Regular

Monday, December 15, 2003 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Convene in closed session under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 - purchase, exchange, lease or value of real property**
   a. Appointments, leaves and resignations
2. **Reconvene in open session at 7:00 p.m.**
3. **Invocation**
4. **Pledges - U.S. Flag & Texas Flag**
5. **Superintendent's Report - Goals 2,4,7**
   a. Recognition
   b. Board elections report
   c. Poster presentation - Julia Pannell
   d. Bond update
   e. September & October financial statements
   f. Overview of School FIRST (Financial Integrity Rating System of Texas)
   g. Granbury Independent School District's rating
   h. Public comments on the Report
6. **Public comments/audience participation**
7. **Board members special reports**
8. **Consider August 31, 2003 audit report**
9. **Consider Board of Trustee operating procedures**
10. **Consider 2004-05 school calendar**
11. **Consider 2004-05 STARS calendar**
12. **Consider school trip guidelines**
13. **Consent agenda items**
    a. Consider November 10, 2003 regular board meeting minutes and November 20, 2003 special board meeting minutes
    b. Consider budget amendments
    c. Review updated (LEGAL) policies and act on (LOCAL) policies BBG - Board Membmers Compensation and Expenses; BQ - Planning and Decion-Making Process; CDA -Other Revenues Investments; CQ - Electronic Communication and Data Management; DEE - Compensation and Benefits Expense Reimbursement; DLB - Work Load Required Plans and Reports; FDC - Admissions Homeless Students; FDD -Admissions School Safety Transfers; FFAC - Health Requirements and Services Medical Treatment; FNG - Student Rights and Responsibilities/Students and Parent Complaints
    d. Consider donation from Norma Wright to Granbury Middle School
    e. Consider bids:
    1. Consider printing & copying services RFP 2001-62 - renewal
    2. Consider athletic supplies bid 2003-35 - reconsideration
    3. Consider bus refurbishing and collision repair CSP 2003-41 - renewal
    4. Consider computer & copy paper bid 2003-42
14. **Adjourn**

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 15, 2003
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 9, 2003
RE: Bond Program Update

SUMMARY:

Mr. Bill Gumbert with Dain Rauscher has prepared a review of the 1999 Bond Program and Preliminary Tax Rate Impact Analysis for GISD. He will present the report at the board meeting. The report is not available via electronic format. A copy of the report is available from the Superintendent's office if the board members would like to review before the meeting. Otherwise, the paper report will be distributed at the meeting.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: William Harris
Sharay Boynton

Date Submitted: December 9, 2003

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 15, 2003
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 9, 2003
RE: 9/30/03 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended September 30, 2003 for the general operating fund.

The statements for the period ended September 30, 2003 include only those transactions that occurred between the period of September 1, 2003 and September 30, 2003. Revenue collected to date equal 5.1% of the budgeted amount compared to 7.9% last year. Expenditures to date represent 8.82% of the budget compared to 10.02% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: December 9, 2003

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED SEPTEMBER 30, 2003

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	33,550,000	128,363	33,421,637	0.38%	0.51%
	INVESTMENT INCOME	275,000	12,845	262,155	4.67%	5.75%
	OTHER LOCAL INCOME	663,982	81,967	582,015	12.34%	10.65%
5800	STATE					
	STATE FUNDING	7,755,446	1,932,128	5,823,318	24.91%	29.52%
5900	FEDERAL					
	FEDERAL PROJECTS	201,000	10,404	190,596	5.18%	14.15%
	TOTAL REVENUES	**42,445,428**	**2,165,707**	**40,279,721**	**5.10%**	**7.90%**
EXPENDITURES						
11	INSTRUCTION	22,624,197	1,996,326	20,627,871	8.82%	8.55%
12	INSTRUCTIONAL RESOURCES & MEDIA	1,561,895	329,836	1,232,059	21.12%	10.44%
13	CURRICULUM & STAFF DEVELOPMENT	580,891	54,231	526,660	9.34%	8.48%
21	INSTRUCTIONAL LEADERSHIP	437,137	40,880	396,257	9.35%	7.38%
23	SCHOOL LEADERSHIP	2,376,236	217,689	2,158,547	9.16%	9.05%
31	GUIDANCE/COUNSELING	1,377,921	109,279	1,268,642	7.93%	8.50%
33	HEALTH SERVICES	312,069	27,474	284,594	8.80%	7.93%
34	TRANSPORTATION	1,921,022	176,305	1,744,717	9.18%	9.27%
36	CO-CURRICULAR/EXTRACURRICULAR	1,370,835	122,338	1,248,497	8.92%	14.96%
41	GENERAL ADMINISTRATION	2,020,827	148,679	1,872,148	7.36%	14.37%

51	PLANT MAINTENANCE	6,177,663	423,009	5,754,654	6.85%	7.55%
52	SECURITY & MONITORING SERVICES	143,370	13,966	129,404	9.74%	7.58%
53	DATA PROCESSING	62,500	23,315	39,185	37.30%	9.17%
61	COMMUNITY EDUCATION	120,878	4,268	116,610	3.53%	4.96%
71	DEBT SERVICE	0	0	0	#DIV/0!	
81	FACILITIES CONSTRUCTION & ACQUISITIO	654,000	0	654,000	0.00%	272.60%
93	PAYMENTS TO FISCAL AGENT					
	TOTAL EXPENDITURES	**41,741,441**	**3,687,595**	**38,053,846**	**8.83%**	**10.02%**
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**703,987**	**(1,521,888)**	**2,225,875**		

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED SEPTEMBER 30, 2003

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	34,488,982	223,175	34,265,807	0.65%
5800 STATE SOURCES	7,755,446	1,932,128	5,823,318	24.91%
5900 FEDERAL SOURCES	201,000	10,404	190,596	5.18%
TOTAL REVENUES	**42,445,428**	**2,165,708**	**40,279,721**	**5.10%**
EXPENDITURES				
6100 PAYROLL COSTS	32,235,762	2,584,970	29,650,792	8.02%
6200 PROFESSIONAL & CONTRACTED SE	3,404,851	524,649	2,880,202	15.41%
6300 SUPPLIES/MATERIALS	2,127,819	347,494	1,780,325	16.33%
6400 OTHER OPERATING	1,026,182	57,826	968,356	5.64%
6500 DEBT SERVICE	0	0	0	#DIV/0!
6600 CAPITAL OUTLAY	2,946,827	172,656	2,774,171	5.86%
TOTAL EXPENDITURES	**41,741,441**	**3,687,595**	**38,053,846**	**8.83%**
OTHER SOURCES AND USES				
7900 OTHER RESOURCES	0	0	0	0.00%
8900 OTHER USES	0	0	0	0.00%
OTHER SOURCES(USES)	**0**	**0**	**0**	**0.00%**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**703,987**	**(1,521,888)**	**2,225,875**	

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 15, 2003
For: Information

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 9, 2003
RE: 10/31/03 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended October 31, 2003 for the general operating fund.

The statements for the period ended October 31, 2003 include only those transactions that occurred between the period of September 1, 2003 and October 31, 2003. Revenue collected to date equal 9.95% of the budgeted amount compared to 16.71% last year. Expenditures to date represent 17.81% of the budget compared to 18.53% last year.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Emmett Whitefield

Date Submitted: December 9, 2003

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND - SORTED BY FUNCTION CODE
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED OCTOBER 31, 2003

		ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT	PRIOR YTD PERCENT
REVENUES						
5700	LOCAL					
	PROPERTY TAXES	33,550,000	589,141	32,960,859	1.76%	4.67%
	INVESTMENT INCOME	275,000	24,557	250,443	8.93%	11.62%
	OTHER LOCAL INCOME	689,896	144,678	545,218	20.97%	18.46%
5800	STATE					
	STATE FUNDING	7,755,446	3,442,361	4,313,085	44.39%	52.17%
5900	FEDERAL					
	FEDERAL PROJECTS	201,000	26,287	174,713	13.08%	25.83%
	TOTAL REVENUES	**42,471,342**	**4,227,024**	**38,244,317**	**9.95%**	**16.71%**
EXPENDITURES						
11	INSTRUCTION	22,633,087	3,818,948	18,814,138	16.87%	16.65%
12	INSTRUCTIONAL RESOURCES & MEDIA	1,565,637	460,971	1,104,666	29.44%	18.05%
13	CURRICULUM & STAFF DEVELOPMENT	583,243	97,397	485,846	16.70%	15.26%
21	INSTRUCTIONAL LEADERSHIP	438,421	75,966	362,455	17.33%	12.08%
23	SCHOOL LEADERSHIP	2,377,945	404,709	1,973,237	17.02%	16.71%
31	GUIDANCE/COUNSELING	1,376,307	233,999	1,142,309	17.00%	18.52%
33	HEALTH SERVICES	312,069	48,404	263,665	15.51%	14.99%
34	TRANSPORTATION	1,925,022	422,971	1,502,052	21.97%	21.19%
36	CO-CURRICULAR/EXTRACURRICULAR	1,370,335	237,112	1,133,222	17.30%	23.56%
41	GENERAL ADMINISTRATION	2,020,439	297,316	1,723,123	14.72%	19.92%

51	PLANT MAINTENANCE	6,184,102	1,277,639	4,906,463	20.66%	20.19%
52	SECURITY & MONITORING SERVICES	143,370	29,158	114,212	20.34%	17.00%
53	DATA PROCESSING	62,500	23,315	39,185	37.30%	10.55%
61	COMMUNITY EDUCATION	120,878	10,962	109,916	9.07%	9.64%
71	DEBT SERVICE	0	0	0	#DIV/0!	
81	FACILITIES CONSTRUCTION & ACQUISITIO	654,000	0	654,000	0.00%	73.70%
93	PAYMENTS TO FISCAL AGENT					
	TOTAL EXPENDITURES	**41,767,355**	**7,438,865**	**34,328,490**	**17.81%**	**18.53%**
	OTHER SOURCES (USES)	0	0	0	0.00%	0.00%
	EXCESS (DEFICIENCY) OF REVENUE OVER EXPENDITURES	**703,987**	**(3,211,841)**	**3,915,827**		

GRANBURY INDEPENDENT SCHOOL DISTRICT
GENERAL OPERATING FUND
INTERIM STATEMENT OF REVENUES AND EXPENDITURES
FOR THE PERIOD ENDED OCTOBER 31, 2003

	ANNUAL BUDGET	YTD ACTUAL	REMAINING BALANCE	YTD PERCENT
REVENUES				
5700 LOCAL SOURCES	34,514,896	758,376	33,756,520	2.20%
5800 STATE SOURCES	7,755,446	3,442,361	4,313,085	44.39%
5900 FEDERAL SOURCES	201,000	26,287	174,713	13.08%
TOTAL REVENUES	**42,471,342**	**4,227,025**	**38,244,318**	**9.95%**
EXPENDITURES				
6100 PAYROLL COSTS	32,235,762	5,186,914	27,048,848	16.09%
6200 PROFESSIONAL & CONTRACTED SE	3,422,822	941,984	2,480,838	27.52%
6300 SUPPLIES/MATERIALS	2,121,873	545,283	1,576,590	25.70%
6400 OTHER OPERATING	1,023,596	513,816	509,780	50.20%
6500 DEBT SERVICE	0	0	0	#DIV/0!
6600 CAPITAL OUTLAY	2,963,301	250,868	2,712,433	8.47%
TOTAL EXPENDITURES	**41,767,355**	**7,438,865**	**34,328,490**	**17.81%**
OTHER SOURCES AND USES				
7900 OTHER RESOURCES	0	0	0	0.00%
8900 OTHER USES	0	0	0	0.00%
OTHER SOURCES(USES)	**0**	**0**	**0**	**0.00%**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	**703,987**	**(3,211,841)**	**3,915,827**	

GRANBURY
INDEPENDENT SCHOOL DISTRICT

Jennifer Roy
Public Information Officer

Granbury ISD Earns State's Highest Fiscal Accountability Rating

Granbury ISD officials are pleased to announce the district received a rating of "Superior Achievement" under Texas' new Schools FIRST financial accountability rating system. The Superior Achievement rating in the state's highest, demonstrating the quality of Granbury ISD's financial management and reporting system.

This is the first year of Schools FIRST (Financial Accountability Rating System of Texas), a financial accountability system for Texas school districts developed by the Texas Education Agency (TEA) in response to Senate Bill 875 of the 76th Texas Legislature in 1999. The primary goal of Schools FIRST is to achieve quality performance in the management of school districts' financial resources, a goal made more significant due to the complexity of accounting associated with Texas' school finance system.

"We are very pleased with Granbury's Schools FIRST rating," said GISD superintendent William Harris, "as it shows that our schools are accountable not only for student learning, but also for achieving these results cost –effectively and efficiently."

The Schools FIRST accountability rating system assigns one of four financial accountability ratings to Texas school districts, with the highest being "Superior Achievement," followed by "Above-Standard Achievement," "Standard Achievement" and "Substandard Achievement." Districts with serious data quality problems may receive the additional rating of "Suspended Data Quality." Districts that receive the "Substandard Achievement" or "Suspended Data Quality" ratings under Schools FIRST must file a corrective action plan with the TEA.

