Regular

Monday, October 3, 2005 6:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order**
2. **Invocation**
3. **Pledges - U.S. Flag & Texas Flag**
4. **Personnel**
   a. Consider staff appointments
   b. Superintendent's employment
5. **Superintendent's Report - Goals 1, 2, 3, 6, 7**
   a. Granbury High School Update
6. **Public comments/audience participation**
7. **Board members special reports**
8. **Consider Consent Agenda Items - Goals 2, 3, 5**
   a. Minutes of the September 19, 2005 regular board meeting
   b. General merchandise and consumable supplies 2005-04 - renewal
   c. Athletic supplies - Spring sports 2005-31
   d. Automotive lubricants bid no. 2005-33
9. **Consider nominations for Hood County Appraisal Distirct board of directors**
10. **Consider policy BE (LOCAL)**
11. **Consider salary exceptions**
12. **Adjourn**

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
September 19, 2005

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, September 19, 2005 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer..... Barbara Herrington

Board Members Present

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

School Officials Present

William Harris, Superintendent
Jan Van Dorn, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Troy Green, Executive Director of Human Resources
Ton Potappel, Director of Technology
Judy Duncan, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

President, Barbara Herrington, called the meeting to order at 6:00 p.m. and noted that a quorum of board members is present, the meeting has been duly called and that notice of this meeting has been posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Convened in Closed Session

The Board of Trustees convened in closed session at 6:01 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 – purchase, exchange, lease or value of real property.

Reconvened

The board reconvened at 7:00 p.m.

Invocation & Pledge

Board Vice President, Jerry Campbell led in the invocation and Acton Elementary School students, Blake Brown and Branden Condit led in the pledge to the US Flag and the Texas Flag.

School FIRST Public Hearing

Executive Director of Finance, Sharay Boynton presented the School FIRST (Financial Integrity Rating System of Texas) report received by the Texas Education Agency for Granbury ISD. Boynton reported that the school is rated on 21 indicators and Granbury received a perfect score on all 21 indicators giving the district a Superior Rating.

Level III Grievance

Ten Diagnosticians requesting that they receive the 8% salary increase received by the campus staff and not the 3% received by the Central Administration staff brought a Level III grievance to the board. The 10 individuals filing a grievance are: Amanada Warner, Neatie Burden, Tammy Reeves, Carol Walston, Jennifer Rand, Ph.D., Dee Ann Tyson, Ed.D., Barbara Wittmann, Barbara Jones, Robin Gillum and April Brown.

A motion was made by Charlie Cloud and seconded by Jerry Campbell to grant the relief sought by the Diagnosticians. **MOTION FAILED** Yes 3 – Noe 4 - Brian Condit, Doug Funk, Bowen Brawner and Barbara Herrington voted against. Brian Condit stated that he believes that the Superintendent has the authority to remedy these type of salary discrepancies and it should not be a board decision.

2005-06 Salary Schedule

This agenda item was pulled from the agenda by Charlie Cloud as he requested this item be placed on the agenda.

Superintendent's Report

Superintendent Harris introduced Mr. Dwight Butler, the new athletic director for Granbury ISD

Harris reported that Granbury High School received an award of $9,702.00 from the Texas Education Agency for the Advanced Placement/International Baccalaureate Campus Awards for May 2004 Examinations.

Ms. Ann Schmidt, Granbury High School counselor gave a report on the ACT/SAT scores for Granbury High School.

Superintendent Harris reported that donations were received at two campuses; Acton Middle School received a donation of a conference table and 14 chairs with a valued amount of $2,900 from Mr. Bill Williams and Mambrino School received a swing for the Life Skills students from the Mambrino PTO with a valued amount of $141.25.

Superintendent Harris reported to the board that the Granbury High School choir will be taking a trip to Hawaii in the summer of 2006 where they will be touring and performing concerts.

Granbury High School Volleyball Coach, Tammy Clark was introduced along with team members and recognized for receiving the 2004-05 Game Plan American Volleyball Coaches Association Team Academic Award.

Public Comments

Mark Graves addressed the board and thanked them for hiring an Athletic Director and a Coordinator for Advanced Academics and Testing. Graves also addressed the board regarding the employment of the Superintendent and cautioned them in actions they may take in regard to this item.

Board Member's Special Reports

Jerry Campbell asked for everyone's thoughts and prayers to be with Lana Broom and her family during Lana's battle with cancer and for Leslie Lee and her family during this time of loss of Leslie's son.

