Regular

Tuesday, November 6, 2007 5:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order - Granbury Middle School**
2. **Convene in closed session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.**
   a. Chapter 551.074 - Personnel
   1. Consider staff appointments
   b. Chapter 551.072 - Purchase, exchange, lease or value of real property
   c. Consider Superintendent evaluation instrument
3. **Reconvene in open session - GISD Board Room**
4. **Opening Comments/Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Recognitions**
   a. Campus Gold Performance Awards
7. **Consider consent agenda items**
   a. Minutes of the October 15, 2007 regular meeting
   b. Minutes of the October 22, 2007 Board Workshop
   c. Grease Trap Cleaning Bid 2006-23
   d. Budget Amendments
   e. Technology Purchases
8. **Consider Election of Appraisal District Board of Directors for Hood County, Johnson County, Parker County and Somervell County.**
9. **Reports**
   a. Reports by the Superintendent - William Harris
   b. Public Notificaton of Teacher Quality (Highly Qualified)
   c. Policy Update 81 (LOCAL)
   d. Career & Technology Funding Review
   e. GISD vs. D&B Adminstrators Update
   f. Reports by the Director of Facilities
10. **Board members special reports**
11. **Public comments/audience participation**
12. **Consider action on items discussed in closed session**
    a. Staff appointments
    b. Consider purchase, exchange, lease or value of real property
    c. Consider Superintendent evaluation instrument
13. **Adjourn**

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
October 15, 2007

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, October 15, 2007 at 6:10 p.m. in the Board Room of the Administration Building, 600 West Peal St, Granbury, Texas.

Presiding Officer.....Jerry Campbell

Board Members Present

Bowen Brawner - Arrived at 6:14 p.m.
Charlie Cloud
Micky Shearon - Arrived at 6:49 p.m.
Barbara Herrington
Kevin Myers

Board Members Absent

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
Jeff Meador, Public Information Officer
Carola Bradley, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

President, Jerry Campbell, called the meeting to order at 6:10 p.m. and noted that a quorum of board members was present, the meeting was dully called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Convened in Closed Session

The Board of Trustees convened in closed session at 6:11 p.m. under the Texas Open Meetings Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel.

Reconvened

The board reconvened in open session at 6:42 p.m. and recessed until 7:01 p.m.

President Jerry Campbell moved Opening Comments/Invocation and Pledges – U.S. Flag & Texas Flag to the beginning of the meeting

Invocation/Opening Comments

Shelley Weaver, Lakeside Baptist Church Student Minister, led the invocation.

Pledge U.S. Flag and Texas Flag

Nettie Baccus Elementary students, Carter Krzeminski and Cami Krzeminski led the pledge to the U.S. Flag and the Texas Flag.

FIRST Public Meeting

President Jerry Campbell requested comments from the public and there were none.

FIRST Report

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 the school is rated on 21 indicators and received a Superior Achievement, the highest rating in the system.

Recognitions

There were no recognitions.

Consent Agenda Items

A motion was made by Charlie Cloud and seconded by Micky Shearon to approve consent agenda items "A" – minutes of the September 17, 2007 regular meeting, "B" technology purchases, "C" budget amendments, "D" general merchandise bid no. 2007-23,"E" printing and copying services for Common Assessment Testing Forms as presented. **MOTION CARRIED** Yes 6 – Noe 0

Budget Amendments

A motion was made by Barbara Herrington and seconded by Charlie Cloud to approve budget amendments as presented. **MOTION CARRIED** Yes 6 – Noe 0

Consider Nominations for Board of Directors for Hood County Appraisal District, Somervell Central Appraisal District, Parker County Appraisal District and Johnson County Appraisal District Reports

Hood Count Appraisal District: Kevin Myers nominated Charlie Cloud, Jerry Campbell nominated Kenneth Umphress and Charlie Cloud nominated Larry Shafer. A motion was made by Barbara Herrington and seconded by Charlie Cloud to nominate these three candidates to be placed on the ballot to serve on the Hood County Appraisal District Board for the three director positions whose terms will expire on December 31, 2007. **MOTION CARRIED** Yes 6 – Noe 0 Charlie Cloud read the resolution

Somervell Central Appraisal District: Micky Shearon nominated Mitchell George, Randy Davis and Clark Cole. Charlie Cloud read the resolution. A motion was made by Micky Shearon and seconded by Charlie Cloud to nominate these three candidates to be placed on the ballot to serve on the Somervell Central Appraisal District Board for the terms that will expire December 31, 2007

Parker County Appraisal District: Jerry Campbell nominated Jerry Durant, Micky Shearon nominated Gary Bennett. Charlie Cloud read the resolution. A motion was made by Barbara Herrington and seconded by Charlie Cloud to nominate these two candidates to be placed on the ballot to serve on the Parker County Appraisal District Board for the two terms that will expire December 31, 2007. **MOTION CARRIED** Yes 6 – Noe 0

Johnson County Appraisal District: Kevin Myers nominated Robert Carley. Charlie Cloud read the resolution. A motion was made by Micky Shearon and seconded by Charlie Cloud to approve the nomination of this candidate to be placed on the ballot to serve on the Johnson County Appraisal District Board for the term that will expire December 31, 2007. **MOTION CARRIED** Yes 6 – Noe 0

Consider Resolution and Ordinance relating to approval of Taxation of Goods-in-Transit that are otherwise exempted from Taxation of Property Tax Code Section 11.253

Resolution was read by Charlie Cloud. A motion was made by Charlie Cloud and seconded by Micky Shearon to Adopt the Resolution and Ordinance as presented. **MOTION CARRIED** Yes 5 – Noe 1 Kevin Myers

Consider Investment Policy Review CDA (LOCAL) & CDA (LEGAL)

Charlie Cloud read the resolution. A motion was made by Charlie Cloud and seconded by Barbara Herrington to approve as presented. **MOTION CARRIED** Yes 6 – Noe 0

Board Members Special Reports

Superintendent William Harris gave a report on the Granbury High school Choir trip to Hawaii June 11 to June 16, 2008. The choir will be touring and performing concerts on this trip. Trips inside the United States are approved by the Superintendent and trips outside the United States are approved by the Board. Scholarships are available for students with financial needs.

Superintendent William Harris reminded everyone that our band will be competing in the Region 7 Marching Contest in Burleson at Elk Stadium at 8:30 p.m. Mr. Harris announced that the Pirate Band had a great showing October 6th and received a 1st Place in the US Scholastic Band Association. The band received a Best in Color Guard, Best in General Effects, and Best Visual. Friday night's performance at the football game halftime was fantastic.

Superintendent Harris reminded everyone of the Board Workshop Monday, October 22, 2007, starting at 4:00 p.m. in the Board Room. Facilities and Superintendent's Evaluation Instrument will be on the agenda.

Curriculum Director, Sharon Williams updated the Board on the TPRI (Texas Primary Reading Inventory) being used by Granbury ISD. This early reading assessment is required for all students attending public school in Texas in Kindergarten, Grade 1 and Grade 2 through TEC 28.006.

Executive Director of Finance, Sharay Boynton presented the August 31, 2007 investment report for review.

Executive Director of Finance, Sharay Boynton presented the amended schedule for travel reimbursement rates to reflect the current State rates to be used for reimbursement of travel from September 1, 2007 on. A committee has been formed to study the possibility of using Per Diem rates.

Executive Director of Finance, Sharay Boynton updated the Board on the conversion to the Skyward software for the district. The financial portion will be on line January 2, 2008. The first training for campuses and departments will be January 8, 2008. Semi-monthly payroll will begin January 15, 2008. All employees are receiving several notices of the payroll change from monthly to semi-monthly.

Facilities Director, Randy Leach updated the Board on the Granbury ISD facilities improvement projects being done by Buford-Thompson/VLK, PBK and GISD maintenance department. Randy Leach also told the board the GISD Maintenance Department will be conducting an Auction Saturday, October 20th at 8:00 a.m.