600 West Pearl • Granbury, Texas 76048 • Phone (817) 408-4013 • Fax (817) 408-4014
jennifer_roy@granbury.k12.tx.us

YEAR 2001-2002 | View Overall Statistics | Help | Home | Log Out

FIRST

Financial Integrity Rating System of Texas

2001-2002 DISTRICT STATUS

Name: GRANBURY ISD(111901)	
Rating: Superior Achievement	**Last Updated:** 10/3/2003 9:39:05 AM
Indicators Answered YES: 21	**Indicators Answered NO:** 0

#	Indicator Description	Updated	Result
1	Was The Total Fund Balance Less Reserved Fund Balance Greater Than Zero In The General Fund?	9/19/2003 6:24:33 PM	Yes
2	Were There No Disclosures In The Annual Financial Report And/Or Other Sources Of Information Concerning Default On Bonded Indebtedness Obligations?	9/19/2003 6:24:33 PM	Yes
3	Was The Annual Financial Report Filed Within One Month After November 27th or January 28th Deadline Depending Upon The District's Fiscal Year End Date (June 30th or August 31st)?	9/19/2003 6:24:33 PM	Yes
4	Was There An Unqualified Opinion in Annual Financial Report?	9/19/2003 6:24:33 PM	Yes
5	Did The Annual Financial Report Not Disclose Any Instance(s) Of Material Weaknesses In Internal Controls?	9/19/2003 6:24:34 PM	Yes
6	Was The Percent Of Total Tax Collections (Including Delinquent) Greater Than 96%?	9/19/2003 6:24:34 PM	Yes
7	Did The Comparisons Of PEIMS Data To Like Information In Annual Financial Report Result In An Aggregate Variance Of Less Than 4 Percent Of Expenditures Per Fund Type (Data Quality Measure)?	9/19/2003 6:24:35 PM	Yes
8	Were Debt Related Expenditures (Net Of IFA And/Or EDA Allotment) < $770.00 Per Student? (If The District's Five-Year Percent Change In Students = Or > 2%, Or If Property Taxes Collected Per Penny Of Tax Effort > $100,000, Then Answer This Indicator Yes)	9/19/2003 6:24:36 PM	Yes

9	Was There No Disclosure In The Annual Audit Report Of Material Noncompliance?	9/19/2003 6:24:36 PM	Yes
10	Did The District Have Full Accreditation Status In Relation To Financial Management Practices? (e.g. No Master Or Monitor Assigned)	9/19/2003 6:24:36 PM	Yes
11	Was The Percent Of Operating Expenditures Expended For Instruction More Than 54%?	9/19/2003 6:24:37 PM	Yes
12	Was The Aggregate Of Budgeted Expenditures And Other Uses Less Than The Aggregate Of Total Revenues, Other Resources and Fund Balance In General Fund?	9/19/2003 6:24:38 PM	Yes
13	If The District's Aggregate Fund Balance In The General Fund And Capital Projects Fund Was Less Than Zero, Were Construction Projects Adequately Financed? (To Avoid Creating Or Adding To The Fund Balance Deficit Situation)	9/19/2003 6:24:39 PM	Yes
14	Was The Ratio Of Cash And Investments To Deferred Revenues (Excluding Amount Equal To Net Delinquent Taxes Receivables) In The General Fund = Or > 1:1? (If Deferred Revenues < Net Delinquent Taxes Receivable, Then Answer This Indicator Yes)	9/19/2003 6:24:39 PM	Yes
15	Was The Administrative Cost Ratio Less Than The Standard In State Law?	9/19/2003 6:24:39 PM	Yes
16	Was The Ratio Of Students To Teachers Within the Ranges Shown Below According To District Size?	9/19/2003 6:24:40 PM	Yes
17	Was The Ratio Of Students To Total Staff Within the Ranges Shown Below According To District Size?	9/19/2003 6:24:41 PM	Yes
18	Was The Total Fund Balance In The General Fund More Than 50% And Less Than 150% Of Optimum According To The Fund Balance And Cash Flow Calculation Worksheet In The Annual Financial Report?	9/19/2003 6:24:41 PM	Yes
19	Was The Decrease In Undesignated Unreserved Fund Balance < 20% Over Two Fiscal Years?(If 1.5 Times Optimum Fund Balance < Total Fund Balance In General Fund Or If Total Revenues > Operating Expenditures In The General Fund, Then Answer This Indicator Yes)	9/19/2003 6:24:42 PM	Yes
20	Was The Aggregate Total Of Cash And Investments In The General Fund More Than $0?	9/19/2003 6:24:42 PM	Yes
21	Were Investment Earnings In All Funds More Than $15 Per Student?	9/19/2003 6:24:43 PM	Yes

DETERMINATION OF RATING

A.	Did The District Answer **No** To Indicators 1, 2, Or 3? Or Did The District Answer No To Both 4 and 5? If Answered **No** To Either, The District's Rating Is **Substandard Achievement**.	
B.	Determine Rating By Applicable Range For The Number Of Indicators Answered **No**:	
	Superior Achievement	0-2
	Above Standard Achievement	3-4
	Standard Achievement	5-6
	Substandard Achievement	7+ Or **No** To One Default Indicator

INDICATOR 16 & 17 RATIOS

Indicator 16	Ranges for Ratios		**Indicator 17**	Ranges for Ratios	
District Size - Number of Students Between	Low	High	District Size - Number of Students Between	Low	High
< 500	7	22	< 500	4	14
500-999	10	22	500-999	5.5	14
1000-4999	11.5	22	1000-4999	6	14
5000-9999	13	22	5000-9999	6.5	14
=> 10000	13.5	22	=> 10000	6.6	14

SCHOOLS FIRST
FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS

HOW RATINGS ARE ASSESSED

Rating Worksheet

The questions a school district must address in completing the worksheet used to assess its financial management system can be confusing to non-accountants. The following is a layman's explanation of what the questions mean—and what your district's answers can mean to its rating.

1. Was total Fund Balance less Reserved Fund Balance greater than zero in the General Fund?

School districts must legally have a fund balance to ensure adequate funding for operations. This indicator is designed to ensure that your district has a positive amount of fund balance cash (savings) that is not designated or "reserved" for a specific purpose. In other words, "Does your district have funds set aside for a rainy day?"

2. Were there NO disclosures in the Annual Report and/or other sources of information concerning default on bonded indebtedness obligations?

This indicator seeks to make certain that your district has paid your bills/obligations on bonds issued to pay for school construction, etc.

3. Was the Annual Financial Report filed within one month after the November 27 or January 28 deadline depending upon the district's Fiscal Year end date (June 30 or August 31)?

A simple indicator. Was your Annual Financial Report filed by the deadline?

4. Was there an Unqualified Opinion in the Annual Financial Report?

A "qualification" on your financial report means that you need to correct some of your reporting or financial controls. A district's goal, therefore, is to receive an "unqualified opinion" on its Annual Financial Report. This is a simple "Yes" or "No" indicator.

5. Did the Annual Financial Report NOT disclose any instance(s) of material weakness in internal controls?

A clean audit of your Annual Financial Report would state that your district has no material weaknesses in internal controls. Any internal weaknesses create a risk of your District not being able to properly account for its use of public funds, and should be immediately addressed.

SCHOOLS FIRST
FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS

HOW RATINGS ARE ASSESSED

6. Was the percent of total tax collections (including delinquent) greater than 96 percent?

This indicator measures your district's success in collecting the taxes owed to you by your community's businesses and homeowners, placing a 96 percent minimum collections standard. You must collect 96 percent or more of your taxes, **including** any delinquent taxes owed from past years.

7. Did the comparison of PEIMS data to like information in the Annual Financial Report result in an aggregate variance of less than 4 percent of expenditures per fund type (Data Quality Measure)?

This indicator measures the quality of data reported to PEIMS and in your Annual Financial Report to make certain that the data reported in each case "matches up." If the difference in numbers reported in any fund type is more than 4 percent, your district "fails" this measure.

8. Were Debt-Related Expenditures (net of IFA and/or EDA allotment) less than $770 per student? (If the district's five-year percent change in students was a 2 percent increase or more, or if property taxes collected per penny of tax effort were more than $100,000, then answer this indicator YES.)

This indicator shows the Legislature's intent for school districts to spend money on education, rather than fancy buildings, by limiting the amount of money district's can spend on debt to $770 per student. Fortunately, the Legislature did allow for fast-growth schools to exceed this cap.

9. Was there NO disclosure in the Annual Audit Report of Material Noncompliance?

NO disclosure means the Annual Audit Report includes no disclosure indicating that the school district failed to comply with laws, rules and regulations for a government entity.

10. Did the district have full accreditation status in relation to financial management practices? (e.g. no master or monitor assigned)

Did TEA take over control of your district due to financial issues such as fraud or having a negative fund balance? If not, you pass this indicator.

11. Was the percentage of Operating Expenditures expended for Instruction more than 54 percent?

This indicator shows your district's ability to focus the majority of its funding so that it directly pays for student instruction. Only items such as salaries of classroom teachers and classroom supplies qualify as "Instruction" expenditures in this calculation (Function 11).

SCHOOLS FIRST
FINANCIAL INTEGRITY RATING SYSTEM OF TEXAS

HOW RATINGS ARE ASSESSED

12. Was the aggregate of Budgeted Expenditures and Other Uses LESS THAN the aggregate of Total Revenues, Other Resources and Fund Balance in General Fund?

Did you overspend your budget? Your district will receive a negative rating on this measure if your total expenditures and other uses for the fiscal year exceeded your total funds available.

13. If the district's Aggregate Fund Balance in the General Fund and Capital Projects Fund was LESS THAN zero, were construction projects adequately financed? (Were construction projects adequately financed or adjusted by change orders or other legal means to avoid creating or adding to the fund balance deficit situation?)

Did you over-spend on school buildings or other capital projects? This indicator measures your district's ability to construct facilities without damaging your Fund Balance.

14. Was the ratio of Cash and Investments to Deferred Revenues (excluding amount equal to net Delinquent Taxes Receivable) in the General Fund greater than or equal to 1:1? (If Deferred Revenues are less than Delinquent Taxes Receivable, then answer this indicator YES.)

This indicator measures whether or not your district has sufficient cash and investments to balance Fund Balance monies such as TEA overpayments (deferred revenues). In other words, your District should have fund balance monies of its own that are at least equal to those dollars that are there due to overpayments from TEA, and you should not be spending "next year's" monies this year.

15. Was the Administrative Cost Ratio less than the standard in State Law?

TEA and state law sets a cap on the percentage of their budget that Texas school districts can spend on administration. Did you exceed the cap for districts of your size?

16. Was the Ratio of Students to Teachers within the ranges shown below according to district size?

This indicator measures your pupil-teacher ratio to ensure that it is within TEA recommended ranges for district's of your student population range. For example, districts with a student population between 500 and 1,000 should have no more than 22 students per teacher and no fewer that 10 students per teacher.

Indicator 16	Ranges for Ratios	
District Size – No. of Students Between	Low	High
<500	7	22
500 – 999	10	22
1,000 – 4,999	11.5	22
5,000 – 9,999	13	22
=> 10,000	13.5	22

HOW RATINGS ARE ASSESSED

17. Was the Ratio of Students to Total Staff within the ranges shown below according to district size?

This indicator measures your pupil-staff ratio to ensure that it is within TEA-recommended ranges for district's of your student population range. For example, districts with a student population between 500 and 1,000 should have no more than 14 students per staff member and no fewer that 5.5 students per district employee.

Indicator 17	Ranges for Ratios	
District Size – No. of Students Between	Low	High
<500	4	14
500 – 999	5.5	14
1,000 – 4,999	6	14
5,000 – 9,999	6.5	14
=> 10,000	6.6	14

18. Was the Total Fund Balance in the General Fund more than 50 percent and less than 150 percent of Optimum according to the Fund Balance and Cash Flow Calculation Worksheet in the Annual Financial Report?

Exhibit A in your district's audit provides an optimum General Fund "Fund Balance" for your district. Your district should have no less than one-half and no more than one and one-half times this amount in your Fund Balance, counting both reserved and unreserved fund balances.

19. Was the decrease in Undesignated Fund Balance less than 20 percent over two Fiscal Years? (If 1.5 times Optimum Fund balance in General Fund or if Total Revenues exceeded Operating Expenditures in the General Fund, then answer this indicator YES.)

Are you "feeding off of your Fund Balance" to pay for salaries or other district operating expenses? This indicator notes rapid decreases in your undesignated Fund Balance (those dollars not designated as a "land fund" or "construction fund") or emergency fund.

20. Was the Aggregate Total of Cash and Investments in the General Fund more than $0?

Does your district have cash in the bank, and/or investments?

21. Were Investment Earnings in all funds more than $15 per student?

Are you using your cash or reserve fund (Fund Balance) monies wisely?

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 15, 2003
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 9, 2003
RE: Annual Financial Report – Year ended 8/31/2003

SUMMARY:

The annual audit has been completed. Mr. Chandler Snow of Snow, Garrett & Company, Certified Public Accountants will be at the board meeting to present the report and letters to the board. The Annual Financial Report for the year ended August 31, 2003 and the management letter are not available via electronic format. The board members will need to get a copy to review prior to the meeting. They can be obtained from the Superintendent's office.