Consent Agenda Items

A motion was made by Jerry Campbell and seconded by Gene Ellis to approve the consent agenda items as presented with the noted corrections to the minutes. **MOTION CARRIED** Yes 7 – Noe 0 Consent agenda items: (a) minutes of the August 29, 2005 regular board meeting, (b) resolution regarding extracurricular status of 4-H organization, (c) 2005-06 maximum travel reimbursement rates – amended

School Board Procedures Handbook

A motion was made by Jerry Campbell and seconded by Charlie Cloud to approve the school board procedures handbook as amended. **MOTION CARRIED** Yes 7 – Noe 0

Land Sale

A motion was made by Jerry Campbell and seconded by Brian Condit to approve the sale of property at 2005 E Pearl Street with the following conditions: the buyer must close on the property no later than November 15, 2005, the earnest money will be set at $50,000, the district will not pay realtors fees and the district will spilt the cost of the title policy with the buyer. **MOTION CARRIED** Yes 5 – Noe 2 Gene Ellis and Charlie Cloud voted against

Purchase of Property

A motion was made by Charlie Cloud and seconded by Brian Condit to purchase a piece of property adjacent to Oak Woods Intermediate. **MOTION CARRIED** Yes 7 – Noe 0

Middle School Golf Program

The middle school golf program was discussed. This was an information item put on the agenda by Board President, Barbara Herrington, and no action was taken.

Convened in Closed Session

The Board of Trustees convened in closed session at 8:38 p.m. under the Texas Open Meetings Act, Texas Government Codes, Chapter 551.074 - personnel matters and 551.072 – purchase, exchange, lease or value of real property

Reconvened

The board reconvened at 10:37 p.m.

Personnel

A motion was made by Jerry Campbell and seconded by Charlie Cloud to approve the appointment of Jody Martin as 4th grade teacher at Mambrino School. **MOTION CARRIED** Yes 7 – Noe 0

Superintendent Harris announced the in-district transfer of Anthony Wood from Granbury High School to Oak Woods Intermediate as Assistant Principal.

Adjournment

There being no further business, the meeting was adjourned at 10:38 p.m.

Barbara Herrington, President

Gene Ellis, Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 3, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: September 26, 2005
RE: Consumables & Small Misc Supplies – Bid No. 2005-04 - Renewal

SUMMARY:

A bid was let to provide vendors during the 2004-05 school year for the purchase of consumables to include but not be limited to: miscellaneous paper products, food items, kitchen utensils, small hardware items, household products and small electronic parts and supplies. The current bid will expire on October 31, 2005. The original bid was processed with the option to renew for two additional one-year terms.

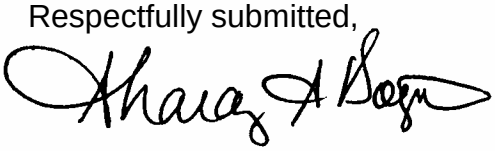
A summation of the process and outcome as well as a copy of the tabulation is attached for your review.

It was in the District's best interest to renew this bid. All vendors were contacted and all have agreed to renew as originally awarded.

RECOMMENDATION:

It is recommended that the District award to all four vendors who responded for the period of November 1, 2005 to October 31, 2006.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Sharay Boynton

Date Submitted: September 26, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: October 18, 2004 **Bid Number:** 2005-04

1. **Item or service (specific or classification):** Consumables and small miscellaneous supplies

2. **Brief description:** This bid was let to provide vendors for the purchase of consumables to include but not be limited to: miscellaneous paper products, food items, kitchen utensils, small hardware items, household products and small electronic parts and supplies. No vendors requested a copy of the bid in response to the advertisement in the HCN.

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

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

   Purchases will be made by district personnel with campus principal or department director approval

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

6. **Number of bids received from vendors:** 4

7. **Listing of recommended vendors and total prices:** It is recommended award be made to all four vendors that responded, WalMart, Kroger, Handyman Hardware and Radio Shack.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 11/7/01

10. **Percentage increase or decrease from last bid**: Kroger and Wal Mart were the only two vendors that responded to our last bid each submitting a 0% discount from shelf prices.

11. **Budget information:** Purchases will be made from each campus or department supply account.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 3, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: September 26, 2005
RE: Athletic Supplies & Equipment – Spring Sports – 2005-31

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, baseball program and power-lifting program. The award will be for the period of notice to August 31, 2006. There is no option for renewal.

A summation of the process and outcome as well as a copy of the tabulations are attached for your review. Each sport is presented separately for accommodation of the appropriate coaches. The Golf portion was pulled and has been re-submitted to vendors as a separate bid.