Board Members Special Reports

Jerry Campbell welcomed Carola Bradley, the new Superintendent Secretary. Mr. Campbell stated he had received the board minutes from TASB. Board members still have an opportunity for legal training obligations for the year in the month of November. Mr. Campbell thanked the Granbury Brigade for their hard work putting together the "Taste of Granbury" to raise money for GEA 27 and Project Graduation.

Barbara Herrington thanked Nettie Baccus Elementary for hosting the meal prior to the Board meeting this evening.

Kevin Myers stated he continues to praise the web-site and Agile Mind being a great resource and appreciates everyone who is working on this project. Mr. Myers stated he looks forward to the emails he receives from the teachers. Mr. Myers also commented that at last Tuesdays Leadership Granbury Board meeting, he passed out an opinion questionnaire containing 10 questions and was receiving responses.

Public Comments

None

Action on Items Discussed in Closed Session

A motion was made by Barbara Herrington and seconded by Charlie Cloud to approve the appointment of Julia Griffith, PPCD Teacher at Mambrino, Louis Bradly RISE Teacher at Crossland 9th Grade Center, and Barbara Hardy, English Teacher at Granbury High School. **MOTION CARRIED** Yes 6 – Noe 0

Property

None

Adjournment

There being no further business, the meeting was adjourned at 9:07 p.m.

Jerry Campbell, Board President

Charlie Cloud, Board Secretary

GRANBURY ISD
BOARD OF TRUSTEES
BOARD WORKSHOP
MINUTES
October 22, 2007

The Board of Trustees of the Granbury Independent School District convened in an official **BOARD WORKSHOP** meeting on Monday, October 22, 2007 at 4:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas

Presiding Officer.....Jerry Campbell

Board Members Present

Doug Funk
Barbara Herrington
Micky Shearon
Charlie Cloud – Arrived 4:10 p.m.
Bowen Brawner – Arrived 4:16 p.m.
Kevin Myers – Arrived 5:30 p.m.

Board Members Absent

Kevin Myers

School Officials Present

William Harris, Superintendent
Jan Van Dorn, Assistant Superintendent
Ton Potappel, Director of Technology
Jeff Meador, Public Information Officer
Carola Bradley, Recording Secretary

Meeting Called to Order

President, Jerry Campbell, called the meeting to order at 4:09 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.

Review of long range facility planning

PBK architects Wayne Reynaud and Fred Montes presented needs for each facility in the district. They also presented 4 different options for the Board to consider, (1) adding classrooms to campuses, (2) creating new attendance zone for elementary campuses to become K-5, (3) build a new K-3 campus, (4) return Crossland to an intermediate campus and build a new 9th grade center. Possible changes in attendance zone could occur with any of the options. Costs for improvements to administration buildings were included in the presentation.

The Board asked Mr. Harris to present a proposal for K-5 grades at the December meeting.

Jerry Campbell stated the board would take a short break at 5:53 p.m.

Reconvene at 6:30 p.m.

Superintendent evaluation instrument

The Board discussed the Superintendent's evaluation instrument.

Adjournment

There being no further business, the meeting was adjourned at 7:30 p.m.

Jerry Campbell, President

Charlie Cloud, Secretary

HOOD COUNTY APPRAISAL DISTRICT

1902 WEST PEARL STREET • P. O. BOX 819
GRANBURY, TEXAS 76048
PHONE: 817-573-2471 • FAX: 817-573-6451

JEFF LAW, CHIEF APPRAISER

October 25, 2007

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

Dear Mr. Harris:

Enclosed is a ballot for the election of three members to the Hood County Appraisal District Board of Directors as prescribed by Section 6.031 of the Property Tax Code, and resolutions passed by a majority of Hood County taxing entities. The term of office is for two years beginning January 1, 2008.

There are three seats currently up for re-election. Those seats are currently held by Dr. David Kuban, Walter Baldree, and Larry Williams. They have expressed their willingness to continue serving on the Board if re-elected.

The nominations from the taxing entities were Walter Baldree of Lipan, Charlie Cloud of Granbury, William Fey of Granbury, Dr. David Kuban of Granbury, Larry Shafer of Granbury, Kenneth Umphress of Granbury, and Larry Williams of Lipan.

Please cast your votes and return the ballot before **December 15, 2007**. The three candidates with the greatest number of votes will be declared the winners and will be sworn in as Board Members for the 2008-2009 years.

Sincerely,
Hood County Appraisal District

Jeffery D. Law
Chief Appraiser

JDL/lh

Enclosure

OCT 29 2007

STATE OF TEXAS)

COUNTY OF HOOD)

OFFICIAL BALLOT

Granbury I.S.D.

INSTRUCTION NOTE: There are three places to be filled on the Hood County Appraisal District Board. Each voting district may cast one vote for each place. Please place a check (√) in front of the **three** names which indicate your choices.

In the event of a tie, the Chief Appraiser, according the section 6.03(k), will resolve the tie by placing the names of the candidates receiving equal number of votes into a hat and then having someone draw out a single name.

CANDIDATES IN ALPHABETICAL ORDER
(PICK THREE)

_____ **Walter Baldree**

_____ **Charlie Cloud**

_____ **William Fey**

_____ **Dr. David Kuban**

_____ **Larry Shafer**

_____ **Kenneth Umphress**

_____ **Larry Williams**

_____

President, Granbury I.S.D.

ATTEST:

_____

CENTRAL APPRAISAL DISTRICT
OF JOHNSON COUNTY
SERVING JOHNSON AND PARTS OF TARRANT, HILL, HOOD AND ELLIS COUNTIES

109 N Main St
Cleburne, TX 76033
Phone (817) 645-3986
Metro (817) 558-8100
Fax (817) 645-3105
www.johnsoncad.com

Board of Directors
Byron Black – Chairman
Sid Pruitt – Vice Chairman
Troy Thompson – Secretary
Mike Brand
R. D. Scott
Scott Porter – Tax Assessor/Collector

Executive Director/Chief Appraiser
Jim Hudspeth, RPA, RTA, CTA, CSTA

October 26, 2007

OCT 29 2007

Mr. Jerry Campbell, Board President
Granbury Independent School District
600 W. Pearl Street
Granbury, Texas 76048

Dear Mr. Campbell:

Enclosed is your OFFICAL BALLOT for election of the Central Appraisal District Board of Directors for 2008-2009. The Granbury ISD is entitled to a total of 10 votes. You may cast all votes for one candidate or divide them up for two or more.

Your governing body should determine its vote by resolution. Please record the number of votes for the candidate(s) chosen on this OFFICIAL BALLOT, and return it to me along with a copy of your resolution before December 14, 2007.

Legislation prohibits ballots received after this date from being counted in the election. Please place the resolution on your agenda during November and ensure your ballot is in our office before December 14, 2007.

A copy of this letter is being sent to your superintendent, along with a copy of the ballot; however, only you have the OFFICIAL BALLOT.

I cannot stress enough that the Property Tax Code requires timeliness in this matter. Please call me anytime I can be of help to you.

Respectfully,

Jim Hudspeth, RPA, RTA, CTA, CSTA, CCA
Executive Director/Chief Appraiser

JH/dl

Enclosures

cc: Mr. William Harris, Superintendent

CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY
109 N. MAIN
CLEBURNE, TEXAS 76033

ELECTION OF BOARD OF DIRECTORS FOR 2008-2009

OFFICIAL BALLOT

VOTES	CANDIDATES
_____	Don Beeson
_____	Byron Black
_____	Mike Brand
_____	Robert Carle
_____	James Coleman
_____	Dale Janes
_____	Sid Pruitt
_____	R. D. Scott

RESOLUTION NO._____

RESOLUTION BY THE Granbury INDEPENDENT SCHOOL DISTRICT AFFIRMING THE CASTING OF VOTES IN THE 2008-2009 ELECTION OF THE BOARD OF DIRECTORS FOR THE CENTRAL APPRAISAL DISTRICT OF JOHNSON COUNTY, TEXAS.

