school club or organization. Any teacher, administrator, or employee who observes a student engaged in any form of hazing, who has reason to know or suspect that a student intends to engage in hazing, or has engaged in hazing must report that fact or suspicion to the designated campus discipline person.

Student Dress Code

All staff members are responsible for knowing what student dress is appropriate under the dress code in the Student Handbook, as well as enforcing the student dress code. A copy of the Granbury ISD Student Handbook is on-line in the public folder section of the Granbury Independent School District web page.

Student Code of Conduct

All staff members are responsible for having knowledge of and assisting in the enforcement of the student Code of Conduct, as printed in the Granbury ISD Student Handbook.

Student Field Trips

All student field trips must have prior approval by the District and the Supervisor. Once approval has been gained, several forms are required for such trips. These forms can be found in your Campus front office.

Employee sponsors must accompany students on all buses on all field trips at all times.

EXHIBITS

EXHIBIT A

Granbury Independent School District PAYROLL Hometown National Bank No. 021780
600 West Pearl PO Box 3331
Granbury TX 76048 Granbury TX 76048
817-408-4000

Date	Check Number
7/24/02	21780

Check Amount
$1,724.88

Pay: EXACTLY 1,724 DOLLARS AND 88 CENTS

NOT NEGOTIABLE AFTER 90 DAYS

TO THE ORDER OF

NON NEGOTIABLE

"021780: 111914289: 100 0008141"

CHECK DATE 8/24/06 CHECK 21780

PERIOD END DATE 9/27/05 RUN # 520

GRANBURY INDEPENDENT SCHOOL DISTRICT

	FISCAL	CALENDAR	CURRENT
TEACHER	25,080.00	15,960.00	2,280.00
STIPEND	350.00	350.00	50.00
TOTAL PAY	25,430.00	16,310.00	2,330.00
DENTAL INS NON TAX		308.00-	44.00-
ANNUITY		700.00-	100.00-
TEACHER RETIREMENT		1,043.84-	149.12-
MEDICARE		236.53-	33.79-
FEDERAL INCOME TAX		1,906.66-	272.38-
TRS INS		40.81-	5.83-
VISION SERVICE PLAN – ALT			.00
ALTERNATE PLAN			.00
Total Deductions		4,235.84-	605.12-
NET CHECK	21780		1,724.88

THIS MONTH

SALARY

DEDUCTIONS

Tax Marital Status: S Exemptions: 00 Location:

Absence/Leave Summary	Beg Bal	Earned	Absence	Adjust	Balance
COMPENSATORY TIME	.0000	.0000	.0000	.0000	.0000 DAYS
LOCAL SICK LEAVE	29.0000	.0000	.0000	.0000	29.0000 DAYS
JURY DUTY	.0000	.0000	.0000	.0000	.0000 DAYS
SCHOOL BUSINESS	.0000	.0000	.0000	.0000	.0000 DAYS
STATE PERSONAL LEAVE	8.5000	.0000	.0000	.0000	8.5000 DAYS
STATE SICK LEAVE	18.0000	.0000	.0000	.0000	18.0000 DAYS

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Texas Association of School Boards
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12007 Research Blvd. • Austin, Texas 78759-2439 • www.tasb.org

Serving Texas Schools Since 1949

TO: Board Presidents and Superintendents, TASB Region 11, Position A
FROM: Robert Sepulveda, TASB Nominations Committee Chair
DATE: May 15, 2006
SUBJECT: TASB Director Vacancy in Region 11, Position A

As a result of the May elections, a vacancy currently exists on the TASB Board of Directors in TASB Region 11, Position A. Your district is invited to submit a nominee for this position of the TASB Board.

The Nominations Committee will meet in Austin sometime between late August and early September of 2006, to interview nominated individuals and prepare a slate of nominees to present to the Delegate Assembly. Candidates will be notified of the time for the interviews. Expenses incurred for the interview will be the responsibility of the local school district.