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

RECOMMENDATION:

That the Board accept the Annual Financial Report for the year ended August 31, 2003 as presented.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: December 9, 2003

GRANBURY INDEPENDENT SCHOOL DISTRICT

SCHOOL CALENDAR 2004 - 2005

DRAFT A

July 2004

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

August 2004

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11			14
15			18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2004

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

October 2004

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

November 2004

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11		13
14	15	16	17	18	19	20
21			24	25	26	27
28	29	30				

December 2004

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

January 2005

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

February 2005

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27						

March 2005

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

April 2005

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14		16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2005

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26		28
29	30					

June 2005

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

- Summer Vacation
- New Staff Inservice
- 3-Day Institute-Also offered
- Mandatory Attendance for Teachers-Student Holiday
- Principal Choice of Comp Inservice or Work Day-Student Holiday
- Holidays
- TAKS Test
- Bad Weather Days
- Beginning/End of Six Weeks

Semester Dates

8-18-04 to 1-14-05, 1-18-05 to 5-26-05

Trimester Dates

8-18-04 to 11-11-04, 11-15-04 to 2-25-05, 2-28-05 to 5-26-05

BAD WEATHER DAYS	1st Sem: 90	1st Tri: 60
March/25/05 1st to be used	2nd Sem: 85	2nd Tri: 58
April/15/05 2nd to be used		3rd Tri: 57
(The holiday scheduled would	Total: 175	175
be a regular school day.)	12 Teacher Staff Development/ Preparation Days	

TAKS Test Schedule

NO EVENING ACTIVITIES WILL BE SCHEDULED ON THE DAY BEFORE THESE TAKS TESTS ARE GIVEN

February	Grades 4 & 7 Writing
	Grade 9 Reading
	Grade 10 & 11 English, L/A
March	Grade 3 Reading
April	Grades 3-8 & 11 Mathematics
	Grade 10 Social Studies
April	Grades 4-8 Reading
	Grade 10 Mathematics
	Grade 11 Science
April	Grades 5 & 10 Science
	Grades 8 & 11 Social Studies
	Grade 9 Mathematics

GRANBURY INDEPENDENT SCHOOL DISTRICT

Proposal

STARS Academy

2004-2005

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

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

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

Legend

- Staff Development/Student Holiday
- Holiday/Intersession
- Student Holiday — Principal Choice of Inservice/Comp
- Beginning of Trimester
- End of Trimester

Bad Weather Days

1st day: April 15, 2004

2nd day: May 30, 2004

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

Graduation Dates(Tentative)

December 13 or 17, 2004

June 2 or 3, 2005

1st Trimester: 8/8/04 to 11/12/04 63 days

2nd Trimester:11/15/04 to 2/25/05 60 days

3rd Trimester:2/28/05 to 6/1/05 61 days

Instructional Days: 184

OFFICE OF CURRICULUM & INSTRUCTION

For:	**Board of Trustees**
Date:	**December 15, 2003**
Action:	**Discussion**

To:	**Mr. William Harris, Superintendent**	**From:**	**Jan Van Dorn**
		Date:	**December 8,2003**
		RE:	**School Trip Guidelines**

SUMMARY:

Bob Small, Principal of Granbury High School, formulated guidelines for GHS trips that have basically been taken and used as a draft for the entire district. These have been approved by the middle school principals, and are now in final draft form and are up for discussion. Administration may add or delete some portion of the guidelines after discussion.

Recommendation: Appropriate discussion

Respectfully Submitted:



Jan Van Dorn
Assistant Superintendent

Final Draft

December 3, 2003

GUIDELINES FOR SPONSORS & CHAPERONES ON SCHOOL SPONSORED AND SCHOOL RELATED TRIPS AT GRANBURY HIGH SCHOOL

A school sponsored or school related trip is an activity that uses budget, activity or booster funding to support partially or completely the cost of the trip. Additionally, the Board, the Superintendent or designated representative must officially approve the trip.

A sponsor must be an employee of GISD. A chaperone may be an employee or an adult volunteer (at least age 21) who has been cleared through a background check and approved by the sponsor and the Principal. All sponsors and chaperones will be listed on the trip request and must be on the trip. Alternates will be identified to take the place of sponsors or chaperones that cannot attend for reasons such as illness or work requirements.

The head sponsor has full authority to make decisions that are in the best interests of the safety, health and welfare of students and other adults on the trip. The head sponsor may assign duties and responsibilities to other sponsors, chaperones and students and ensure that they are carried out. Other sponsors and chaperones will abide by the directions of the head sponsor at all times.

The number of sponsors or chaperones needed for a trip is dependent on the destination, the type activities planned during the trip and the number of students participating. **The following guidelines are provided for planning:**

--Trips out of the continental United States—1 per 8-10 students
--Trips to major cities or tourist locations—1 per 8-10 students
--Trips to stock shows or equivalent—1 per 10-14 students
--Day trips to competitions or conferences (e.g., debate, theater)—1 per 10-14 students
--Overnight trips for competitions or conferences—1 per 8-10 students
--Short day trips to presentations, conferences—1 per 10-14 students

Trips where students will be under close and continuous control of sponsors and event coordinators (e.g., athletic or academic competitions) may allow for a slightly larger sponsors / chaperones to student ratio.

Rules for sponsors and chaperones are as follows:

1. **All adults on the trip must be sponsors or chaperones** and will abide by the guidelines provided.
2. Children not enrolled in GISD as a freshman through senior, and graduates under age 21, are not authorized to be on a GHS school sponsored or school related trip. Exceptions must be approved by the Superintendent or designee.

3. Both male and female sponsors or chaperones are required to accompany mixed gender groups on overnight trips and are strongly recommended on all other trips.
4. All sponsors and chaperones will be provided a copy of the Student Code of Conduct and will be familiar with the provisions of that code prior to the trip.
5. **Sponsors and chaperones will not use tobacco, consume alcohol or possess or use an illegal substance at any time during the trip.**
6. Sponsors and/or chaperones will be with students at all times they are being transported from one location to another. When being transported by large conveyance (e.g., bus, aircraft), sponsors and/or chaperones will position themselves in the locations to best observe all students.
7. Sponsors or chaperones are responsible for the behavior of students while being transported. The driver is responsible to ensure that all safety rules are followed and the sponsor or chaperone will follow the direction of that individual regarding safety issues and concerns.
8. When stopped for meals or rest breaks vehicles will be placed in a location where they can be continuously monitored. Students are not authorized to be in a vehicle unless a sponsor or chaperone is present.
9. If students are to be separated into groups for independent activities (e.g., separate tours), a sponsor or chaperone will accompany each group until it returns. Exceptions to this rule are authorized when a venue has limited access (e.g., amusement park) or when sponsor/chaperone control can be easily maintained (e.g., UIL academic meets). In those cases sponsors/chaperones may centrally locate themselves for more generalized control and will establish frequent reporting times and locations to ensure students are present and safe.
10. On overnight trips students will be secured in hotel rooms and persons will be designated to monitor students to prevent them from leaving their rooms.
11. Any violation of the Student Code of Conduct will be immediately stopped or corrected within the capability of the sponsor and chaperone and the sponsor in charge will be informed of the violation as quickly as possible.
12. The sponsor in charge will take immediate action for misbehavior and will notify the principal or designee of any major violation of the Student Code of Conduct as quickly as possible.
13. The Principal or designee will determine if a student is to be sent home for a major violation of the Student Code of Conduct.
14. The sponsor will notify the Principal or designee as quickly as possible of any major incidents (e.g., injury, illness, accident or lengthy delay) affecting the health or welfare of any student or adult on the trip. The Principal or designee will notify the Superintendent or designee and will inform the parent or guardian of the situation.

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
November 10, 2003

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, November 10, 2003 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Micky Shearon

Board Members Present
Gene Ellis
Jerry Campbell
Charlie Cloud
Mark Graves

Board Members Absent
Brad Johnson
Brian Condit

School Officials Present
William Harris, Superintendent
Jan VanDorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Troy Green, Executive Director of Human Resource
Martin Yarborough, Executive Director of Technology
Judy Duncan, Recording Secretary

Others Present
School Employees
Media
Community Members

Meeting Called to Order
President Micky Shearon called the meeting to order at 6:01 p.m.

Convened in Closed Session
The board convened into closed session at 6:02 pm. under the Texas Open Meetings Act, Texas Government Codes, Chapters 551.074 – personnel matters, 551.072 - purchase, exchange, lease or value of real property, 551.071 – private consultation with the Board's attorney and 551.076 – deployment, or specific occasions for implementation of security personnel or devices.

Reconvened in Open Session
The board reconvened in open session at 7:08 p.m.

The invocation was led by Troy Green and the pledge to the U.S. Flag and the Texas flag was led by Micky Shearon.

Superintendent's Report

Recognition - Mambrino 5th grade student, Jenita Hundley was recognized for being selected as one of the top ten finalist in the Junior Division of the Children's Poetry Contest sponsored by The Red Steagall Cowboy Gathering.

Collection Report – A representative from Linebarger, Goggan, Blair & Sampson, LLP reported to the board that as of September 30, 2003, Granbury ISD realized a total tax collection rate of 101.05% for the past year. It was also stated that 279 lawsuits were filed against 482 parcels of property seeking the collection of $910,000 in delinquent taxes, penalties and interest. By the use of all collection tools, including notice letters, specialized demand letters, onsite visits and litigation, the company has collected just over $1,811,274.00 in delinquent taxes, penalty and interest for GISD from October 21, 2002 to September 30, 2003.

President, Micky Shearon stated that the remainder of the Superintendent's report would be deferred to later in the meeting.

President, Micky Shearon stated that the board would now consider the issue of Dale Taylor's Level III grievance. Shearon stated that the grievance would be heard in open session under the Texas Open Meetings Act. Shearon also stated that the Board would convene into closed session under the authority of Section 551.074 and 082 of the Texas Open Meetings Act if at any time the grievance became a complaint against another employee of the school district.

Representing the Administration is William Harris and representing Mr. Dale Taylor is attorney, Shane Goetz. Mr. Goetz was allowed ten (10) minutes to present his case to the Board on behalf of Dale Taylor and William Harris was allowed ten (10) minutes to present his case to the board. After hearing both representatives, the board was allowed to ask questions.

A motion was made by Jerry Campbell and seconded by Mark Graves to uphold the Level II decision by Superintendent Harris that the grievance was not filed in a timely manner. **MOTION CARRIED.** Yes 4 – Noe 1 – 2 Absent - Charlie Cloud voted against. Brian Condit and Brad Johnson were absent

Convened to Closed Session

The board convened to closed session at 7:33 p.m. under the Texas Open Meetings Act, Chapter 551.071 – private consultation with the board's attorney.

Reconvened in Open Session

The Board reconvened in open session at 8:15 p.m.

Consider possible termination of Assistant Superintendent contract for "good cause"

A motion was made by Jerry Campbell and seconded by Charlie Cloud to accept the proposed decision to terminate Mr. Dale Taylor for good cause and suspend Dale Taylor for good cause without pay effective November 12, 2003 before the end of the term contract. **MOTION CARRIED** Yes 5 – Noe 0, Absent 2 - Brian Condit and Brad Johnson were absent.

A motion was made by Charlie Cloud and seconded by Mark Graves to instruct attorney, John Schwartz to immediately draft a letter setting out the reasons for the termination of Mr. Dale Taylor. **MOTION CARRIED** Yes 5 – Noe 0 - Absent 2 - Brian Condit and Brad Johnson were absent

Superintendent's Report (continued)

Sharay Boynton presented the board with information on the investment report and information regarding travel reimbursement rates.

Superintendent Harris reported that the Acton Middle School PTO is donating a Marquee valued at approximately $2,150.00. Harris also reported that the Republican Women of Hood County are donating a book to each elementary school in the District as part of the Barbara Bush Literacy Program. The donated book is The Legend of the Teddy Bear by Frank Murphy, valued at $16.95 each for a total donation of approximately $70.00.

Harris presented the board with a copy of a brochure with information regarding the AEIS report. This information can also be obtained through the GISD web site.

Public Comments
None

Board Members Special Reports
None

Consent Agenda
Item "g" – *consider May 2004 board meeting changes* was pulled from the consent agenda items. A motion was made by Charlie Cloud and seconded by Gene Ellis to approve the consent agenda items, "a-f" as presented. **MOTION CARRIED** Yes 5 – Noe 0 The consent agenda items are: "a" – minutes of the October 20, 2003 regular board meeting; "b" – budget amendments; "c" – charter bus services bid no. 2003-37, "d" – athletic supplies bid no. 2003-35; "e" – sale of Avery Road land; "f" – investment policy.

A motion was made by Charlie Cloud and seconded by Gene Ellis to change the May 2004 board meetings from May 4 to May 3 and from May 17 to May 24. **MOTION CARRIED** Yes 5 – Noe 0

Appraisal Board
A motion was made by Charlie Cloud and seconded by Mark Graves to forward the ballot to the Hood County Appraisal District with the names of John Lowe, Charles Pendelton and Larry Shafer for Hood County Appraisal Board of Directors. **MOTION CARRIED** Yes 5 – Noe 0

Personnel
A motion was made by Jerry Campbell and seconded by Mark Graves to approve the appointment of Heather Boisjolie as English Teacher at Granbury HS. **MOTION CARRIED** Yes 5 – Noe 0

Recess
The board convened into recess at 9:13 p.m. until Attorney, John Schwartz, returned with the drafted letter setting out reasons for the termination of Dale Taylor.

Reconvened into Open Session
The board reconvened into open session at 9:30 p.m.

Attorney John Schwartz read his drafted letter of intent to Dale Taylor. (A copy of which is attached to these minutes). A motion was made by Charlie Cloud and seconded by Jerry Campbell to approve the letter as written by John Schwartz and for the letter to be mailed to Mr. Dale Taylor.

Adjourned
There being no further business, the meeting was adjourned at 9:36 p.m.