This is to affirm that the Board of Trustees of the Granbury Independent School District, did on this the 6th day of November, 2007, cast votes as indicated below for the candidate(s) in the election for the 2008-2009 Board of Directors of the Central Appraisal District of Johnson County, Texas, in a regular meeting of the Board of Trustees.

Number of Votes	Candidate
_____	_____
_____	_____
_____	_____
_____	_____

RESOLVED AND ENTERED this the 6th day of November, 2007.

_____
BOARD PRESIDENT

ATTEST:

_____
BOARD SECRETARY

PARKER COUNTY APPRAISAL DISTRICT
1108 Santa Fe Drive
Weatherford, Texas 76086

TELEPHONE: 817-596-0077
FAX: 817-613-8096
parkercad@sbcglobal.net
www.parkercad.org

OCT 25 2007

October 24, 2007

TO: Taxing Unit Administrators
SUBJECT: Selection of Appraisal District Directors for 2008-2009

Nominations for the Parker County Appraisal District directors has been completed and closed October 15, 2007. All nominations have been submitted by written resolution and their names are included on the enclosed ballot.

The next step in the selection process is for voting units to vote on the nominees. Section 6.03(k) of the Texas Property Tax Code requires each voting unit to vote in an open meeting, record its vote by written resolution, and submit the resolution to the Chief Appraiser by December 15, 2007. The unit may cast all its votes for one candidate or distribute the votes among any number of candidates.

A voting unit may only cast its votes for persons nominated and named on the ballot. There is no provision for write-in candidates. The Chief Appraiser may not count votes cast for a name not listed on the official ballot. The five candidates receiving the highest number of votes will be declared the winners.

Enclosed is the official ballot, the number of votes allocated to each taxing unit, and a sample resolution for recording the votes.

Please add this important action to your first available board meeting agenda, keeping in mind the December 15 deadline for casting votes.

Sincerely,

Larry Hammonds

Larry Hammonds
Chief Appraiser

PARKER COUNTY APPRAISAL DISTRICT
SELECTION OF DIRECTORS
2008-2009

ALLOCATION OF VOTES

TAXING UNIT	NUMBER OF VOTES
ALEDO ISD	1010
AZLE ISD	370
BROCK ISD	135
GARNER ISD	65
GRANBURY ISD	35
LIPAN ISD	5
MILLSAP ISD	120
PEASTER ISD	110
PERRIN WHITT ISD	20
POOLVILLE ISD	75
SPRINGTOWN ISD	365
WEATHERFORD ISD	1545
CITY OF ALEDO	20
CITY OF AZLE	25
CITY OF RENO	15
CITY OF SPRINGTOWN	25
CITY OF WEATHERFORD	180
CITY OF WILLOW PARK	25
PARKER COUNTY	855
TOTAL	5000

SELECTION OF APPRAISAL DISTRICT DIRECTORS
PARKER COUNTY APPRAISAL DISTRICT
2008-2009

OFFICIAL BALLOT

CANDIDATES

GARY BENNETT

WHIT COFFIELD

JERRY DURANT

STEVE HARRIS

WARNER KILLOUGH

K. K. LAFLEUR

RESOLUTION

RESOLUTION ELECTING CANDIDATES FOR THE PARKER COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS

WHEREAS, an election is to be held whereby all taxing units of Parker County Appraisal District entitled to vote will cast ballots for the election of the Board of Directors for the Parker County Appraisal District for a period of two years beginning January 1, 2008; and

WHEREAS, the **GRANBURY INDEPENDENT SCHOOL DISTRICT** is a taxing unit in said appraisal district and is entitled to cast votes in said election; and

NOW THEREFORE, BE IT RESOLVED by the Granbury ISD that the votes of said taxing unit be cast as follows:

CANDIDATE	VOTES CAST

BE IT THEREFORE FURTHER RESOLVED, that the vote as stated above be certified to the Chief Appraiser of the Parker County Appraisal District in the election of the Board of Directors for the Parker County Appraisal District, Parker County, Texas.

Passed this the 6th day of November, 2007.

_____

ATTEST:

_____

Somervell Central Appraisal District
112 Allen Drive
Glen Rose, Texas 76043
Phone 254/897/4094 ***Fax 254/897/3258***

October 26, 2007

Granbury ISD Superintendent William Harris
600 W. Pearl St
Granbury, TX 76048

Dear Mr. Harris,

Nominations to serve as Director on the Somervell CAD have been received and attached you will find the official ballot. Also included is a breakdown of the number of votes for which each entity is entitled to.

Please notify me by resolution the number of votes for each candidate your governing body has chosen no later than December 15th. You may cast all of your votes for one candidate or distribute the votes among any number of candidates. Votes for anyone not listed on the official ballot will not be counted.

I will notify each entity of the outcome as soon as possible.

Thank you for your consideration and please feel free to call if you have any questions.

Sincerely,

OCT 30 2007

Duane Cox
Chief Appraiser
Somervell CAD

The number of votes for each taxing unit are as follows:

Glen Rose ISD	3,498
Somervell County	1,015
City of Glen Rose	90
Somervell County Water District	373
Granbury ISD	18
Walnut Springs ISD	1
Three Way ISD	5
TOTAL	5,000

OFFICIAL BALLOT

2007

BOARD OF DIRECTORS ELECTION

SOMERVELL COUNTY APPRAISAL DISTRICT

NOMINEES	VOTES CAST
BILL MOORE	
TOM LOUNSBERRY	
LEE MAGEE	
MITCHELL GEORGE	
RANDY DAVIS	
CLARK COLE	
BEN MIETH	
DARLENE CHAMBERS	

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

HUMAN RESOURCES

To: Board of Trustees
Date: November 6, 2007
For: Information

TO: Mr. William Harris, Superintendent

FROM: Troy K. Green
DATE: October 22, 2007
RE: Public Notification of Teacher Quality

SUMMARY:

According to the No Child Left Behind Act of 2001 (NCLB) each local school district is required to report how the District compares to measurable highly qualified (HQ) teacher objectives established by the State of Texas.

Please find attached the report that is presented for your information and will be made available to the public.

Respectfully submitted,

William Harris

William Harris, Superintendent of Schools

Staff Person Responsible: Troy Green, Executive Director of Human Resources

Date Submitted: October 22, 2007

"PUBLIC NOTIFICATION of TEACHER QUALITY (HIGHLY QUALIFIED)"

The No Child Left Behind Act of 2001 (NCLB) requires each local school district to report progress of the district toward meeting the State's measurable highly qualified (HQ) teacher objectives. The baseline for these statewide objectives was established during the 2002-03 school year. During the current year, the District is required to report this information to the Board of Trustees in a public report by November 15, 2007.

The following table indicates the target percentages established by the state per year compared to the actual percentage of highly qualified teachers employed by the Granbury Independent School District and the statewide results.

School Year	Percentage of HQ Teachers (State Aggregate) **Target**	State Actual Percentage	G I S D Percentage of HQ Teachers
2002-03 (State Baseline/State Actual/GISD Actual)	76.2	93.09	97.47
2006-07 (State Target/State Actual/GISD Actual)	100.0	99.1	100.0
2007-08 (State Target/State Actual/GISD Actual)	100.0	Unavailable at Press Time	100.0

During the baseline year (2002-03) the District was able to report 97.47% of its teaching faculty in the academic core areas (compared to the State result of 93.09%) as highly qualified classroom teachers. The District's percentage of highly qualified teachers has continued to increase since the baseline year. During the 2006-07 school term the State target was 100% and the District was able to report 100% of its classroom teachers as meeting the measurable standards for highly qualified teachers. The actual State result was 99.1%.