The TASB Board of Directors is charged with carrying out the policies established by the Delegate Assembly of the Association. The individual Director is expected to attend four meetings of the Board each year with one of the meetings being at the same time as the annual state convention in the fall. In addition, the Director will be asked to serve on a standing committee that will meet on a need basis, normally in conjunction with a Board meeting. The Director should be a capable, experienced school board member who can assist in providing the Association with outstanding leadership. Lodging and transportation expenses incurred by Board members attending regular Spring, Summer, and Winter Board meetings are reimbursed by the Association, along with transportation and one night's lodging expenses incurred attending the convention Board meeting are also reimbursed by the Association.

TO NOMINATE AN INDIVIDUAL FROM YOUR LOCAL SCHOOL BOARD

Each nominated individual's local school board (Active member) must submit the following and it **must be received in the TASB Austin office no later than JUNE 30, 2006:** (a) the Active member's nomination (blue form), (b) the nominated individual's biographical information, (c) a signed letter from the nominated individual confirming an intention to be a candidate and a willingness to serve, if elected, and (d) candidate questionnaire. The enclosed provides additional information regarding this process. Shortly after receipt of nomination forms, TASB will email to the nominated individual and the superintendent confirmation of receipt of the forms. If an acknowledgment is not received, contact Hershawna Turner at TASB. Nominations that do not meet this deadline cannot be accepted.

TO ENDORSE A NOMINATED INDIVIDUAL FROM A BOARD WITHIN YOUR TASB REGION

From July 3 to August 29, Active member school boards may endorse a nominated individual (tan form) from their TASB Region who has complied with the requirements stated in the above paragraph. (If you have nominated one of your local board members, that nomination will be counted as your endorsement as well.) If at least 25 percent and less than a majority of the Active members from the nominated individual's TASB region endorse the same individual, that individual will be included on the official ballot. If a majority of the Active members in a TASB Region endorse the same nominated individual, that individual will be elected to the TASB Board and will take office after the final session of the convention in the year elected [TASB Bylaws Art. VI, Section 1(B)(3)(b)]. On July 3, a list of all candidates running for a position will be posted to the TASB Web Site.
Pursuant to the bylaws, board action to endorse a candidate must be taken after July 3 (unless your district has submitted a nomination for a member of your local board. The nomination will be counted as one of the endorsements). To endorse a nominated individual, complete the enclosed tan form and return to the TASB office. **This form must be received in the TASB Austin office no earlier than JULY 3 or no later than AUGUST 29, 2006** (see enclosed for additional information regarding this process).

If you have questions or need further information, please contact Hershawna Turner at TASB **1-800-580-8272, ext. 6365 or 512-467-0222, ext. 6365**; or by e-mail at **hershawna.turner@tasb.org**. We appreciate your participation in this nomination process.

Enclosures

STEPHENVILLE INDEPENDENT SCHOOL DISTRICT
2655 West Overhill Drive, Stephenville, Texas 76401
254-968-7990
Fax: 254-968-5942

Dr. Darrell G. Floyd
Superintendent

May 24, 2006

JUN - 2 2006

Mr. William Harris
Superintendent
Granbury ISD
600 W. Pearl Street
Granbury, TX 76048-2046

Dear Mr. ~~Harris~~ William:

I am writing this letter to encourage your school district (at your July Board Meeting) to consider **endorsing Stephenville ISD's Board President, Dr. Ann Calahan, to fill the vacant seat on the TASB Board of Directors - Region 11, Position A.**

On May 22nd, the Stephenville ISD School Board voted unanimously to give Dr. Calahan their full support for this endeavor. She has served on the SISD Board of Trustees in an exemplary fashion since 2001 and served as our Board President since 2004.

In addition to volunteering her time to serve on the school board, Dr. Calahan is the Department Chair of Curriculum & Instruction (Education Department) at Tarleton State University. She will also be participating in the year-long Leadership TASB class in 2006-2007.

In order for you and your school board to become more familiar with Dr. Calahan, I am attaching a copy of her abbreviated resume and biographical sketch. As you can see, she has given much to the field of education in her career. She has served our school district, Tarleton State University, and our community very well for many years.

Dr. Ann Calahan is willing to fully commit to this venture if elected to Region 11, Position A of the TASB Board of Directors. I feel that you will be well pleased with her representing you, your school board, and our region in that capacity. Please consider completing the tan TASB Endorsement Form and submitting it to TASB between July 3 and August 29th.