Mr. Dwight Butler, Director of Athletics, and respective coaches reviewed the responses. The following is their recommendation.

RECOMMENDATION:

That the Board award the shaded items on the attached tabulations to the vendors indicated for the period of award notification to August 31, 2006.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Deborah Johnson
Dwight Butler
Coaches

Date Submitted: September 26, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: October 3, 2005 **Bid Number:** 2005-31 (Track Portion**)**

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, baseball program and power-lifting program.

3. **Period of time bid covers:** From written award notification through 8/31/2006

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

   Renvy Smith – GHS Track Coach
   Louis Horton – GHS Track Coach
   John Moffett – GMS Track Coach
   Sonja Chastain – GMS Track Coach
   Bill Coward – AMS Track Coach
   Lana Brotherton – AMS Track Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** 70 (included all sports)

6. **Number of bids received from vendors:** 28 (includes 4 “no bids”) all vendors did not bid on items for each program

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 $4,169.69 based on the quantity indicated on the bid.

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

   A1, A3: Need the Russell brand to match existing shirts in the program.

   A33: District needs a 10# shot and low bid was for a 12# shot.

   A44: Keys go to item #A43 and they need to match.

   A45: Awarding to Team Sports to make sure tops and shorts match in color. Team Sports was overall low for both items.

   The following items will not be awarded: A10, A14, A18

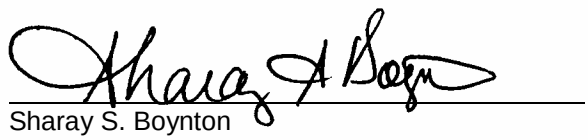
9. **Last bid date (bid of comparable nature within last 5 years):** 10/12/04

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and 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:

181.36.6395.00.001.6.91.0.06	5,000.
181.36.6395.00.001.6.91.0.07	5,000.
181.36.6395.00.041.6.91.0.06	1,500.
181.36.6395.00.041.6.91.0.07	1,500.
181.36.6395.00.042.6.91.0.06	1,500.
181.36.6395.00.042.6.91.0.07	1,500.

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.



Sharay S. Boynton
Executive Director of Finance

BID FOR BOARD APPROVAL

Board Meeting Date: October 3, 2005 **Bid Number:** 2005-31 (Softball Portion)

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, baseball program and power lifting program.

3. **Period of time bid covers:** From written award notification through 8/31/2006

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

   Mark Strickand – Softball Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** 70 (included all sports)

6. **Number of bids received from vendors:** 28 (includes 4 "no bids") all vendors did not bid on items for each program

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 $1,678.24 based on the quantity indicated on the bid.

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

   The following items will not be awarded: B4, B5, B6, B19

9. **Last bid date (bid of comparable nature within last 5 years):** 10/12/04

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

12. **Budget information:** Expenditures for supplies will be from the following budget code with the budget listed below:

    181.36.6395.00.001.6.91.0.93 6,000.

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

Sharay S. Boynton
Executive Director of Finance

BID FOR BOARD APPROVAL

Board Meeting Date: October 3, 2005 **Bid Number:** 2005-31 (Baseball Portion)

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, baseball program and power lifting program.

3. Period of time bid covers: From written award notification through 8/31/2006

4. Person and title responsible for the expenditure:

Pat Watson – Baseball Coach
Dwight Butler – Athletic Director

5. Number of bids sent to vendors: 70 (included all sports)

6. Number of bids received from vendors: 28 (includes 4 "no bids") all vendors did not bid on items for each program

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 $6,788.17 based on the quantity indicated on the bid. (D1 – only the tops were awarded)

10. Explanation of other than low recommendations:

D1: Baseball sweats need to match existing Gildan brand in the program. Russell brand is not the same quality needed for this item.

D2: The Gildan shirt is a better quality than the Russell. It is heavier and will last longer based on experience of the coach with these products.

D3: Low bidder, Anaconda Sports, has had delivery problems with GISD on past awards.

D8: Under armour shirt has a deeper color of purple and it will last longer. It will last two years.

D9: The Pro-Nine baseball has higher seams and is tighter woven that the Diamond. I have had samples of the Mark I and the Pro-Nine will last longer and is better constructed.

D10: Low bidder, Anaconda Sports, has had delivery problems on past awards.