During the 2006-07 school year all local campuses reached the target of Highly Qualified teachers (100%) as indicated below:

PERCENTAGE OF HQ TEACHERS REPORTED BY CAMPUS

CAMPUS	PERCENTAGE
Granbury High	100.00
Behavior Transition Center	100.00
STARS	100.00
Crossland 9th Grade Center	100.00
Granbury Middle	100.00
Acton Middle	100.00
Oak Woods Intermediate	100.00
Brawner Intermediate	100.00
Acton Elementary	100.00
Baccus Elementary	100.00
Roberson Elementary	100.00
Mambrino Elementary	100.00

The attached graph (page 6) will show the District's progress compared to the State and to the State Aggregate target percentage.

The following chart shows the percentage of Highly Qualified teachers at each campus for three years 2002-2003 (the baseline year), 2006-2007 and 2007-2008.

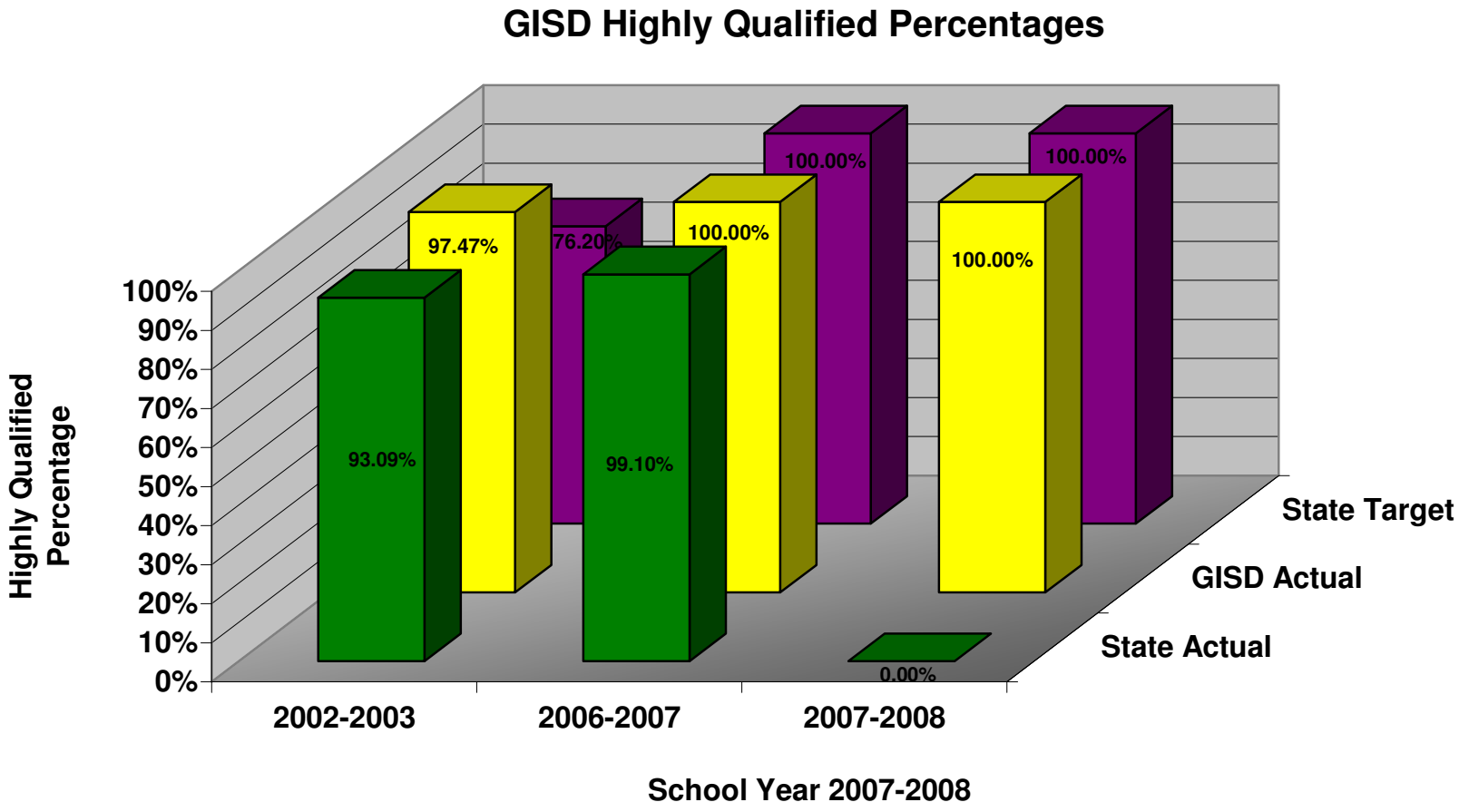
Campus	02-03 HQ %	06-07 HQ %	07-08 HQ %
Acton Elem	100.00%	100.00%	100.00%
Baccus Elem	96.43%	100.00%	100.00%
Roberson Elem	96.15%	100.00%	100.00%
Mambrino	100.00%	100.00%	100.00%
Brawner Int	100.00%	100.00%	100.00%
Oakwoods Int	100.00%	100.00%	100.00%
AMS	94.59%	100.00%	100.00%
GMS	93.18%	100.00%	100.00%
Crossland 9th Grd Cntr	N/A	100.00	100.00
GHS	98.51%	100.00%	100.00%
BTC	66.67%	100.00%	100.00%
STARS	100.00%	100.00%	100.00%
HCRJC	100.00%	N/A	N/A
District Total	97.47%	100.00%	100.00%

Another objective of the No Child Left Behind (NCLB) law is to reduce the number of classes being taught by Non-Highly Qualified Teachers or Teachers out-of-field for all of our students but particularly for the lower socio-economic students. The classes taught by Highly Qualified Teachers is becoming more of a focus of the reports than it has been in the past.

The following chart (page 5) will show you that we have reached the target of 100% of all core academic classes as well as 100% of Highly Qualified Teachers.

Texas State Measurable Highly Qualified Teacher Objectives

A	B	C	D	E	F	G	H	I	J	K
Baseline Data and Targets	**State Target Percentage of Classes Taught by HQ Teachers**	**State Actual Percentage of Classes Taught by HQ Teachers**	**Granbury Actual Percentage of Classes Taught by HQ Teachers**	**State Actual Percentage of Classes Taught by HQ Teachers (Low-Poverty Schools)**	**Granbury Percentages of Classes Taught by HQ Teachers (Low-Poverty Schools)**	**State Target Percentage of HQ Teachers**	**State Actual Percentage of HQ Teachers**	**Granbury Percentage of HQ Teachers**	**State Target Percentage of Teachers receiving high-quality professional development (State Aggregate)**	**Granbury Percentage of Teachers receiving high-quality professional development (Title I, Part A Compliance Report)**
2002 -2003 Baseline	75.80%	91.14%	97.21%	N/A	N/A	76.20%	93.09%	97.47%	90.50%	92.30%
2006 -2007 Target	100.00%	98.4%	100.00%	98.8%	100.00%	100.00%	99.1%	100.00%	100.00%	100.00%
2007 -2008 Target	100.00%	Not available at Press Time	100.00%	Not available at Press Time	100.00%	100.00%	Not available at Press Time	100.00%	100.00%	100.00%


GISD Highly Qualified Percentages
Highly Qualified Percentage
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
93.09%
97.47%
76.20%
99.10%
100.00%
100.00%
100.00%
100.00%
0.00%
2002-2003
2006-2007
2007-2008
School Year 2007-2008
State Target
GISD Actual
State Actual

Vantage Points

A Board Member's Guide to Update 81

TASB Policy Service

Vantage Points is an executive summary, prepared for board members, of the TASB Localized Update. The topic-by-topic outline and the thumbnail descriptions focus attention on key issues to assist local officials in studying specific changes found in the policies. The description of policy changes in ***Vantage Points*** is highly summarized and should not substitute for careful attention to the significantly more detailed, district-specific Explanatory Notes and the policies within the localized update packet.