Micky Shearon, President

J. Mark Graves, Secretary

November 11, 2003

Mr. Dale M. Taylor
c/o Shane Goetz
Rossetti & Goetz
715 West Abram Street
Arlington, Texas 76013

Re: Notice of Proposed Termination of Term Contract for Good Cause and of Suspension Without Pay for Cause

Dear Mr. Taylor:

Please take notice that on November 10, 2003, the Board of the Granbury Independent School District voted to propose to terminate your current employment contract for good cause and to suspend you without pay for good cause.

The Board determined that good cause exists for its actions for the following articulated reasons:

1. You have repeatedly acted in an insubordinate manner to the Superintendent by refusing to abide by reasonable and appropriate directives;

2. You have demonstrated an unwillingness or inability to perform assigned job duties;

3. You have repeatedly demonstrated an unwillingness and/or inability to assist in the implementation of District policies, adopted by the Board, within the scope of your employment duties;

4. Your conduct towards the Superintendent and the Board has been so hostile and combative so as to destroy any legitimate working relationship between yourself and the Superintendent or the Board; and

5. The Board has lost confidence in your ability to perform your assigned job duties.

The Board heard evidence from the Superintendent and from individual Board members about the following actions and conduct which support the above described grounds.

a. While acting as an employee of the District assigned to work cooperatively with the City of Granbury on projects of mutual interest, such as the Multi-Purpose Facility Construction Project, the proposed transaction related to the Hike and Bike commitment, the airport property weather station project and other construction projects, you have repeatedly refused to carry out the directives of the Superintendent and the Board to help facilitate and implement these projects and instead, while acting as a District employee, took repeated actions which damaged the District's working relationship with the City of Granbury;

b. You have acted in such a hostile and combative way towards the Superintendent and other members of the central administrative staff such that the working environment is harmed and the efficient operation of the central administrator is adversely affected;

c. You have repeatedly made negative comments to co-workers and others about the Superintendent and the Board to such a great extent that a reasonable working relationship is no longer possible;

d. You have refused to abide by the terms of Administrative Leave contained in the Superintendent's May 13, 2003 letter to you by appearing on District property during school hours without permission; contacting District employees during their work hours on several occasions; purporting to represent the District at public functions, including the Channel 7 open house; and disrupting the operation of the District;

e. You have acted in an insubordinate manner by refusing to develop a productive working relationship with employees and officials of the City of Granbury, despite being specifically directed to do so by the Superintendent;

f. You have refused and/or failed to perform your assigned job in working with the City of Granbury in a cooperative and productive manner, such that the Superintendent felt compelled to remove those duties from you and complete them himself; and

g. You have refused to devote your best efforts to implement Board policies, particularly with respect to the City of Granbury, such that the Board has lost confidence in your ability to perform assigned tasks.

The Board's decision is not based on any conduct by you as a citizen in which you exercised your rights protected by the First Amendment to the United States Constitution.

This letter is not intended to be an exhaustive recitation of specific conduct that supports the Board's decision. Rather, it is intended to provide you with reasonable notice of the grounds for the proposed action and an explanation of the evidence set out in sufficient detail to allow you to challenge any error you believe may exist.

Very truly yours,

Micky Shearon
Board President

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL SPECIAL MEETING
MINUTES
November 20, 2003

The Board of Trustees of the Granbury Independent School District convened in an official **SPECIAL** meeting on Monday, November 20, 2003 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Micky Shearon

Board Members Present
Charlie Cloud
Jerry Campbell
Mark Graves
Gene Ellis
Brian Condit

Board Members Absent
Brad Johnson

School Officials Present
William Harris, Superintendent
Jan VanDorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Troy Green, Executive Director of Human Resources
Judy Duncan, Recording Secretary

Others Present
Media
Community Members

Meeting Called to Order
President, Micky Shearon, called the meeting to order at 6:02 p.m.

Convened into Closed Session
The Board of Trustees convened into closed session at 6:03 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.071 – private consultation with the Board's attorney.

Reconvened in Open Session
The board reconvened in open session at 6:23 p.m.

Consider suspension of Assistant Superintendent without pay for good cause pending discharge
A motion was made by Jerry Campbell and seconded by Mark Graves to suspend Dale Taylor without pay and without benefits for good cause pending discharge effective November 21, 2003 for purposes of this motion, the suspension without pay and without benefits would not extend beyond the school year June 30, 2004. **MOTION CARRIED.** Yes 6 – Noe 0 – Brad Johnson was not present

President, Micky Shearon stated that neither Dale Taylor nor his legal representative, Shane Goetz, were present at the meeting. Shearon opened the floor for any individuals present that would like to speak on behalf of Dale Taylor. There were no individuals to speak.

Board Secretary, Mark Graves, noted that both Dale Taylor and Shane Goetz were notified of the meeting. Shearon also noted that the board members were in receipt of a letter that was faxed to the Administration office on November 20, 2003 at 5:20 p.m. indicating that Mr. Goetz was aware of the meeting and does specifically indicate that he nor Mr. Taylor would be present at the meeting.

Recess

The board convened into a recess at 6:50 p.m.

Reconvened

The meeting was reconvened in open session at 7:12 p.m.

Consider roof repair, replacement & HVAC modifications – project #22031103

A motion was made by Jerry Campbell and seconded by Gene Ellis to award the roof repair, replacement & HVAC modifications project #22031103 to Heritage One Roofing, Inc. as presented.

Board Effectiveness Audit Workshop

Superintendent William Harris led the board through a board effectiveness audit workshop

Adjournment

There being no further business, the meeting was adjourned at 8:50 p.m.

Micky Shearon, President

Mark Graves, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 15, 2003
For: Approval

TO: Mr. William Harris, Superintendent

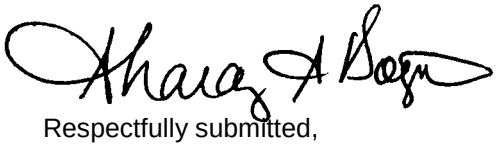
FROM: Sharay Boynton, Finance Director
DATE: December 8, 2003
RE: Budget Amendments

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: December 8, 2003

BUDGET AMENDMENTS RECOGNIZING DONATED & MISCELLANEOUS REVENUES

Fund 199, Ms. Kathy Haynes, Originator
This Amendment recognizes funds in the amount of $420 allocated to function 12. These funds are generated from the Fall 2003 Book Fair and will be used for additional library books and media.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $2,579 allocated to function 34. These are insurance funds generated due to damage to the band trailer.

Fund 240, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $161,200 allocated to function 35 and $6,000 allocated to function 51. These funds are being amended for Food Service Capital Projects.

BUDGET AMENDMENTS RECOGNIZING FUNCTION TO FUNCTION TRANSACTION

Fund 199, Ms. Kathy Haynes, Originator
This Amendment recognizes funds in the amount of $270 allocated from function 11 to function 51. These funds are being transferred to fund false alarm expenses.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $207,163 allocated from function 51 to function 81. These funds are being transferred to fund the GHS roof project from contingency funds and related projects.

Fund 199, Ms. Sharay Boynton, Originator
This Amendment recognizes funds in the amount of $231,710 allocated from function 51 to function 81. These funds are being transferred from contingency funds to fund capital projects.

Fund 199, Mr. Bob Small, Originator
This Amendment recognizes funds in the amount of $200 allocated from function 12 to function 13. These funds are being transferred from library books and media to staff development travel.

Fund 199, Mr. Bob Small, Originator
This Amendment recognizes funds in the amount of $541 allocated from function 11 to function 13. These funds are being transferred from science supplies to staff development travel for science.

Fund 199, Mr. Bob Small, Originator
This Amendment recognizes funds in the amount of $1,000 allocated from function 11 to function 13. These funds are being transferred from reading materials to staff development contracted services.

Fund 199 & 411, Mr. Bob Small, Originator
This Amendment recognizes funds in the amount of $238 allocated from function 11 to function 12. These funds are being transferred to purchase A/R and STAR reading software.

Fund 199, Mr. Martin Yarborough, Originator
This Amendment recognizes funds in the amount of $9,000 allocated from function 51 to function 12. These funds are being transferred to fund the Destiny library system upgrade.

Fund 199, Mr. Jimmy Dawson, Originator
This Amendment recognizes funds in the amount of $770 allocated from function 11 to function 51. These funds are being transferred to fund telephones for the computer labs.

Fund 199, Mr. Randy Leach, Originator
This Amendment recognizes funds in the amount of $1,500 allocated from function 52 to function 36. These funds are being transferred to fund game officials.

Fund 199, Mr. Randy Leach, Originator
This Amendment recognizes funds in the amount of $3,000 allocated from function 61 to function 51. These funds are being transferred to fund maintenance and repair for the track and field at GHS.

BUDGET AMENDMENTS RECOGNIZING FUNCTION TO FUNCTION TRANSACTION

Fund 199, Ms. Sharon Whitefield, Originator
This Amendment recognizes funds in the amount of $20,022 allocated from function 11 to function 13. These funds are being transferred to revise the ESL budget.

Texas Association
of School Boards

Localized Policy Manual

Update 71

Mr. William Harris
Granbury ISD

Your Localized Update 71 is the first of two post-legislative updates. The 78th Legislature, faced with an immense funding shortfall and the complexities of ensuring an adequate and equitable system of school funding, deferred school funding to a possible special session next year. Other key public education issues were addressed in 420 bills enacted into law.

Update 71 encompasses high profile legislation that requires (LOCAL) policy adoption; Update 72, to be issued in December, will complete the post-legislative update and is not anticipated to contain any (LOCAL) policies that will require Board action.

To better focus Board attention and expedite its review, your Localized Update 71 packet contains:

- ***Vantage Points—A Board Member's Guide to Update 71***, copies of which may be found in the separately wrapped packet accompanying this update. ***Vantage Points*** offers an overview of the update without the technical detail of the Explanatory Notes; it should allow Board members to identify specific (LEGAL) policies of interest and to focus on (LOCAL) policy issues. **Please distribute *Vantage Points* to your Board members** at the earliest possible opportunity, preferably with their review copies of this update.
- Your Localized Update packet, which includes:

  INSTRUCTIONS . . . providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manuals.

  EXPLANATORY NOTES . . . summarizing changes in the policies in each code and how those changes affect your policy manual. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy continues to reflect your current practice and to advise us of changes needed** so that our records and your manual accurately track the District's actual practice.

Update 71 materials can be identified by the DATE ISSUED—09/30/2003—located in the lower left corner of each page. If you have any questions concerning this Update, please call your Policy Consultant/Analyst at 800-580-7529 or 512-467-0222.

Regarding Board action on Update 71 . . .

- Board action on Localized Update 71 must occur within an open meeting of the Board and may be addressed on the agenda posting as "Review updated (LEGAL) policies and act on (LOCAL) policies (see attached list)." Using the Instruction Sheet as a guide, create and attach to the posting a list of the (LOCAL) policy codes **and the titles/subtitles of those policies**.

- An appropriate motion for Board action on Localized Update 71 is as follows:

  "I move that the Board add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 71 [with the following changes:]"

- The Board's action on Localized Update 71 must be reflected in Board minutes. The INSTRUCTION sheet—annotated to reflect any changes made by the Board—and the Explanatory Notes for the update should be filed with the Board minutes where they comprise the authoritative historical record of your District's manual. Also include in the historical record a copy of the replaced or rescinded (LOCAL) policies.

- **Notify your Policy Consultant/Analyst of any changes made by the Board so that Policy Service records—forming the basis for these and subsequent updating recommendations—exactly mirror your manual.**

Regarding manual maintenance and administrative regulations . . .

- The update should be incorporated into each of the District's Localized Policy Manuals as soon as practicable. If the District uses Policy On Line, please notify us of the Board's action on Update 71 so this action may be reflected in your District's Localized Policy Manual as it appears on TASB's Web server. Policy On Line staff may be reached by phone (800–580–7529 or 512–467–0222), fax (512–467–3618; see the pink form enclosed), e-mail (pol-support@tasb.org), or Internet feedback form (http://www.tasb.org/policy/pol/private/polfdbk.html).

- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 71 policy changes should be inspected and revised as needed. If the District routinely submits (REGULATIONS) to Policy Service for processing or desires that the updated (REGULATION) be included in the District's Policy On Line manual, please submit these changes to your Policy Consultant/Analyst at your earliest convenience.

PLEASE NOTE: This Localized Update 71 packet and the Update 71 ***Vantage Points*** may not be considered as legal advice and are not intended as a substitute for the advice of the Board's own legal counsel.