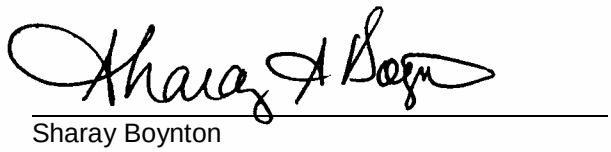
9. Last bid date (bid of comparable nature within last 5 years): 10/12/04

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

13. **Budget information:** Expenditures for supplies will be from the following budget code with the budget listed below:

181.36.6395.00.001.6.91.0.05 $6,000.

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



Sharay Boynton
Executive Director of Finance

BID FOR BOARD APPROVAL

Board Meeting Date: October 3, 2005 **Bid Number:** 2005-31 (Powerlifting Portion)

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, baseball program and power-lifting program.

3. **Period of time bid covers:** From written award notification through 8/31/2006

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

   Logan McGill – Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** 70 (included all sports)

6. **Number of bids received from vendors:** 26 (includes 4 "no bids") all vendors did not bid on items for each program

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 $1,504.00 based on the quantity indicated on the bid.

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

    E1, E3, E5, E8: Awarding to Inzer because it is standard in the industry and the items offered by Titan do not meet the specifications.

9. **Last bid date (bid of comparable nature within last 5 years):** 10/12/04

10. **Percentage increase or decrease from last bid:** The only item that remained the same was the knee wrap.

    E8 – Iron Wrap Z increase of 37.5%

14. **Budget information:** Expenditures for supplies will be from the following budget code with the budget listed below:

    181.36.6395.00.001.6.91.0.96 $1,600

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

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: October 3, 2005
For: Approval

TO: Mr. William Harris, Superintendent

FROM: Sharay Boynton
DATE: July 13, 2004
RE: Automotive Lubricants Bid No. 2005-33

SUMMARY:

The current bid for automotive lubricants expired on August 31, 2005. The bid was originally awarded to provide automotive lubricants for the Transportation department for the 2003-2004 school year with the option to renew for two additional years in one-year increments. It was renewed last year as allowed. However, renewal for the second term was not an option for the vendor this year due to increased costs to him for the products. Thus a new bid was prepared and processed.

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

Mr. Terry Slemmons, Transportation Director, has reviewed the responses and the following is his recommendation.

RECOMMENDATION:

That the Board award the purchase of automotive lubricants to Jessie P. Taylor for the period of award notification through August 31, 2006 as submitted.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Ronda Herrin
Mr. Terry Slemmons

Date Submitted: September 26, 2005

BID FOR BOARD APPROVAL

Board Meeting Date: October 3, 2005 **Bid Number**: 2005-33

1. **Item, material or service (specific or classification):** Automotive Lubricants

2. **Brief description:** A bid was let to provide automotive lubricants for the district.

3. **Period of time bid covers:** Notification of award through August 31, 2006 with two-year renewal option in one-year increments

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

   Terry Slemmons – Transportation Director

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

6. **Number of bids received from vendors:** 3 (includes 2 "no bids")

7. **Listing of recommended vendors and total prices:** Recommendation for award is to Jessie P. Taylor. Automotive lubricants are purchased on an as needed basis and expenditures will be from the general supplies account.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 8/4/03

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

Item #1:	Increase of 18.82%
Item #2,3,4	A different fluid or brand was bid so an accurate comparison could not be made.
Item #5:	Increase of 15.27%

11. **Budget information:** Expense for lubricants is not broken out under a separate budget account number. It is covered under the 6395 object code for transportation supplies.

    Budgeted amount for 199.34.6395.00.800.6.99.0.00 is $50, 000.

Sharay S. Boynton
Executive Director of Finance

HOOD COUNTY APPRAISAL DISTRICT

1902 WEST PEARL STREET • P.O. BOX 819
GRANBURY, TEXAS 76048
PHONE: 817-573-2471 • FAX: 817-579-8155

JEFF LAW, CHIEF APPRAISER

September 19, 2005

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

RE: Selection Process
Board of Directors

Dear Mr. Harris:

We have three directors, Larry Shafer, Dr. David Kuban, and John Lowe whose terms will expire on December 31, 2005. As you are aware, the taxing entities play a vital role in the selection process of the Hood County Appraisal District Board.

I will outline the time frame concerning the selection process of the appraisal districts Board of Directors from Section 6.03, Property Tax Code.

(A) **Before October 15** each taxing unit may nominate one candidate for each position to be filled. The presiding officer of the unit submits the names and addresses by written resolution to the Chief Appraiser before October 15.