PLEASE NOTE: This Update 81 ***Vantage Points*** and the Localized Update 81 packet may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

We welcome your comments or suggestions for improving ***Vantage Points***. Please write to us at TASB Policy Service, P.O. Box 400, Austin, TX 78767-0400, or call us at 800-580-7529 or 512-467-0222.

For further information about Policy Service, visit our Web site at **http://www.tasb.org/services/policy**.

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The Big Picture:

Update 81 is drawn almost exclusively from the actions of the 80th Legislature, which passed approximately 200 bills with school-related provisions. While not all of the new laws are cited in legal policies or generate changes to local policies, the number of bills that impact the manual make this a lengthy update. Modifications to district practices appear in all seven sections of the manual and the most significant policy changes are summarized here.

Board

Duties

HB 2563 created, amended, and consolidated duties of the board and the superintendent, resulting in extensive revisions to BAA(LEGAL) and BJA(LEGAL). The bill mandates collaboration between the board and superintendent on items such as student achievement; community support; educational leadership; policies and goals tied to the vision statement and long-range educational plan; professional development; and evaluation of board and superintendent leadership, governance, and teamwork.

A new AE(LEGAL) has been developed to address the HB 2563 requirement that boards adopt a vision statement and comprehensive goals for the district and the superintendent. Once adopted, they may be included in the manual as local policy.

Training

HB 2563 also directs the board, at the last regular meeting of the calendar year, to include in the minutes whether each trustee has completed any training required to be completed as of the meeting date. This requirement can be found at BBD(LEGAL) and is in addition to an existing requirement to announce and record the completion of board member training at the meeting at which the call for elections is normally scheduled.

Terms

A provision from SB 670 allowing the board to change the length of trustee terms can be found at BBB(LEGAL), along with other revisions on the administration of elections. The SB 670 provision allows a district to fully comply with the joint election obligations added by HB 1 in the 79th Legislature, third called session, and further explained in an attorney general's opinion. If the board decides to change the length of trustee terms, BBB(LOCAL) will need to be revised to indicate the new election cycle.

Conflicts Disclosure

BBFA(LEGAL) reflects HB 1491 changes to Chapter 176 of the Local Government Code clarifying some of the conflicts disclosure requirements, including:

- When a conflicts disclosure statement regarding a vendor relationship is required,
- That taxable income must exceed $2,500 to trigger a filing,
- That taxable income includes investment income, and

- That political contributions and gifts from family members do not need to be reported in a conflicts disclosure statement.

The Texas Ethics Commission must release revised conflict of interest statement and questionnaire forms to comply with these changes by October 1, 2007.

Board Meetings

Several bills prompted revisions to BE(LEGAL) on board meetings:

- SB 1306 adds to the definition of a meeting, for purposes of the Open Meetings Act, an exception for ceremonial events and press conferences if no formal action is taken and discussion of public business is only incidental.
- HB 2563 requires the board to allow the superintendent to present a recommendation on any item that is being voted on. The same bill requires that board member attendance at the meeting be recorded in the minutes.
- SB 1499 allows an emergency meeting to be held when there is a sudden relocation of a large number of residents to the district.
- SB 61 allows the board to act with less than a quorum when a disaster has been declared and a majority of members cannot be present at a board meeting.

At DC(LEGAL), the board's acceptance or rejection of the superintendent's recommendation on the selection of district personnel must now be recorded in the board meeting minutes, pursuant to HB 2563.

Finances

A number of bills also brought about revisions to CH(LEGAL) on purchasing:

Purchasing

- HB 2918 removed catalog purchases as a permissible method for purchases valued at or above $25,000.
- HB 273 requires a district to consider factors in awarding contracts that were previously optional. The same bill also requires the district to create a management fee report, to be presented at a board meeting, for certain contracts valued at or above $25,000.
- HB 1886 prohibits the use of interlocal contracts to purchase engineering or architectural services.
- SB 12 requires the board to establish goals to reduce electricity consumption.
- SB 7 addresses the purchase of automated external defibrillators.

Financial Statement

At CFA(LEGAL), HB 978 extends the deadline for publishing the annual financial statement to not later than the 150th day after the end of the fiscal year, which is consistent with the TEA deadline. The minimum requirements for the school fiscal accounting system prescribed by HB 2365 have also been added to this policy.

Depository

BDAE(LOCAL) POLICY CONSIDERATIONS:

As indicated at BDAE(LEGAL), districts now have the option of using a request for proposal process, in addition to the competitive bidding process, to select a depository. A new provision in this local policy allows the board to delegate to the superintendent the authority to determine the method for selecting a depository.

Operations

Automated External Defibrillators

Several legal policies were affected by SB 7, which addresses instruction on CPR and the use of automated external defibrillators (AEDs). CKD(LEGAL), a new code for provisions on medical emergencies, includes the requirement that districts make AEDs available at certain athletic competitions and practices, beginning with the 2007–08 school year. This policy also includes provisions on the use and maintenance of AEDs, the requirement for trained staff, and response procedures for cardiac arrest emergencies.
DMA(LEGAL) includes text requiring that certain employees and student athletic trainers participate in instruction provided by the district on AEDs and CPR. The AED certification requirements for employees can be found at DBA(LEGAL).

Public Information

GBAA(LOCAL) POLICY CONSIDERATIONS:

At GBAA(LEGAL), a new section on large or frequent requests for information contains material from HB 2564 meant to address the concerns of governmental entities that receive frequent, large requests from the public. The new law allows districts to charge certain requestors if personnel time spent responding to requests exceeds a specified amount of time established by the district, which may not be less than 36 hours. To make use of this provision, a district must comply with fairly extensive documentation requirements.

If the district wishes to exercise this option to charge individual requestors of public information for personnel time, please contact your policy consultant/analyst so that appropriate language may be added at GBAA(LOCAL).

The revisions to GBA(LEGAL) were initiated by five bills addressing release to the public of certain information, including the results of an educator certification exam, the name of a student involved in an improper relationship with an educator, an audit working paper, Social Security numbers, and information identifying the victim of a crime.

Visitors to Schools

GKC(LOCAL) POLICY CONSIDERATIONS:

As reflected at GKC(LEGAL), SB 9 allows a district to require visitors to show identification and permits the district to establish a database to store such information for security purposes. Further, the district may access the Texas Department of Public Safety database or other databases to determine whether the visitor is a registered sex offender.

SB 9 also requires districts to have a local policy addressing administrator response when a visitor is identified as a sex offender. GKC(LOCAL) authorizes the superintendent, working with campus administrators, to develop procedures for a variety of situations that might arise.

Employees

Criminal History Checks

DBAA is a new code containing provisions on criminal history checks for employees that outline a new system for districts, the State Board for Educator Certification (SBEC), Texas Education Agency (TEA), and Texas Department of Public Safety (DPS).

SB 9 authorizes and requires greatly expanded criminal history information reviews for most educators and other school employees. These reviews include national criminal history background checks, based on the submission of fingerprints, for all certified and currently employed educators, as well as all substitute teachers, whether certified or not, by September 1, 2011, and all noncertified school employees hired on or after January 1, 2008.

SB 9 also requires DPS to create the Criminal History Clearinghouse, an electronic clearinghouse and subscription service that will facilitate access to that information and provide updates of any subsequent criminal history. Districts must access the Clearinghouse for information on substitute teachers and noncertified employees. Based on a review of that information, TEA will certify to districts whether these individuals are employable under the standards imposed by the bill.

Provisions regarding criminal history checks of volunteers and certain employees of contractors can be found at GKG(LEGAL) and CH(LEGAL), respectively.