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Instruction Sheet

TASB Localized Policy Manual Update 71

District Granbury ISD

Code		Action To Be Taken	Note
BBB	(LEGAL)	Replace policy	Revised policy
BBB	(EXHIBIT)	Replace exhibit	Revised exhibit
BBC	(LEGAL)	Replace policy	Revised policy
BBG	(LEGAL)	Replace policy	Revised policy
BBG	(LOCAL)	Replace policy	Revised policy
BEC	(LEGAL)	Replace policy	Revised policy
BQ	(LOCAL)	Replace policy	Revised policy
CDA	(LEGAL)	Replace policy	Revised policy
CDA	(LOCAL)	Replace policy	Revised policy
CH	(LEGAL)	Replace policy	Revised policy
CNA	(LEGAL)	Replace policy	Revised policy
CQ	(LEGAL)	Replace policy	Revised policy
CQ	(LOCAL)	No policy enclosed	See explanatory note
D	(LEGAL)	Replace table of contents	Revised table of contents
DBA	(LEGAL)	Replace policy	Revised policy
DCA	(LEGAL)	Replace policy	Revised policy
DCB	(LEGAL)	Replace policy	Revised policy
DEC	(LEGAL)	Replace policy	Revised policy
DEE	(LEGAL)	ADD policy	New policy
DEE	(LOCAL)	Replace policy	Revised policy
DGBA	(LEGAL)	Replace policy	Revised policy
DLB	(LEGAL)	ADD policy	New policy
DLB	(LOCAL)	ADD policy	New policy
DNA	(LEGAL)	Replace policy	Revised policy
DNB	(LEGAL)	Replace policy	Revised policy
EC	(LEGAL)	Replace policy	Revised policy
EHBD	(LEGAL)	Replace policy	Revised policy
EIA	(LEGAL)	Replace policy	Revised policy
F	(LEGAL)	Replace table of contents	Revised table of contents
FB	(LEGAL)	Replace policy	Revised policy
FD	(LEGAL)	Replace policy	Revised policy

Instruction Sheet

TASB Localized Policy Manual Update 71

Code		Action To Be Taken	Note
FDA	(LEGAL)	Replace policy	Revised policy
FDB	(LEGAL)	Replace policy	Revised policy
FDC	(LEGAL)	ADD policy	New policy
FDC	(LOCAL)	ADD policy	New policy
FDD	(LEGAL)	ADD policy	New policy
FDD	(LOCAL)	ADD policy	New policy
FFAB	(EXHIBIT)	Replace exhibit	Revised exhibit
FFAC	(LEGAL)	Replace policy	Revised policy
FFAC	(LOCAL)	Replace policy	Revised policy
FFC	(LEGAL)	Replace policy	Revised policy
FNG	(LEGAL)	Replace policy	Revised policy
FNG	(LOCAL)	Replace policy	Revised policy

Explanatory Notes

TASB Localized Policy Manual Update 71

District: Granbury ISD

BBB (LEGAL) BOARD MEMBERS
ELECTIONS

At FILING INFORMATION, the text has been revised to reflect SB 1215 (effective November 1, 2003), which moves the filing deadline for candidates to be placed on the ballot from the 45th day to the 62nd day before the date of the election. At NOTICE, the time line for calling an election has been similarly changed to conform with new early voting time lines.

GENERAL ELECTION DATE reflects HB 1549 (effective January 1, 2004), which shifted the May election date from the **first** Saturday in May to the **third** Saturday in May and left unchanged the November election date option. **This change stands for one year only:** HB 1 from the Third Called Session repealed the change, effective January 1, 2005. The result is that the May 2004 election will be held on May 15; elections thereafter will return to the first Saturday in May.

At CHANGING ELECTION DATES, key provisions of HB 1777 (effective June 20, 2003) have been incorporated. Essentially, the new language allows the few districts electing in November an opportunity to transition to the May uniform election date and allows the many May-electing districts to transition to the November date—provided the Board acts by December 31, 2004, the deadline specified by HB 1549. During the transition, the next regular election after Board action is suspended in favor of the subsequent election to be held on the new election date; terms for all sitting trustees would be lengthened by that number of months.

CANVASS RETURNS reflects the time lines for canvassing election returns revised by HB 1549 from the Regular Session and effective September 1, 2003: returns must be canvassed no earlier than the eighth day and no later than the eleventh day after the election. HB 1 enacted in the Third Called Session of the 78th Legislature affirmed this time line and resolved an apparent conflict with HB 1695 from the regular session. Because HB 1 does not become effective until January 11, 2004, the inconsistency persists for districts holding their elections in November 2003. Districts electing this November are advised to contact their legal counsel and TASB Legal Services for guidance.

At CERTIFICATE OF ELECTION, additional text reflects a long-standing Election Code provision addressing the duty of the presiding officer to certify those elected. Following this section are provisions, found in HB 1695, that require this certification for unopposed candidates as well.

VOTING SYSTEM MALFUNCTION recites a new rule from the Secretary of State requiring the District to promptly—within 24 hours—report, in writing or orally, any malfunction of the District's voting system software or hardware.

OFFICER'S STATEMENT clarifies that a Trustee signs the "officer's statement" required by the Texas Constitution before the oath of office is administered.

BBB (EXHIBIT) BOARD MEMBERS
ELECTIONS

Deleted from this (EXHIBIT) is the LOYALTY OATH language previously recited. The language is contained within the application filed by all candidates and its inclusion in the (EXHIBIT) serves no real purpose. The text of the OFFICER'S STATEMENT and OATH OF OFFICE, however, are not as readily available and are retained as information the Board will need subsequent to an election.

BBC (LEGAL) BOARD MEMBERS
VACANCIES AND REMOVAL FROM OFFICE

At OPTIONAL APPOINTMENT CONSIDERATION, on page 1, language from HB 2931 (effective September 1, 2003) has been added. The bill specifically authorizes a board filling a vacancy by appointment to factor into its decision constituent representation, in accordance with its adopted procedures.

Please note: If the District wishes to express these procedures as (LOCAL) policy, the adopted procedures should be provided to Policy Service for inclusion in its records of the District's manual.

BBG (LEGAL) BOARD MEMBERS
COMPENSATION AND EXPENSES

At TRAVEL SERVICES is found a provision from HB 898 (effective September 1, 2003) that permits districts to take advantage of discounted travel planning services available through the Texas Building and Procurement Commission.

At LIMIT ON EXPENDITURES FOR TRAVEL SERVICES is found the HB 898 provision that caps travel cost reimbursement. The legislation limits District travel cost reimbursements to only those reimbursements consistent with the Comptroller's state travel allowance guide. Previously, districts could reimburse—from local funds—expenses in excess of those allowed by the state schedule. The language of the legislation precludes this practice.

The Comptroller's guidelines, issued at the end of August, clarify that:

- Events such as those sponsored by TASB for which hotel costs have already been contractually established are reimbursed in accordance with preexisting local policy. Districts should consult their legal counsel regarding reimbursements for later conferences, however.
- Board members and the Superintendent (or those designated to represent them), attending meetings or conferences for which reimbursement is appropriate, qualify for reimbursement as "key officials" at twice the state rate for in-state travel. Reimbursements to other employees, however, remain capped at the state rates.
- The legislation addresses only the amount of reimbursement and does not subject districts to the rules, reporting, monitoring, and approval practices applicable to state agencies.

Please Note: HB 7 from the Third Called Session of the 78th Legislature subsequently repealed this limitation, but the repeal does not become effective until January 11 (the 91st day following the close of the Third Called Session). Consequently, reimbursements for expenses incurred between September 1, 2003, and January 11, 2004, are subject to the state limit (with the exceptions noted by the Comptroller); reimbursements for expenses incurred thereafter are not subject to these limits: districts will be able to again reimburse from local funds expenses in excess of those provided by the state schedule.

BBG (LOCAL) BOARD MEMBERS
COMPENSATION AND EXPENSES

We have significantly streamlined this policy, as follows:

- EXPENSE REIMBURSEMENT addresses authorization for expense reimbursement.
- TRAVEL EXPENSES continues to provide for reimbursement—in accordance with legal requirements—after expenses are incurred or by an advance, reconciled after they are incurred.
- DOCUMENTATION REQUIRED requires a statement—with receipts to the extent feasible—for any reimbursement and ties reimbursement to administrative procedures in place for District employees.

Please contact your Policy Consultant/Analyst if any revision to this language is needed.

BEC (LEGAL) BOARD MEETINGS
CLOSED MEETINGS

Three significant new exceptions for closed meetings were added to the Texas Open Meetings Act:

- Regarding PERSONALLY IDENTIFIABLE STUDENT INFORMATION (beginning on page 1). HB 1226 (effective June 2, 2003) permits the Board to convene in closed meeting to consider a student matter in which personally identifiable information would necessarily be disclosed.

  Please note this exception does not apply to directory information (not otherwise withheld by the parents) nor when the parent requests an open meeting.

- Regarding MEDICAL OR PSYCHIATRIC RECORDS (on page 2). SB 984 (effective May 28, 2003) allows a board administering a public insurance, health, or retirement plan to convene in closed session to act on a matter involving the medical or psychiatric records of an applicant for a benefit from the plan.

- Regarding EMERGENCY MANAGEMENT (also on page 2). HB 9 (effective June 22, 2003) authorizes the Board to deliberate in closed session on information relating to "homeland security," as defined within the Local Government Code. In this circumstance, the Board must make a tape recording of the deliberation.

BQ (LOCAL) PLANNING AND DECISION–MAKING PROCESS

Title I program participation has long required districts to formalize procedures for parental involvement in program design and evaluation. Found at EHBD(LEGAL), the statutory language specifies various components of a policy/plan individualized for each Title I campus.

TEA's July 2003 release of an updated District and Campus Planning and Decision Making Resource Guide suggests that the parental involvement associated with Title I and the District's involvement of parents in campus and District planning and decision making (as provided in Chapter 11 of the Education Code) do not need to be separate parallel processes. With this blending, Policy Service offers the enclosed (LOCAL) policy pointing to the essential link between the processes.

CDA (LEGAL) OTHER REVENUES
INVESTMENTS

At AUTHORIZED INVESTMENTS, item 4, on page 7, SB 1318 (effective September 1, 2003) added security lending programs—an investment type commonplace among the major retirement systems of the state—to the list of investments that are authorized for districts. In order for the District to utilize this form of investment, the investment type must be identified within the District's CDA(LOCAL).

CDA (LOCAL) OTHER REVENUES
INVESTMENTS

For the District to utilize the new securities lending program investment option defined at CDA(LEGAL), that investment type must be identified within the District's CDA(LOCAL). The District's policy is very flexible in this regard, listing at APPROVED INVESTMENT INSTRUMENTS on page 1 all investment types permissible under the law. To complete this listing, we have added the new security lending programs option at item 4 under APPROVED INVESTMENT INSTRUMENTS.

In examining this policy in light of the additional investment type, the District might concurrently fulfill its obligation to review—at least annually—this particular policy and to document its review and any resulting changes. The following sections merit special attention:

- MONITORING MARKET PRICES, on page 2: The law requires the policy to define the methods/resources that will be used to monitor the market price of investments.

- FUNDS/STRATEGIES, on page 2: The law requires the policy to define an investment strategy for each fund type to be invested. The policy identifies your fund types and their associated strategies.

In reviewing this policy, the District should confer with its investment counselor, its local attorney, and others with expertise in investment management. The ***TASB Regulations Resource Manual***, an administrative document available through MyTASB, contains a model resolution form that may be used to document the review and changes.

Please advise your Policy Consultant/Analyst if any changes arise from this review so that Policy Service records correctly reflect your policy.

CH (LEGAL) PURCHASING AND ACQUISITION

A number of significant changes in purchasing requirements arose from the legislative session:

- HB 2528 (effective June 20, 2003) and HB 3459 (effective September 1, 2003) effectively trump an earlier Attorney General's opinion to the contrary: the "best value" method for PURCHASES VALUED AT OR ABOVE $25,000 (on page 1) now permits purchases of electricity through the formation of a political subdivision corporation under the Local Government Code.
- SB 850 (effective September 1, 2003) allows the Board **by resolution** to refuse to enter into a contract or other transaction with a person, low bidder, or proposer who owes the District money. This new provision is found at CONTRACT WITH PERSON INDEBTED TO DISTRICT, on page 2.
- HB 2425 (effective June 20, 2003) allows the District to participate in purchase contracts through the State Council on Competitive Government or other state agency under Government Code 2162. Such contracts, most efficiently applied to large purchases, would not necessitate competitive bidding. See STATE COUNCIL ON COMPETITIVE GOVERNMENT on page 9.

CNA (LEGAL) TRANSPORTATION MANAGEMENT
STUDENT TRANSPORTATION

At DESIGNATION OF CHILD–CARE FACILITY OR GRANDPARENT'S RESIDENCE, on page 2, is reflected a provision from HB 3459 (effective September 1, 2003) authorizing the Board to allow a parent to designate the residence of a grandparent (instead of the student's home address) as the child's location for purposes of obtaining transportation to and from the child's school, if the location is on an approved route.

At TRANSPORTATION TO A HIGHER PERFORMING SCHOOL, on pages 2 and 3, is a No Child Left Behind Act provision, previously coded to EHBD(LEGAL) but moved here so that all transportation-related provisions can be addressed at this code.

At TRANSPORTATION OF HOMELESS STUDENTS, on page 3, appears the McKinney-Vento Act specifications regarding policies and practices to ensure transportation to and from the school of origin of a homeless student no longer living in the attendance zone of that school:

- If the homeless student lives in the district in which the school of origin is located, the district must transport the student to and from the school of origin.
- If the homeless student lives in a different district from the school of origin, the districts must apportion the responsibility and cost of transporting the student to and from the school of origin. (If the districts are unable to agree, the responsibility and costs are shared equally.)

CQ (LEGAL) ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

HB 854 (effective September 1, 2003) requires public schools (and public libraries)—as a condition for receiving a Telecommunications Infrastructure Fund loan or grant—to adopt and implement an Internet safety policy

as prescribed by this law or the federal Children's Internet Protection Act. That requirement and the specifications regarding policy content are found at STATE FUNDING on page 3.

CQ (LOCAL) ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

Your currently adopted (LOCAL) policy comports with the new state requirements. No further change is needed at this time, but you may wish to review your (LOCAL) policy to ensure that it appropriately addresses technology issues that have arisen in the District since adoption of the policy.

Any changes should be submitted to your Policy Consultant/Analyst for processing as a Local District Update.

D (LEGAL) PERSONNEL

A new policy code—DLB: Required Plans and Reports—has been created within the D Section.