(B) **Before October 30,** the Chief Appraiser must prepare a ballot listing the nominees alphabetically by each candidate's last name and deliver a copy of this ballot to each presiding officer of the taxing unit.

(C) Each taxing unit shall cast one vote for each position to be filled by written resolution and submit it to the Chief Appraiser **before December 15** (in this case three votes).

(D) The Chief Appraiser must count the votes and declare the candidates who received the largest vote totals **before December 31**. The Chief Appraiser then notifies all taxing units and all candidates of the outcome.

Please let me know if you have any questions.

Sincerely,

Jeffery D. Law
Chief Appraiser

JDL/lh

Enclosure

Director Qualifications

An appraisal district director must reside in the appraisal district for at least two years immediately proceeding the date he or she takes office.

A person may serve on the governing body of a taxing unit in the appraisal district--that is, a city councilman, school board trustee, county commissioner, or other board member--and still be eligible to serve as a director. The common-law doctrine of incompatibility (holding offices that have conflicting demands on the holder) does not prohibit the same person from holding both offices. There is no limit to the number of elected officials that may serve on the board.

An employee of a taxing unit in the appraisal district is not eligible to serve as a director. The only time that a taxing unit's employee may serve is if that employee is also an elected official. For example, a city councilman who is employed as the school business manager may serve as a director.

The Property Tax Code prohibits nepotism and conflict of interests for appraisal district directors and chief appraisers.

In considering individuals to serve as directors, taxing units should look for expertise in such areas as accounting, finance, management, personnel administration, contracts, computers, real estate, or taxation. Any person elected to the Appraisal District Board of Directors cannot owe any delinquent taxes.

Granbury
Independent School District

William Harris
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**October 3, 2005**
Action:	**Approval**

SUMMARY:

The Granbury ISD school board procedures handbook was approved at the September 19, 2005 board meeting. Policy BE (LOCAL) should be updated in order to reflect the same time line as stated in the procedures handbook in regard to requests of items being placed on the board agenda. A copy of policy BE (LOCAL) with the noted changes is attached for your review.

RECOMMENDATION:

I recommend that the board approve policy BE (LOCAL) as presented.

Respectfully submitted,

William Harris

William Harris
Superintendent

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

Granbury ISD
111901

BOARD MEETINGS

BE
(LOCAL)

MEETING PLACE

Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the District Boardroom.

MEETING TIME

Regular meetings of the Board shall be held on the second and fourth Monday of each month at 7:00 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.

SPECIAL OR EMERGENCY MEETINGS

The time and place of special and emergency meetings shall be as set out in the notice for the meeting.

The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.

The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.

AGENDA

DEADLINE

The deadline for submitting items for inclusion on the agenda is noon ~~of~~ ***on*** the ~~ninth day~~ ***Tuesday*** before regular meetings and noon of the third calendar day before special meetings.

PREPARATION

In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.

Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.

NOTICE TO MEMBERS

Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.

CLOSED MEETING

Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]

The Board may conduct a closed meeting when the agenda subject is one that may properly be discussed in closed meeting. [See BEC]

ORDER OF BUSINESS

The order of business for regular Board meetings shall be as set out in the agenda accompanying the notice of the meeting. At the meeting, the order in which posted agenda items are taken may be changed by consensus of Board members.

RULES OF ORDER

The Board shall observe the parliamentary procedures as found in *Robert's Rules of Order, Newly Revised,* except as otherwise provided in Board procedural rules or by law. Procedural rules may be suspended at any Board meeting by majority vote of the members present.

VOTING

Voting shall be by voice vote or show of hands, as directed by the President. Any member may abstain from voting, and a member's vote or failure to vote shall be recorded upon that member's request. [See BDAA(LOCAL) for the Board President's voting rights]

MINUTES

Board action shall be carefully recorded by the secretary or clerk; when approved, these minutes shall serve as the legal record of official Board actions. The written minutes of all meetings shall be approved by vote of the Board and signed by the President and the Secretary of the Board.

The official minutes of the Board shall be retained on file in the office of the Superintendent and shall be available for examination during regular office hours.

DISCUSSIONS AND LIMITATION	Discussions shall be addressed to the President of the Board and then the entire membership. Discussion shall be directed solely to the business currently under deliberation, and the Board President shall halt discussion that does not apply to the business before the Board. The Board President shall also halt discussion if the Board has agreed to a time limitation for discussion of an item, and that time limit has expired. Aside from these limitations, the President shall not interfere with debate so long as members wish to address themselves to an item under consideration.

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Board of Trustees
Schedule of Regular Meetings
2005 - 2006