Also added at DBAA(LEGAL) are provisions from the federal Fair Credit Reporting Act that address limitations on a district's ability to obtain consumer credit reports for employment purposes and identify when a district may take adverse action against an applicant or employee based on a report. Record disposal requirements added by the Fair and Accurate Credit Transactions Act are also included.

DC (LOCAL) POLICY CONSIDERATIONS:

With the creation of the new code, DBAA, all provisions on the review of criminal history records are being removed from DC(LOCAL). Criminal history checks are now required by law, and most provisions previously in local policy are no longer necessary.

Conflicts Disclosure

DBD(LEGAL) reflects the HB 1491 changes to Chapter 176 of the Local Government Code that apply to employees. A district may extend the requirement to file a conflicts disclosure statement to any employee in a position with the authority to approve contracts and must identify these positions in policy.

New restrictions from HB 189 regarding financial benefits received by a superintendent for personal services have also been added to DBD(LEGAL). Any financial benefits must be approved by the board on a case-by-case basis in an open meeting.

Steroids Education

SB 8 requires athletic coaches for UIL activities at or above the seventh grade level to complete training on the health effects of steroids. This addition to DMA(LEGAL) is one segment of the broader state-initiated program for random steroid testing of students who participate in UIL athletics.

Employee/Board Relationship

The relationship between a board member and an employee is affected by new legislation addressing prohibited nepotism and the employee's right to communicate directly with a board member.

For districts in counties with a population over 35,000, a provision from HB 2563 has been added to DBE(LEGAL). In these districts, the board remains subject to the nepotism prohibitions for all personnel even when it has delegated hiring authority to the superintendent. The superintendent, as a public official, is also subject to the nepotism prohibitions for the employees he or she hires. Employees hired before September 1, 2007, are not prohibited from continuing employment.

A SB 135 provision that district policy may not restrict communication between an employee and a board member about a matter relating to the operation of the district is included at DC(LEGAL) and DGBA(LEGAL). The policy may prohibit employee access to board members if the communication relates to an appeal or hearing and both parties to the appeal or hearing are not present.

Grievances

DC(LEGAL) and DGBA(LEGAL) also include, from HB 2563, a requirement that a district's employment policies allow employees to present grievances to the board.

DGBA(LOCAL) POLICY CONSIDERATIONS:

The new statutory provision that a district may not restrict employee communications with board members outside of the grievance or appeal process has also been incorporated into DGBA(LOCAL).

Pursuant to HB 1622, DGBA(LEGAL) now states that the district's policy must allow an employee who has a grievance against his or her supervisor to complain to another supervisor if the grievance alleges unlawful harassment or "the violation of the law in the workplace."

In a new section at DGBA(LOCAL), an employee who alleges a supervisor's violation of the law may file a Level Two grievance with the superintendent. If the allegation is against the superintendent, the employee may complain directly to the board, beginning at Level Three.

DGBA(LOCAL) also cross-references DIA(LOCAL) when an employee alleges harassment by a supervisor.

Students

Dating Violence

HB 121 requires a district to adopt and implement a dating violence policy to be included in the district improvement plan. The policy requirements, which have been added to the list of district improvement plan components at BQ(LEGAL), include safety planning, enforcement of protective orders, school-based alternatives to protective orders, training for teachers and administrators, counseling for affected students, and awareness education for students and parents.

The requirement for a dating violence policy has also been referenced at FFH(LEGAL). A prohibition against dating violence was included in the 2007 TASB Model Student Code of Conduct.

FFH(LOCAL) POLICY CONSIDERATIONS:

Dating violence is now included in the list of prohibited activities at this code. The definition is from HB 121 and, following the format of the policy, several examples are given. Although all dating violence is prohibited, it will only trigger the procedures detailed in this code if it rises to a certain level of severity.

Physical Activity

EHAB(LEGAL) is affected by SB 530, which revised the daily physical activity requirements for elementary students, now specified as students in kindergarten through grade 5. Elementary students still must participate in 30 minutes of daily physical activity; however, a district may now use the alternative schedule of 135 total minutes during a school week only if the district determines that requiring the daily physical activity is impractical due to scheduling concerns or other factors.

Two aspects of SB 530 are not currently reflected in board policy: changes to the daily physical activity requirements for middle school students, which become effective with the 2008–09 school year, and the requirement for districts to annually assess the physical fitness of students in grades 3–12. The commissioner will be adopting an assessment instrument and rules to implement the physical fitness assessment requirement.

Assessments

As reflected at EK(LEGAL), SB 1031 limits a district's ability to administer local assessments, in subject areas for which a state assessment is administered, to ten percent or less of the instructional days in any school year. Exceptions are allowed for administration of college preparation assessments, advanced placement tests, international baccalaureate examinations, and state assessments.

Also from SB 1031, extensive provisions were added regarding college preparation assessments, which are administered at state cost with a corresponding reduction in state funds to the district. Districts must now administer a preliminary college preparation assessment instrument to eighth and tenth grade students for diagnostic purposes. Students may take a college preparation assessment instrument of their choice in either their eleventh or twelfth grade year.

HB 1844 requires districts to allow home schooled students to take the PSAT/NMSQT or an advanced placement test offered by the district. These students may be charged the same fee, if any, that the district charges its en-

rolled students to take the tests. A district must provide notice of testing opportunities on its Web site or in a newspaper.

Students Ages 21–25

FD(LOCAL) POLICY CONSIDERATIONS:

HB 1137 permits a district to admit students who are at least 21 and under 26 for the purpose of completing the requirements of a high school diploma. This option and the provisions for corresponding funding for such students are in FD(LEGAL).

The new provision at FD(LOCAL) does not allow admission of older students. If the board decides to admit these students, please contact your policy consultant/analyst for the appropriate text.

FOC(LEGAL) addresses discipline and FDB(LEGAL) addresses placement of these older students.

Placement of Multiple Birth Siblings

HB 314 provides that a parent of multiple birth siblings who are assigned to the same grade level and school may request that the students be placed in the same classroom or in different classrooms. Unless the request would require the district to add a class, the district must grant the request. After the first grading period, the principal may reassign the siblings if the original placement is disruptive. A parent may appeal the reassignment; however, the siblings will remain in the classroom chosen by the parent during the appeal.

Attendance of Students 18 and Over

FEA(LOCAL) POLICY CONSIDERATIONS:

HB 566 language permitting districts to extend compulsory attendance laws to students 18 and over who voluntarily attend or enroll in school has been added to FEA(LEGAL). Even if the district chooses to apply the non-attendance rules to these students, the compulsory attendance provisions do not apply to the students' parents.

Text applying compulsory attendance laws to students 18 and older has been added to FEA(LOCAL). If your district does not wish to apply compulsory attendance laws to these students, please contact your policy consultant/analyst.

Attendance for Credit

FEC(LOCAL) POLICY CONSIDERATIONS:

As detailed in FEC(LEGAL), HB 1137 establishes a new option that districts may offer to students who are at risk of losing credit due to absences.

The local policy now includes text allowing a student who attends less than 90 percent but at least 75 percent of the days a class is offered to obtain credit if the student completes a plan approved by the principal that addresses the instructional requirements of the class. If the student fails to complete the plan approved by the principal or if the student has less than 75 percent attendance, the student may still petition the attendance committee for credit.

If your district will not offer students the option to obtain credit through completion of a principal's plan, please contact your policy consultant/analyst for alternative language.

Expression of Religious Viewpoints

HB 3678, also known as the Religious Viewpoints Antidiscrimination Act, contains extensive provisions on student expression, reflected at FNA(LEGAL) and FNAB(LEGAL), addressing four general areas of student expression: freedom of religious expression, student speakers, religious expression in class assignments, and freedom of association. The law requires a district to:

- Treat a student's expression of a religious viewpoint on an otherwise permissible subject in the same manner as nonreligious speech;
- Adopt a policy establishing a limited public forum for student speakers at all school events at which a student is to publicly speak;
- Evaluate class assignments containing religious content by ordinary academic standards; and
- Allow students to organize religious groups and meetings to the same extent that students are permitted to organize noncurricular student activities and groups.