DBA (LEGAL) EMPLOYMENT REQUIREMENTS AND RESTRICTIONS
CREDENTIALS AND RECORDS

A number of legislative changes are incorporated into this policy:

- At MASTER SCIENCE TEACHERS, on page 2, HB 411 (effective September 1, 2003) requires the State Board for Educator Certification to establish such a certification program for teachers at the elementary, middle, and high school grade levels. The program also entails stipends to teachers at high-need campuses to pursue this certification.
- At CPR AND FIRST AID CERTIFICATION, on page 4, SB 741 adds the "head director of a school marching band" to the list of persons required to have current certification in CPR and first aid.
- At REVOCATION OF CERTIFICATE FOR CERTAIN OFFENSES AGAINST CHILDREN, on page 5, SB 1109 (effective June 20, 2003) requires the State Board for Educator Certification to promptly revoke the Chapter 21 certificate of a District employee who is convicted of a felony (under Penal Code Title 5: Offenses Against the Person) or an offense for which registration as a sex offender is mandated. (A summary listing of these offenses can be found at FOAB(EXHIBIT) in your Localized Policy Manual.)
- At FAILURE OF CERTIFICATION, on page 5, we incorporate HB 1022 (effective September 1, 2003), which voids a Chapter 21 employment contract when the educator's certification expires.
- At TITLE I PROGRAM REQUIREMENTS, on page 5, NCLBA provisions—previously found at EHBD(LEGAL)—have been moved to this policy for user convenience in understanding the various credential requirements.

In addition to the legislative changes, material previously at EHBD(LEGAL) that pertains to credentials of TEACHERS IN CORE ACADEMIC SUBJECTS and TEACHERS IN TITLE I PROGRAMS has been moved to this code for ease of use. These provisions may be found on page 2.

DCA (LEGAL) EMPLOYMENT PRACTICES
PROBATIONARY CONTRACTS

Two exceptions to long-standing provisions regarding probationary contracts resulted from the regular session:

- At REHIRES, HB 558 (effective June 20, 2003) modifies existing law to allow the District to place on probationary contract a former teacher returning after at least a two-year lapse in employment with the same district—regardless of whether the employee has fulfilled a probationary contract period previously.

- At PRINCIPAL OR CLASSROOM TEACHER, SB 1394 (effective September 1, 2003 and applicable from the beginning of this school year) allows the District the discretion to employ an experienced principal or teacher on a term contact rather than under a probationary contract as would be indicated by Chapter 21 provisions pertaining to probationary contracts.

DCB (LEGAL) EMPLOYMENT PRACTICES
EDUCATOR TERM CONTRACTS

As with DCA(LEGAL), above, this policy now includes the SB 1394 discretionary EXCEPTION for principals and classroom teachers.

At COPY OF POLICIES is reflected the HB 912 provision (effective September 1, 2003) allowing districts an Internet alternative to providing each term contract teacher a hard copy of the District's "employment policies." For further information on this requirement, please see the ***Employee Notification Alert*** at http://www.tasb.org/policy/pa.

DEC (LEGAL) COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

Legislative action regarding military leave prompted the following changes:

- At STATE LEAVE FOR MILITARY SERVICE: SHORT TERM, on page 13, appears the new provision—from SB 1669 (effective June 20, 2003) and SB 1800 (effective September 1, 2003)—protecting an employee's accumulated personal and sick leave during the 15 workdays of leave for active military service.
- In the same section, at CALLED TO DUTY, we have added a provision from HB 174 that extends the protections of federal law, including the Uniformed Services Employment and Reemployment Rights Act, to persons in the state military forces who are ordered to active military duty. Effective June 18, 2003, this provision applies only to persons serving on or after that date, without regard to the date on which the person was initially ordered to state duty.
- At USE OF PERSONAL LEAVE, on page 14, is added another new provision, from SB 1169, allowing the employee to use accumulated leave (e.g., state and local sick leave, state and local personal leave, paid vacation days) during a term of active military service. Furthermore, the legislation affirmed the authority of districts to offer—as a consideration of employment—paid leave during a term of active military service.

  Please note: If the District wishes to amend its (LOCAL) policy to specifically provide for use of personal or sick leave under these circumstances, please alert your District's Policy Consultant/Analyst.

DEE (LEGAL) COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

At TRAVEL SERVICES is cited a provision from HB 898 (effective September 1, 2003) that permits districts to take advantage of discounted travel planning services available through the Texas Building and Procurement Commission.

At LIMIT ON EXPENDITURES FOR TRAVEL SERVICES is found the HB 898 provision that caps travel cost reimbursement. The legislation limits District travel cost reimbursements to only those reimbursements consistent with the Comptroller's state travel allowance guide. Previously, districts could reimburse—from local funds—expenses in excess of those allowed by the state schedule. The language of the legislation precludes this practice.

Please Note: This limit on reimbursements was subsequently repealed in the Third Called Session of the 78th Legislature, but the repeal does not become effective until January 11 (the 91st day following the close

of the Third Called Session). Consequently, reimbursements for expenses incurred between September 1, 2003, and January 11, 2004, are subject to the state limit (with the exceptions noted by the Comptroller); reimbursements for expenses incurred thereafter are not subject to these limits: districts will be able to again reimburse from local funds expenses in excess of those provided by the state schedule.

Please see the explanatory note at BBG(LEGAL) for further information on the Comptroller's guidelines.

DEE (LOCAL) COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

We have significantly streamlined this policy as follows:

- PRIOR APPROVAL REQUIRED addresses authorization for expense reimbursement.
- TRAVEL EXPENSES continues to provide for reimbursement in accordance with legal requirements.
- DOCUMENTATION REQUIRED requires a statement—with receipts to the extent feasible—for any reimbursement and ties reimbursement to administrative procedures.

Please contact your Policy Consultant/Analyst if any revision to this language is needed.

DGBA (LEGAL) PERSONNEL–MANAGEMENT RELATIONS
EMPLOYEE COMPLAINTS/GRIEVANCES

At FINALITY OF GRADES, on page 1, are found the provisions of HB 1949 (effective September 1, 2003). That bill provides that a teacher's grade is final and cannot be changed unless the Board determines that the grade is arbitrary, erroneous, or inconsistent with the District's grading policy. The Board's determination cannot be appealed.

DLB (LEGAL) WORK LOAD
REQUIRED PLANS AND REPORTS

HB 3459 (effective September 1, 2003 but applicable from the beginning of the 2003–2004 school year) specifically limits the written reports that may be required of a classroom teacher to the ten items listed at RESTRICTIONS ON WRITTEN REPORTS.

At PAPERWORK REVIEW is found the new obligation the Board has to review paperwork requirements on classroom teachers and to transfer to noninstructional staff any reporting task that reasonably could be performed by that staff. While such tasks are more appropriately administrative, the legislation specifically requires Board involvement.

DLB (LOCAL) WORK LOAD
REQUIRED PLANS AND REPORTS

This new (LOCAL) policy essentially reprises language, now repealed, expressing the former paperwork reduction duty of the District-Level Planning and Decision-Making Committee, but assigns this task to the Superintendent.

DNA (LEGAL) PERFORMANCE APPRAISAL
EVALUATION OF TEACHERS

HB 1440 (effective June 18, 2003) relieves the District of the obligation to perform annual appraisals of certified educators. As found at EXCEPTION TO ANNUAL FREQUENCY REQUIREMENT, on page 1, appraisals of teachers on a less frequent basis may be permissible if:

- The teacher agrees to the alternative in writing,
- The teacher's most recent evaluation rating was at least "proficient" or the equivalent,
- The teacher's most recent evaluation did not cite any area of deficiency, and
- The teacher is appraised at least once every five years.

In collaboration with TASB Human Resource and Legal Services, Policy Service has developed a ***Starting Points*** policy development tool kit to assist districts in defining alternative appraisal cycles and methods. The kit can be found at http://www.tasb.org/policy/sp/sp_appraisal.shtml.

DNB (LEGAL) PERFORMANCE APPRAISAL
EVALUATION OF OTHER PROFESSIONAL EMPLOYEES

The language of HB 1440 applies to all certified educators. DNA(LEGAL) applied its provisions to teachers; DNB(LEGAL) echoes those provisions for administrators.

Please note: Education Code 21.354, enacted in 1995, still prohibits the use of District funds to pay an administrator who has not been appraised in the preceding 15 months.

EC (LEGAL) SCHOOL DAY

At PLEDGES OF ALLEGIANCE, the language has been revised to reflect SB 83 (effective September 1, 2003), which mandates daily recitation by students of the pledges of allegiance to the United States and Texas flags. The legislation requires a student to be excused from reciting a pledge upon written request from the parent. (The official Texas pledge and information on its history may be found at http://www.tsl.state.tx.us/ref/abouttx/flagpledge.html.)

MOMENT OF SILENCE, also included provisions from SB 83. Previously, the District's decision to provide moments of silence was discretionary. The new legislation mandates a one-minute daily period following the recitation of the pledges. During this minute, students may engage in any silent activities that do not interfere with or distract other students. Employees supervising students are charged with ensuring that each student remains silent and does not distract or interfere with other students.

EHBD (LEGAL) SPECIAL PROGRAMS
FEDERAL TITLE I PROGRAMS

With the passage of the No Child Left Behind Act of 2001, its key provisions regarding Title I programs were incorporated into the policy manual at this code so that users could more readily comprehend the scope of the legislation while we awaited state response to its responsibilities under the NCLBA. The resulting policy, though providing a useful line of sight to the NCLBA in the short term, was cumbersome and did not comport with the coding structure of the policy manual.

At Update 71, we have streamlined this policy by dispersing selected provisions to policy codes where users might expect to find those provisions and inserting, within EHBD(LEGAL), appropriate cross-references:

- The NCLBA option of a student to transfer from a low performing to a higher performing school now appears at FDB(LEGAL): INTRADISTRICT TRANSFERS.
- The NCLBA provision for transporting these transfer students is now found at CNA: STUDENT TRANSPORTATION.
- The NCLBA requirement that teachers in core academic subjects be "highly qualified" and provisions relating to paraprofessional certification have been moved to DBA: CREDENTIALS AND RECORDS.

At HOMELESS CHILDREN, on page 8, appears an essential provision of the McKinney-Vento Act, as well as cross-references to FD, FDC, and FFC where key provisions may be found.

EIA (LEGAL) ACADEMIC ACHIEVEMENT
GRADING/PROGRESS REPORTS TO PARENTS

Provisions at NOTICE TO PARENTS have been revised to more closely track the law and have been reformatted for ease of reading.

While the substance of the policy is unchanged, please note the cross-references to DGBA and FNG where provisions regarding the finality of a teacher's grades may be found. In those (LEGAL) policies is recited the language of HB 1949 (effective September 1, 2003), requiring that a teacher's grade is final and cannot be changed unless the Board determines that the grade is arbitrary, erroneous, or inconsistent with the District's grading policy. The Board's determination cannot be appealed.

F (LEGAL) STUDENTS

Two new codes have been created as follows:

- FDC: Homeless Students—accommodating the infusion into the manual of provisions of the McKinney-Vento Act.
- FDD: School Safety Transfers—addressing transfers from persistently dangerous schools or from a school where the individual student has been a victim of violent crime.

Please note also that policy code FFC bears a revised title—Student Support Services—to better encompass the range of optional voluntary and required programs, responsibilities, and activities found here.

FB (LEGAL) EQUAL EDUCATIONAL OPPORTUNITIES

HB 1339 (effective September 1, 2003) requires TEA to provide to districts a written explanation of options and requirements for providing assistance to students with learning difficulties. The bill also requires districts to annually disseminate this information through the student handbook or some other means. This new provision is recited in the second paragraph under STUDENTS WITH DISABILITIES, on page 1.

At HOMELESS CHILDREN, on page 3, appears language from the McKinney-Vento Act requiring districts to adopt policies and practices ensuring that homeless children are not stigmatized or segregated on the basis of their homeless status. Relevant references are included to EHBD, FDC, and FFC where further provisions regarding homeless children are found.

FD (LEGAL) ADMISSIONS

Under GENERAL ELIGIBILITY on page 1, item 5 defining "homeless child" has been extensively revised. At item 5a is a new definition drawn from the McKinney-Vento Act, imposing broad obligations on the District with respect to these children. At item 5b is the less detailed definition found in the Education Code.

At CHILD IN DPRS POSSESSION, on page 5, is reflected a requirement from HB 1950 (effective September 1, 2003) that the District enroll a child who is in the custody of the Department of Protective and Regulatory Services and lacking the documents otherwise necessary for enrollment.

At PLACEMENT OF TRANSFERS, on page 6, is a new second paragraph incorporating language from HB 2319 (effective September 1, 2003) requiring the District to grant credit toward high school graduation for successfully completed Texas Youth Commission courses.

Under PREKINDERGARTEN, at SHARED SITE on page 7, may be found SB 76 provisions (effective September 1, 2003) requiring the District—before starting a new prekindergarten program—to consider possible shared use of existing Head Start or other child-care program sites.

Deleted from this policy are Education Code requirements relating to disciplinary placement of incoming students. The deleted sections—COURT–ORDERED STUDENTS and STUDENTS IN AEPS—were redundant of language in the FO series (Student Discipline). These provisions were substantially revised by HB 1314 and will be reissued at Update 72 later this fall. In the meantime, the complete, updated text of Chapter 37 of the Education Code—and the updated TASB Model Student Code of Conduct reflecting current law—may be found at http://www.tasb.org/policy/discipline/.