Thanks in advance for your support.

Sincerely,

Darrell G. Floyd

Dr. Darrell G. Floyd
Superintendent of Schools
Stephenville ISD

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MARK CYRIER

KAY MILLER

JIM SCHOOLER

June 1, 2006

JUN - 2 2006

Dear Fellow Superintendent:

As you know, HEBISD Board of Trustees President, Dr. Faye Beaulieu was elected last year to the TASB Board of Trustees, Position 11D, for an unexpired term. Hopefully you will agree with me that Dr. Beaulieu has represented position 11D in an admirable manner and is deserving of the continued support of area board members.

Attached is a copy of a letter that Faye Beaulieu is sending to board of trustees' presidents in the region. However, with the changes in board leadership that occur this time of year, I wanted you to be aware of Dr. Beaulieu's candidacy for the District 11D opening.

Sincerely,

Gene Buinger

Gene Buinger, Ed.D.
Superintendent of Schools

enclosures

1849 CENTRAL DRIVE BEDFORD, TEXAS 76022-6096 817/283-4461 FAX 817/354-3309

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MARK CYRIER

KAY MILLER

JIM SCHOOLER

June 1, 2006

Dear Fellow Board President:

I am writing to introduce myself and to seek your support for my reelection this fall to seat 11D on the TASB Board of Directors. Elected last October to serve the remaining year of an unexpired term, I am now seeking a full term as a TASB Director. My first year has been educational and productive, and I would like to continue to serve as the organization helps school boards across Texas understand the impact of new legislation affecting school finance and related issues.

Elected to the Hurst-Euless-Bedford ISD local board in May of 1995, I have avidly pursued opportunities for board member training. I graduated from the Leadership TASB program in September of 1997, and I have since then encouraged other members of my local board to participate; currently, three of us are graduates and a fourth has applied for a place in the upcoming class.

In addition, I have served on the executive board of our regional association, the North Texas Area Association of School Boards, and in April I was elected to serve as president of that group for the next two years. I have also participated in training offered by the Center for Reform of School Systems, which has complemented well the training offered by TASB.

I have served as president of our local school board for the past three years, and during that time our trustees have worked through and nearly completed a board self-assessment. The district has undertaken a process of continuous improvement, reworking and aligning its curricula to address specific district goals and strategies. Our new vision statement sums up our new direction: Empowering Today to Excel Tomorrow. I look forward to the years ahead as we move toward fulfilling those goals.

In the weeks ahead, as the formal process for the nomination to fill seat 11D proceeds, you will receive more detailed communication regarding my candidacy. If, after reviewing those details, your board would consider formally supporting my nomination by board action at a meeting between July 3 and August 29, I would be grateful. I feel that I am the kind of leader who will continue to represent you credibly on the TASB Board.

Sincerely,

Faye Beaulieu

Dr. Faye Beaulieu, President
Hurst-Euless-Bedford ISD
Board of Trustees

cc: Superintendent of Schools

ENDORSEMENT FORM

Date _____

This form to be used to endorse a nominated individual from a BOARD within your TASB Region who has completed the June 30, 2006 requirements.

Endorsements will only be accepted if acted on from JULY 3 to AUGUST 29. Must be received in the TASB Austin office on or before AUGUST 29, 2006.

Robert Sepulveda, Chair
TASB Nominations Committee
P. O. Box 400
Austin, Texas 78767-0400

Dear Dr. Sepulveda:

Our school board endorses the candidacy of the following individual nominated to fill a position on the TASB Board of Directors.

CANDIDATE INFORMATION

NAME: _____

SCHOOL DISTRICT: _____

MAILING ADDRESS: _____

CITY:_____, TEXAS ZIP_____

This endorsement was approved by our school district's board of trustees at a duly called meeting on _____.
(Date)

Sincerely,

_____
(BOARD PRESIDENT)

NAME: _____

SCHOOL DISTRICT: _____

MAILING ADDRESS: _____

CITY: _____, TEXAS ZIP_____

Must be received in the TASB Austin office on or before AUGUST 29, 2006

RETURN TO:
TASB, Attn: Management Services
P.O. Box 400, Austin, Texas 78767-0400
or FAX (512) 467-3554