Included in the bill is a "model" local policy. Districts that adopt the model or a policy that is "substantially identical" will be considered in compliance with the new law. In July, TASB Policy and Legal Services provided materials to all districts regarding the required local policy so that districts could have a policy in place by the start of the school year.

A provision on freedom of speech has also been added to FNA(LEGAL) based on the recent U.S. Supreme Court case *Morse v. Frederick*, which

clarified that because of the special characteristics of the school environment and the governmental interest in stopping student drug abuse, a district may restrict student expression that it reasonably regards as promoting illegal drug use.

Discipline

FOC(LEGAL), FODA(LEGAL), and FOE(LEGAL) have all been modified in accordance with HB 2532, which permits a district to expel a student for Title 5 felony conduct and place the student in either a DAEP or a JJAEP. If the district chooses placement in a JJAEP, the district must reimburse the JJAEP for the actual cost of the student's enrollment.

HB 2532 also prompted revisions to FOE(LEGAL) regarding a student who is required to register as a sex offender. The district must remove the student from the regular classroom and determine an appropriate placement—either DAEP, JJAEP, or the regular classroom, depending on whether the student is under court supervision. A review committee must examine the student's placement at the end of the first semester of placement and make a recommendation to the board or designee regarding continued placement or return to the regular classroom. The board or designee may reject the committee's recommendation only if it makes certain determinations as detailed in policy.

The 2007 TASB Model Student Code of Conduct also includes sections on these two new discipline scenarios created by HB 2532.

OFFICERS AND OFFICIALS BDAE
DUTIES AND REQUIREMENTS OF DEPOSITORY (LOCAL)

SELECTING A DEPOSITORY

The Superintendent or designee shall have the authority to determine the method of selecting a depository in accordance with BDAE(LEGAL).

ALLOWABLE COLLATERAL

Eligible securities for collateralization of deposits are those defined as “eligible securities” by the Public Funds Collateral Act. [See CDA]

MONITORING COLLATERAL ADEQUACY

The District shall require monthly reports with market values of pledged securities from all financial institutions with which the District has collateralized deposits. The investment officers shall monitor adequacy of collateralization levels to verify market values and total collateral positions.

RELEASE OF PLEDGED SECURITIES

The investment officer or designee shall approve in writing the release or substitution of any securities pledged to the District that are being held by any organization.

EMPLOYMENT PRACTICES DC (LOCAL)

PERSONNEL DUTIES	The Superintendent shall define the qualifications, duties, and responsibilities of all positions and shall ensure that job descriptions are current and accessible to employees and supervisors.
POSTING VACANCIES	The Superintendent or designee shall establish guidelines for advertising employment opportunities and posting notices of vacancies. These guidelines shall advance the Board's commitment to equal opportunity employment and to recruiting well-qualified candidates. Current District employees may apply for any vacancy for which they have appropriate qualifications.
APPLICATIONS	All applicants shall complete the application form supplied by the District. Information on applications shall be confirmed before a contract is offered for a contractual position and before hiring or as soon as possible thereafter for a noncontractual position.
EMPLOYMENT OF CONTRACTUAL PERSONNEL	The Superintendent has sole authority to make recommendations to the Board regarding the selection of contractual personnel. The Board retains final authority for employment of contractual personnel. [See DCA, DCB, DCC, and DCE as appropriate]
EMPLOYMENT OF NONCONTRACTUAL PERSONNEL	The Board delegates to the Superintendent final authority to employ and dismiss noncontractual employees on an at-will basis. [See DCD]
EXIT INTERVIEWS AND EXIT REPORTS	An exit interview shall be conducted, if possible, and an exit report shall be prepared for every employee who leaves employment with the District.

PERSONNEL-MANAGEMENT RELATIONS DGBA
EMPLOYEE COMPLAINTS/GRIEVANCES (LOCAL)

GUIDING PRINCIPLES

INFORMAL PROCESS

The Board encourages employees to discuss their concerns and complaints through informal conferences with their supervisor, principal, or other appropriate administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

DIRECT COMMUNICATION WITH BOARD MEMBERS

Employees shall not be prohibited from communicating with Board members regarding District operations except when communication between an employee and a Board member would be inappropriate because of a pending hearing or appeal related to the employee.

FORMAL PROCESS

If an informal conference regarding a complaint fails to reach the outcome requested by the employee, he or she may initiate the formal process described below by timely filing a written complaint form.

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

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

FREEDOM FROM RETALIATION

Neither the Board nor any District employee shall unlawfully retaliate against an employee for bringing a concern or complaint. [See DG]

NOTICE TO EMPLOYEES

The principal of each campus and other supervisory personnel shall inform employees of this policy.

SPECIFIC COMPLAINTS

For more information on how to proceed with complaints regarding:

1. Alleged discrimination, including violations of Title IX or Section 504, see DAA.
2. Instructional materials, see EFA.
3. A commissioned peace officer who is an employee of the District, see CKE.

OTHER REVIEW PROCESSES

Complaints alleging certain forms of harassment, including harassment by a supervisor, shall be processed in accordance with DIA.

Complaints arising from any of the following must be addressed through the local and statutory processes indicated below:

1. The proposed nonrenewal of a term contract issued under Chapter 21 of the Texas Education Code, in accordance with DFBB.

2. The proposed termination or suspension without pay of an employee on a probationary, term, or continuing contract issued under Chapter 21 of the Texas Education Code during the contract term, in accordance with DFAA, DFBA, or DFCA, respectively.

This policy shall apply to all other employee complaints.

DEFINITIONS

For purposes of this policy, terms are defined as follows:

COMPLAINT / GRIEVANCE

The terms "complaint" and "grievance" shall have the same meaning. A complaint under this policy may include:

1. Grievances concerning an employee's wages, hours, or conditions of work;

2. Specific allegations of unlawful discrimination in employment based on the employee's sex, race, religion, national origin, age, or disability;

3. Specific allegations of unlawful discrimination or retaliation based on the employee's exercise of legally protected rights; or

4. Specific allegations of adverse personnel action based on the employee's good faith report to an appropriate law enforcement authority of a violation of a law by the District or a District employee, i.e., "whistleblower complaints." [See DG]

5. Complaints arising from the dismissal or termination of an at-will employee. [See DCD]

6. Complaints arising from the termination at end of year of the probationary contract of a professional employee. [See DFAB]

FILING

Complaint forms and appeal notices may be filed by hand-delivery, fax, or U.S. Mail. Hand-delivered filings shall be timely filed if received by the appropriate administrator or designee by the close of business on the deadline. Fax filings shall be timely filed if they are received on or before the deadline, as indicated by the date/time shown on the fax copy. Mail filings shall be timely filed if they are postmarked by U.S. Mail on the deadline and received by the appropriate administrator or designated representative no more than three days after the deadline.