FDA (LEGAL) ADMISSIONS
INTERDISTRICT TRANSFERS

Provisions pertaining to admission of students expelled from another district, previously found at this policy code and in the FO series (Student Discipline) have been deleted in an effort to avoid redundancy. As indicated in the explanatory note at FD(LEGAL), above, HB 1314 substantially revised these extracts from Chapter 37. New FO series policies reflecting the changes will be issued at Update 72 later this fall.

Under TUITION FOR EDUCATION OUTSIDE THE DISTRICT, on page 1, are incorporated the provisions of HB 1619 (effective September 1, 2003). That legislation limits tuition for students outside the District to the **greater** (previously the lesser) of (1) the difference between the District's actual ADA expenditures per student and funding from state sources and (2) the amount specified by Commissioner's rule.

FDB (LEGAL) ADMISSIONS
INTRADISTRICT TRANSFERS

Appearing on page 2, at OPTION TO TRANSFER TO A HIGHER PERFORMING SCHOOL, are provisions recoded from EHBD(LEGAL), as described in the explanatory note for that policy.

FDC (LEGAL) ADMISSIONS
HOMELESS STUDENTS

This reactivated policy code now houses policies dealing with homeless students; this new (LEGAL) policy expresses relevant provisions of the McKinney-Vento Act regarding:

- DEFINITIONS of key terms associated with providing services to homeless children: "best interest," "enrollment," "homeless children or youth," and "school of origin."
- CONTACT INFORMATION allowing the District to require the parent or guardian of a homeless child to provide contact information.
- ENROLLMENT calling for expedited enrollment of homeless students despite possibly incomplete records.
- ENROLLMENT DISPUTES requiring the District to immediately admit the homeless student into the school in which he or she seeks enrollment pending resolution of any dispute over school selection or enrollment.
- SCHOOL PLACEMENT prohibiting the District from segregating homeless students, while allowing the homeless student to remain in the school of origin or to attend the school in the attendance area where the homeless student then lives.
- COMPARABLE SERVICES assuring the homeless student of access to services comparable to those offered other students in the school in which the child is enrolled.

- COORDINATION speaking to the need for the District to coordinate services to homeless children with local social services and other agencies.
- BARRIERS TO ENROLLMENT requiring the District to review and revise any policies that may act as barriers to the enrollment of homeless children.
- NOTICE OF RIGHTS ensuring parents/guardians of homeless children notice of general rights provided to homeless children under the McKinney-Vento Act.

FDC (LOCAL) ADMISSIONS
HOMELESS STUDENTS

Developed in consultation with TEA and the Texas Homeless Education Office of the Charles A. Dana Center at the University of Texas at Austin, this new policy addresses several critical issues pertaining to the District's obligations—under the McKinney-Vento Act—to homeless students:

- LIAISON FOR HOMELESS STUDENTS charges the Superintendent with appointing an appropriate staff person to perform the responsibilities defined in FFC(LEGAL).
- ADMISSIONS obligates the principal to promptly notify the homeless liaison of the enrollment of a homeless student.
- ENROLLMENT IN SCHOOL OF ORIGIN lays out factors that may guide the District in determining placement—in the school of origin or elsewhere—of a homeless student.
- CONTINUATION OF TRANSPORTATION goes beyond legal requirements to allow a student who ceases to be homeless during the course of the year to continue transportation for the remainder of the school year.
- DISPUTE RESOLUTION PROCESS provides for the homeless liaison to be involved in any complaint regarding a homeless student and establishes that formal complaints be initiated at Level Two of the complaint process found at FNG(LOCAL).

Please advise your Policy Consultant/Analyst if any changes are needed to more appropriately reflect the District's intentions in these matters.

FDD (LEGAL) ADMISSIONS
SCHOOL SAFETY TRANSFERS

No Child Left Behind Act requirements pertaining to student transfers based upon safety concerns prompted this new policy code and this new (LEGAL) policy reciting relevant NCLBA provisions. The Act requires districts receiving ESEA funds to allow a student to transfer from a school identified as "persistently dangerous" or when the student becomes a victim of violent crime at school.

FDD (LOCAL) ADMISSIONS
SCHOOL SAFETY TRANSFERS

Each state is mandated—as a NCLBA condition for receiving ESEA funds—to have in place a policy requiring recipient districts to allow a student to transfer from a school identified as "persistently dangerous" or when the student becomes a victim of violent crime at school. TEA has responded by requiring—in its July 31, 2003, "To the Superintendent Addressed" correspondence—local districts to enact policy addressing:

- Time lines and procedures under which parents may request transfers under these circumstances,
- Time lines for processing and approving transfer requests,

- The duration for which a transfer is approved and the procedures for renewal of a transfer, and
- Collection and maintenance of certain victim data information.

The enclosed (LOCAL) policy tracks these requirements. We recommend careful review and adjustment of the text as needed to fulfill your District's intentions. Any changes in the enclosed text should be submitted to your District's Policy Consultant/Analyst for processing as a Local District Update.

FFAB (EXHIBIT) HEALTH REQUIREMENTS AND SERVICES
IMMUNIZATIONS

On August 7, 2003, the Texas Department of Health revised, on an emergency basis, the immunization requirements for children attending Texas child-care facilities and elementary schools. Under the previous rule, there was no requirement for pertussis vaccination in children between the ages of 15 months and 5 years. Recent outbreaks of pertussis throughout the state made it clear that the absence of such a requirement presented an imminent peril to the health and safety of children in Texas.

Under the amended rule, children 17 months and younger are required to have three doses of DTP/DTaP vaccine; children 18 months through three years are required to have four doses; and children four years and older are required to have five doses. For children four years of age and older, the fifth dose is not necessary if the child receives the fourth dose on or after the fourth birthday. For children 18 months and older, pediatric DT may be substituted for DTP/DTaP if the pertussis vaccine is medically contraindicated.

FFAC (LEGAL) HEALTH REQUIREMENTS AND SERVICES
MEDICAL TREATMENT

Throughout this policy, changes have been made to more closely track statutory language. Substantive changes are as follows:

- At ADMINISTERING MEDICATION, on page 2, a provision of SB 930 (effective September 1, 2003) broadens the immunity of the District and authorized employees for the administration of prescription medication: the medication may now be administered either from a container that appears to be the original, properly labeled container **or** from a properly labeled unit-dosage container filled by a registered nurse or other authorized person.
- The section on DIETARY SUPPLEMENTS, on page 3, recites legislation enacted from the 1999 legislative session. It is added here for easy reference.
- Beginning on page 3, a new section dealing with PSYCHOTROPICS reflects HB 1406 (effective June 20, 2003), which generally prohibits a District employee from:
  - Recommending that a student use a psychotropic drug,
  - Suggesting any particular diagnosis, or
  - Excluding from class or a school-related activity a student whose parents refuse to consent to a psychiatric evaluation or examination of the student or to authorize the administration of a psychotropic drug to the student.

  Exceptions are made for appropriate referrals under Child Find and recommendations of an employee who is a registered nurse, an advanced nurse practitioner, a physician, or an appropriately credentialed mental health professional. The bill specifically states that it does not prohibit school employees from otherwise discussing the student's behavior or academic progress with the parent or another employee.

FFAC (LOCAL) HEALTH REQUIREMENTS AND SERVICES
MEDICAL TREATMENT

SB 930, referenced above, requires districts to adopt policy pertaining to the new prohibitions associated with psychotropic drugs. At PSYCHOTROPICS we have crafted language for this purpose.

At ADMINISTERING MEDICATION, we have expanded the general prohibition—subject to the delineated exceptions—to include anabolic steroids and dietary supplements **of any type**. The former is consistent with current law regarding anabolic steroids [the legally required notice regarding anabolic steroids may be found at FMF(EXHIBIT)], while the prohibition against dietary supplements goes beyond the narrower prohibition found at FFAC(LEGAL).

Revising this policy to address these prohibitions presents a timely opportunity to review your currently adopted provisions—brought forward unchanged—regarding prescription and nonprescription medicines.

As you review this policy, be aware that the District (and authorized employees) may rely on immunity from liability, provided by Education Code 22.052, when the District receives a written request from a parent to administer medication to a student and, if a prescription medication, the medication appears in the original, properly labeled container. This statutory protection from liability does not specifically answer the question of whether this protection extends to administering nonprescription medication, nor does it address administration of herbal and dietary supplements within this context. While some health-care professionals with authority to write prescriptions may prescribe such substances for children, registered nurses employed by the District are obligated by their state licensing rules to administer only those medications and treatments about which they are knowledgeable and for which there is a body of research literature available. The policy response to these issues varies among districts:

- Regarding prescription medication: According to Policy Service records, all but a handful of Texas school districts permit authorized district employees to administer prescription medication (under the conditions specified above). Fewer than ten percent require a written request from a physician (or other health-care professional authorized to write prescriptions) to administer medication at school for ten or more days.
- Regarding NONprescription medication: Our records show that more than 75 percent of all districts permit authorized employees to administer "over-the-counter" medications with the parent's written request and if in the original, labeled container. Approximately seven percent of all districts specifically ban district employees from administering any over-the-counter medication.

In reviewing the policy, please pay special attention to the explicit general prohibition against any employee's giving to any student medication (prescription or nonprescription), herbal substances, or dietary supplements and the established EXCEPTIONS to this generalized rule that allow employees authorized by the Superintendent or designee to administer:

- Prescription medications within legal requirements.
- Nonprescription medication as provided by policy.
- Herbal substances or dietary supplements—provided by the parent—to a student with disabilities **if** specified by the student's IEP or Section 504 Plan.
- Medication—provided by the District—on an emergency basis within protocols established by the District's medical advisor and with parental consent (on the Emergency Treatment Form completed annually for each student). At Update 67, we suggested this exception as an alternative to policies that some districts had permitting employees to provide and dispense nonprescription medication under a physician's standing order. Our recommendation was prompted by the liability that the District incurs with such a broad provision and by the strong cautions of the Texas Department of Health's Child Wellness Division. TDH advises against such a practice because (1) of the substantial likelihood of ill effects in some students, including interaction with medications that the student is taking and that the school staff member may be unaware of; (2) over-the-counter medications may mask symptoms of illness and result in delay in seeking medical evaluation and treatment; and (3) the student's parent and physician are not involved in the treatment, nor is the parent always notified of the treatment.

  TDH recommends that districts consult with a local physician to define and document medical protocols that authorized employees will follow in urgent-care situations, such as for a fever of more than 101

degrees. TDH further recommends that these circumstances and the medications to be administered be identified on student Emergency Treatment Forms, signed by the parent at the beginning of each year. An updated sample of such a form may be found at FFAC(EXHIBIT) in the ***TASB Regulations Resource Manual***, available to superintendents through MyTASB on the TASB Web site.

Further information regarding medications and herbal and dietary supplements in the school setting can be found in chapter 5 of the Texas Guide to School Health Programs, available on the Texas Department of Health's Web site at http://www.tdh.state.tx.us/schoolhealth/program_guide.htm.

Please note: Before acting on this (LOCAL) policy, we strongly urge you to confer with the District's health-care staff and the District's medical advisor to ensure that the enclosed language is in full harmony with the District's intentions and practices. Please contact your Policy Consultant/Analyst if any revision to this text is needed.

FFC (LEGAL) STUDENT WELFARE
STUDENT SUPPORT SERVICES

The McKinney-Vento Act requires the District to designate a LIAISON FOR HOMELESS STUDENTS to perform the functions delineated on page 1 of this policy. In addition to the statutorily required functions and in accordance with FDC(LOCAL)—issued as part of this update—the liaison will accompany and assist the homeless student and his or her parent or guardian in any disputes that arise regarding the student's admission, placement, or services provided by the District. From a practical standpoint and because of the Superintendent's role in hearing complaints, a professional other than the Superintendent should be designated as the liaison.

Please contact your Policy Consultant/Analyst with the name, title, address, and phone number of this designee so that the information may be incorporated in a new FFC(LOCAL) policy to be issued as a Local District Update.

Please note: A wealth of resource information, questions/answers, sample forms, and a planning guide pertaining to the implementation of the McKinney-Vento Act in Texas school districts may be found at the Web site of the Texas Homeless Education Office of the Charles A. Dana Center at the University of Texas at Austin: http://www.utdanacenter.org/theo. "THEO" is jointly sponsored by the U.S. Department of Education, TEA, Region 10 ESC, and the Dana Center.

FNG (LEGAL) STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS

Under COMPLAINTS AGAINST PROFESSIONAL EMPLOYEES, on page 1, SB 930 (effective September 1, 2003) has added the requirement that a person must exhaust local district remedies before filing suit against a professional employee of the District. The definition of a "professional employee of a school district" for this purpose has been expanded by SB 930 to include also:

- A teacher employed by a company contracting with a district to provide the teacher's services to the district, and
- A school district board member.

At FINALITY OF GRADES, on page 2, are found the provisions of HB 1949 (effective September 1, 2003). That bill provides that a teacher's grade is final and cannot be changed unless the Board determines that the grade is arbitrary, erroneous, or inconsistent with the District's grading policy. The Board's determination cannot be appealed.

Please note: SB 930—referenced above in the context of complaint procedures—also specifies that the changes in law effected by this legislation only apply prospectively: "A suit for damages or a school employee

disciplinary proceeding involving conduct that occurs before September 1, 2003, is governed by the law in effect on the date the conduct occurs, and the former law is continued in effect for that purpose."

FNG (LOCAL) STUDENT RIGHTS AND RESPONSIBILITIES
STUDENT AND PARENT COMPLAINTS

Since no specialized complaint process has been defined for complaints regarding teacher removal of a student for disciplinary reasons, we have deleted that item from the list at CERTAIN COMPLAINTS. In addition, we have updated some of the codes referenced in the list to reflect recent coding changes.

The statement prefacing the CERTAIN COMPLAINTS section has been rewritten for clarity: essentially, some of the codes listed have unique complaint processes while other codes follow the FNG process, with some adjustment as defined within the listed code.

GRANBURY
INDEPENDENT SCHOOL DISTRICT

JIMMY DAWSON
GRANBURY MIDDLE SCHOOL
PRINCIPAL
2000 CROSSLAND ROAD
GRANBURY, TX 76048
817-408-4850
817-408-4899 FAX

Dear Mr. Harris,

Please accept the attached contribution of $1,250.00 from Norma Wright for the presentation fee and honorariums of the November 21st "TAKE ACTION! Tour" at GMS.

Granbury Middle School has been selected to participate in the 2002/2003 *Leaders Today's* "TAKE ACTION!" Leadership Tour. The theme of this year's tour is one of young people "taking positive social action" in their own lives and in the world around them. It is specifically designed to inspire and motivate youth to unlock their personal leadership potential and provide them with tangible ways to become global citizens.

The results and feedback from last year's *"Leaders Today - Embracing Cultures Tour"* were simply phenomenal. Our team of motivational speakers visited over 200 high schools across North America including Granbury High School, inspiring tens of thousands of students to embrace cultural diversity and receiving significant media exposure for the crucial social issues they explored.

This year's "TAKE ACTION!" Tour will prove to be our most exciting and unique leadership program to date, addressing relevant and specific youth issues, such as bullying, peer pressure, substance abuse, youth violence/gangs, and societal challenges. The theme of the "TAKE ACTION!" Tour differs greatly from that of last year's presentation, as it will show young people how they can make a difference in their own lives and the lives of others by dealing with some of the most challenging issues faced by youth every day. The "TAKE ACTION!" Tour will be comprised of the following:

- A 50 minute presentation, in a school assembly, in which three expert youth motivational speakers will inspire students to positive social action through multi-media technology, spoken word and moving personal stories.
- At the end of the presentation, the students will be encouraged to take action on one or more of a number of suggested concrete projects which will facilitate their social involvement.

The "TAKE ACTION!" tour is being organized by *Leaders Today*, a global youth leadership organization that provides leadership training to high schools, universities, and youth conferences and gatherings. Founded by Marc and Craig Kielburger in 1998, *Leaders Today* has facilitated leadership workshops for The United Nations, The State of the World Forum, and Harvard University, as well as hundreds of schools, religious gatherings and conferences. More information about *Leaders Today* is available at www.leaderstoday.com.
Please feel free to call Vicki Thomas or I for more information

Sincerely,

Jimmy Dawson
Principal-Granbury Middle School

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 15, 2003
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 9, 2003
RE: Printing & Copying Services
Bid No. 2001-62 - Renewal

SUMMARY:

The District let for bid printing and copying services. Vendors were asked to bid on standard forms as well as specialty printing projects. The bids were received February 12, 2002. The bid allowed for the District to award standard forms to one vendor and multiple award the specialty printing. By awarding to multiple vendors on special projects, costs and circumstances can be analyzed to determine best deal for the District.

The bid will expire on January 31, 2004. The original bid allowed for two renewals in one-year increments. All campuses and departments were contacted regarding their satisfaction with the services provided by the awarded vendors. There were no complaints. The vendors were then contacted regarding their desire to renew. We have received written notice from all vendors of their intention to renew. It is felt that it would be in the best interest of the District to renew this bid at this time.

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

RECOMMENDATION:

That the Board renew the award of the printing and copying services related to the standard forms of the District to San Saba Printing and to Ad One/Print One, San Saba Printing and Insta Print Services related to specialty printing for the period of written notification through January 31, 2005.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Debbie Johnson

Date Submitted: December 9, 2003

BID FOR BOARD APPROVAL

Board Meeting Date: February 25, 2002 **Bid Number:** 2001-62

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

2. **Brief description:** Since the awarded vendor for these services, Accu-Print, closed their doors, we were forced to go back out for bid. A bid was processed in October for these services but the responses were such that an apples to apples comparison could not be made. When we decided to process a re-bid, we made the decision to include the forms considered standard across the district and have the vendors quote prices on those forms.

3. **Period of time bid covers:** From written notification of award through January 31, 2003

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

   At campus level **-** Campus Principal
   At department level - Department Head

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

6. **Number of bids received from vendors:** 4 (1 was disqualified for being late)

7. **Listing of recommended vendors and total prices:** It is recommended that award be made to San Saba Printing as overall low bidder for Section A - Standard Forms. For Section B - Specialty Printing, it is recommended that San Saba Printing, Ad One/Print One and Insta-Print be awarded for the purchase of specialty printing. Awarding this section to multiple vendors would allow for consideration of cost, layout design, turn around time, etc., as the printing is needed. It is anticipated expense for printing and copying services will be approximately $30,000 annually.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 02/15/00

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

    #10 Window Envelopes (Qty of 1000) – decrease of 0.016%
    #10 Standard Envelope (no window, Qty of 1000) – increase of 0.012%
    Standard Letterhead (Qty of 250) – decrease of 11.74%

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

Sharay S. Boynton
Executive Director of Finance

Dale Taylor
Assistant Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 15, 2003
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 9, 2003
RE: Athletic Supplies – Spring Sports
Bid No. 2003-35 Items B1 and B2

SUMMARY:

A bid was let to provide supplies for the secondary campuses for the spring sports. This bid covered supplies for the track program, softball program, golf program and baseball program. Vendors were asked to quote firm pricing on line items that would remain the same through September 30, 2004. They were also asked to quote a percentage discount from their catalog/shelf prices for additional needs not identified in the bid.

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

This bid was presented to the Board and awarded at the November 10, 2003 meeting. However, after the award, it has been brought to our attention that the vendor recommended and awarded for items B1 and B2 has a conflict of interest with the coach making the recommendation. It seems that the owner of Marketplace is the wife of the coach making the recommendation. According to Local Policy DBD, the employee is to disclose to the Superintendent or designee the conflict of interest and the he/she is to take whatever action is necessary, if any to ensure that the District's best interest is protected. Due to the fact that this disclosure was not made by the employee or by the vendor at the time of submission of the bid and the fact that Administration is aware of the conflict of interest and the possible appearance of impropriety, Administration asked that the Athletic Director reconsider the recommendation and not allow Marketplace to be considered in the recommendation. The recommendation to Marketplace was the low bid, but it was for a product different than that specified and there were vendors who bid on the specified item.

The following is the recommendation of the Mr. Randy Leach, Athletic Director.

RECOMMENDATION:

That the Board award the line items B1 and B2 to Leslie G for the period of award through September 30, 2004. All other awards to remain as awarded at the November 10, 2003 meeting.

Staff Person Responsible: Debbie Johnson
Randy Leach
Coaches

Date Submitted: December 9, 2003

BID FOR BOARD APPROVAL

Board Meeting Date: November 10, 2003 **Bid Number:** 2003-35

1. **Item, material or service (specific or classification):** Athletic Supplies - Spring Sports

2. **Brief description:** A bid was let to provide supplies for the secondary campuses for the spring sports. This bid covered supplies for the track program, softball program, golf program and baseball program.

3. **Period of time bid covers:** From written award notification through 9/30/2004

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

   Steve Fowler – Golf Coach
   Scott Robinson – Softball Coach
   Pat Watson – Baseball Coach
   Renvy Smith – Track Coach
   Dirk Wright – Track Coach
   James Pinnell - GMS All Sports Coordinator
   Bill Coward – AMS All Sports Coordinator
   Randy Leach – Athletic Director

5. **Number of bids sent to vendors:** 49 (included all sports)

6. **Number of bids received from vendors:** 23 (includes 4 "no bids")

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded in the column under the vendor name for a total expenditure of $17,643.73 based on the quantity indicated on the bid. It is also recommended all companies submitting a response to the catalog/list price discount portion of the bid be approved for additional purchases of supplies on an as needed basis.

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

   The following items will not be awarded: A6, A9, A17, B8, B9, B10 and C7

   A2 Russell brand is thicker fabric and more durable.
   A3 Same as above
   A14 Carey's and First to Finish do not have "tye dye" shirts.
   A15 Superstar Sports did not send requested sample. Advanced Embroidery sent a sample to verify color and material.
   A16 Requested sample from Superstar Sports but did not receive one. Based on past experience with the Cobblestone brand and past experience with the Leslie G brand, Coach Smith feels the Leslie G brand is a better product and will last the district longer.
   A23 This item will be paired with A22 for a track uniform. Teamline total was $903 for the set. First to the Finish total was $930 for a set. A set from the same vendor would ensure color match.
   A25 The discus from Athletes World is not a competition discuss.
   A26 The stopwatch from BSN is not a Robic and doesn't have the same functions needed from the Robic brand.
   D3 Plano Sports offers a 29" inseam. We need a minimum of 30" inseam. The Delong brand is a better quality pant.

D6 The material on the Gildan brand is thicker than on the Fruit of the Loom brand so it will last longer.

D7 Unable to get samples from Superstar Sports. Barefoot Athletics has quoted a 14 day delivery and Superstar Sports has quoted 180 days delivery.

9. Last bid date (bid of comparable nature within last 5 years): 3/4/2003

10. Percentage increase or decrease from last bid: Due to the size of the bid and the changes to many of the items, a comparison was not made.

11. Budget information: Expenditures for supplies will be from the following budget codes with the budget listed below:

181.36.6395.00.001.4.91.0.05	$6,000.
181.36.6395.00.001.4.91.0.06	5,000.
181.36.6395.00.001.4.91.0.07	5,000.
181.36.6395.00.001.4.91.0.10	2,000.
181.36.6395.00.001.4.91.0.93	6,000.
181.36.6395.00.041.4.91.0.06	1,500.
181.36.6395.00.041.4.91.0.07	1,500.
181.36.6395.00.041.4.91.0.10	500.
181.36.6395.00.042.4.91.0.06	1,500.
181.36.6395.00.042.4.91.0.07	1,500.
181.36.6395.00.042.4.91.0.10	500.

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



GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 15, 2003
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 9, 2003
RE: Bus Refurbishing & Collision Repair Svcs CSP 2003-41

SUMMARY:

A proposal was let asking vendors to identify a specific brand of labor guide as a benchmark to be used in cost estimating for bus refurbishing and repair. The proposals were received November 11, 2003. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

Terry Slemmons, Transportation Director, reviewed the proposals and the following is his recommendation.

RECOMMENDATION:

That the Board award these services to Buck's Collision Center, One Stop Bus Stop, Inc, and Southwest International Trucks, Inc. for the period of award notification to September 30, 2004.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Terry Slemmons

Date Submitted: December 9, 2003

BID FOR BOARD APPROVAL

Board Meeting Date: December 15, 2003 **Bid Number:** CSP 2003-41

1. **Item, material or service (specific or classification):** Bus Refurbishing and Collision Repair Services

2. **Brief description:** A proposal was let asking vendors to identify a specific brand of labor guide as a benchmark to be used in cost estimating for bus refurbishing and repair.

3. **Period of time bid covers:** from written notification of award through September 30, 2004

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

   Terry Slemmons – Transportation Director

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

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

7. **Listing of recommended vendors and total prices:** The recommendation for award is to Buck's Collision Center, One Stop Bus Stop, Inc. and Southwest International Trucks, Inc.
   At the time of need, each of the awarded vendors will be contacted to provide a quotation for repair. Expenditures will be based on the amount of revenue received from the sale of used buses.

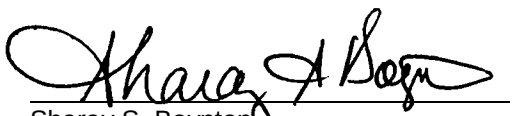
8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 8/20/02

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

    Proposal requirements were changed so an accurate comparison cannot be made.

11. **Budget information:** This is not a budgeted item. Expense will be based on amount of revenue received from sale of buses.



Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: December 15, 2003
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: December 9, 2003
RE: Computer and Copy Paper
Bid No. 2003-42

SUMMARY:

Computer and copy paper is bid twice a year due to the lack of storage space. Bids for computer and copy paper were let in November 2003. Bids were due December 2, 2003. Bids were sent to eleven vendors. Six vendors responded with one of those responses being a no bid. A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

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

RECOMMENDATION:

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

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Sharay Boynton

Date Submitted: December 9, 2003

BID FOR BOARD APPROVAL

Board Meeting Date: December 15, 2003 **Bid Number:** 2003-42

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

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

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

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

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

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

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded on the tabulation in the column under the vendor name for a total expenditure of $29,006.14.

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

   Item #1red: The red paper bid by Martin's is a cherry and not a dark red.
   Item #1neon orange: The paper bid by Flatt's is a tangerine and not neon orange.

   Item #5: Low bidder was Clampitt Paper but their bid required this item to be awarded with the 8-1/2 x 11 bond paper.

9. **Last bid date (bid of comparable nature within last 5 years):** 5/6/2003

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

8.5 x 11 white	Decrease of 4.32%
8.5 x 11 colored	Increase 2.26%
8.5 x 11 #96 brightness	Increase 0.96%
8.5 x 14 white	Decrease 7.92%
14-7/8 x 11 green bar	No change
9.5 x 11 fanfold	Not needed on last bid

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

Sharay S. Boynton
Executive Director of Finance