RESPONSE	At Levels One and Two, "response" shall mean a written communication to the employee from the appropriate administrator. Responses may be hand-delivered or sent by U.S. Mail to the employee's mailing address of record. Mailed responses shall be timely if they are postmarked by U.S. Mail on the deadline and received by the employee or designated representative no more than three days after the response deadline.
DAYS	"Days" shall mean District business days. In calculating time lines under this policy, the day a document is filed is "day zero," and all deadlines shall be determined by counting the following day as "day one."
REPRESENTATIVE	"Representative" means any person who or an organization that does not claim the right to strike and is designated by the employee to represent him or her in the complaint process.
DESIGNATION OF REPRESENTATIVE	The employee may designate a representative through written notice to the District at any level of this process. If the employee designates a representative with fewer than three days' notice to the District before a scheduled conference or hearing, the District may reschedule the conference or hearing to a later date, if desired, in order to include the District's counsel.
WHISTLEBLOWER COMPLAINTS	Whistleblower complaints shall be filed within the time specified by law. Such complaints shall first be filed in accordance with LEVEL TWO, below. Time lines for the employee and the District set out in this policy may be shortened to allow the Board to make a final decision within 60 days of the initiation of the complaint. [See DG]
GENERAL PROVISIONS	Complaints arising out of an event or a series of related events shall be addressed in one complaint. Employees shall not bring separate or serial complaints arising from any event or series of events that have been or could have been addressed in a previous complaint. When two or more complaints are sufficiently similar in nature and remedy sought to permit their resolution through one proceeding, the District may consolidate the complaints.
UNTIMELY FILINGS	All time limits shall be strictly followed unless modified by mutual written consent. If a complaint form or appeal notice is not timely filed, the complaint may be dismissed, on written notice to the employee, at any point during the complaint process. The employee may appeal the dismissal by seeking review in writing within ten days, starting at the level at which the complaint was dismissed. Such appeal shall be limited to the issue of timeliness.

COSTS INCURRED

Each party shall pay its own costs incurred in the course of the complaint.

COMPLAINT FORM

Complaints under this policy shall be submitted in writing on a form provided by the District.

Copies of any documents that support the complaint should be attached to the complaint form. If the employee does not have copies of these documents, they may be presented at the Level One conference. After the Level One conference, no new documents may be submitted unless the employee did not know the documents existed before the Level One conference.

A complaint form that is incomplete in any material aspect may be dismissed, but may be refiled with all the requested information if the refiling is within the designated time for filing a complaint.

COMPLAINTS AGAINST SUPERVISORS

Complaints alleging a supervisor's violation of law may be made to the Superintendent beginning at Level Two. A complaint alleging a violation of law by the Superintendent may be made directly to the Board beginning at Level Three.

LEVEL ONE

Complaint forms must be filed:

1. Within 15 days of the date the employee first knew, or with reasonable diligence should have known, of the decision or action giving rise to the complaint or grievance; and

2. With the lowest level administrator who has the authority to remedy the alleged problem.

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

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

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

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

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

LEVEL TWO

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

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

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

LEVEL THREE

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

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

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

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

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

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

In addition to any other record of the Board meeting required by law, the Board shall prepare a separate record of the Level Three presentation. The Level Three presentation, including the presen-

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

The Board shall then consider the complaint. It may give notice of its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting. If for any reason the Board fails to reach a decision regarding the complaint by the end of the next regularly scheduled meeting, the lack of a response by the Board upholds the administrative decision at Level Two.

ADMISSIONS

FD
(LOCAL)

PERSONS AGE 21 AND OVER

The District shall not admit into its public schools any person age 21 or over unless otherwise required by law.

REGISTRATION FORMS

Appropriate registration forms shall be completed annually and signed by the student's parent, legal guardian, or other person having lawful control. Students who have reached age 18 shall be permitted to complete and sign these forms themselves.

MINOR LIVING APART

PERSON STANDING IN PARENTAL RELATION

A minor student residing in the District but whose parent, guardian, or other person having lawful control under a court order does not reside in the District shall present a Power of Attorney assigning responsibility for the student in all school-related matters to an adult resident of the District.

MISCONDUCT

Any such student who has engaged in misconduct that results in any of the consequences found in Education Code 25.001(d) shall not be permitted to attend a District school.

EXCEPTIONS

Based on the individual student's circumstance, the Superintendent shall have authority to grant exceptions to the Power of Attorney requirement and to the exclusion for misconduct.

RESIDENCY REVIEW

The Superintendent shall determine whether a minor student residing in the District separate and apart from a parent, guardian, or other person having lawful control is present in the District for the primary purpose of participating in extracurricular activities.

NONRESIDENT STUDENT IN GRANDPARENT'S AFTER-SCHOOL CARE

The parent and grandparent of a nonresident student requesting admission under Education Code 25.001(b)(9) shall provide to the Superintendent the required information on the grandparent's residency and complete a form provided by the District describing the extent of after-school care to be provided by the grandparent.

The Superintendent shall have authority to approve such admissions requests in accordance with criteria approved by the Board.

PLACEMENT

ACCREDITED SCHOOLS

Students entering a District school from accredited public, private, or parochial schools after grade 1 shall provide evidence of prior schooling outside the District. They shall be placed initially at the grade level reached elsewhere, pending observation by the classroom teacher, guidance personnel, and the principal. On the basis of these observations and results of tests that may be administered by appropriate District personnel, the principal shall determine the final grade placement.

For the purposes of this policy, "accredited" shall be defined as accreditation by TEA, an equivalent agency from another state, or an accrediting association recognized by the Commissioner of Education.

NONACCREDITED SCHOOLS

Students entering a District school from nonaccredited public, private, or parochial schools, including homeschools, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel.
2. Recommendation of the sending school.
3. Prior academic record.
4. Chronological age and social and emotional development of the student.
5. Other criteria deemed appropriate by the principal.

TRANSFER CREDIT

The District shall validate high school credit for courses of transfer students from nonaccredited public, private, or parochial schools by testing or by other evidence that the courses meet State Board requirements and standards.

FOREIGN EXCHANGE STUDENTS

Foreign exchange students entering the District's high school shall have conversational ability in the English language and shall be capable of performing ordinary classroom work in English. The host families for all exchange students shall reside within the geographical boundaries of the District.

There shall be no diploma awarded to any foreign exchange student signifying graduation from the District. Exchange students shall not be permitted to dress in graduation regalia or participate in the regular graduation exercises.

The area representative of any exchange student program shall contact the appropriate school official at the central administration building prior to making a commitment to the student or final arrangements with the host family for approval of placement in the District.

All exchange student records and related paperwork shall be initially submitted to the office of the appropriate central administration official who shall in turn communicate necessary information to the principal and/or registrar of the receiving school.

No special treatment or privileges shall be extended to exchange students within District schools such as special assemblies, faculty advisors, financial assistance, or organization of local chapters of exchange student clubs.

WITHDRAWAL

Minor students may withdraw from school by presenting a request signed by the student's parent or guardian and stating the reason for the withdrawal. Students 18 or older may request withdrawal without a parent's or guardian's signature.

[For District withdrawal of students no longer in attendance, see FEA(LOCAL)]

Students in violation of the compulsory attendance law shall be reported to the District attendance officer, who may institute court action as provided by law.

STUDENTS AGE 18 AND OVER

A student who voluntarily attends school after the student's eighteenth birthday shall be required to attend school until the end of the school year.

WITHDRAWAL FOR NONATTENDANCE

The District may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions:

1. The student has been absent ten consecutive school days; and
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

For withdrawal of students 18 or older, see FEA(LEGAL).

STUDENTS IN HOMESCHOOLS

When the District becomes aware that a student is being or will be homeschooled, the Superintendent or designee may request in writing a letter of notification from the parents of their intention to homeschool using a curriculum designed to meet basic education goals of reading, spelling, grammar, mathematics, and a study of good citizenship.

If the parents refuse to submit a letter of notification or if the District has evidence that the school-age child is not being homeschooled within legal requirements, the District may investigate further and, if warranted, shall pursue legal action to enforce the compulsory attendance law.

ATTENDANCE COMMITTEES

The Board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092.

The Superintendent or designee shall make the specific appointments in accordance with legal requirements.

PARENTAL NOTICE OF EXCESSIVE ABSENCES

A student and the student's parent or guardian shall be given written notice prior to and at such time when a student's attendance in any class drops below 90 percent of the days the class is offered.

METHODS FOR REGAINING CREDIT

When a student's attendance drops below 90 percent but remains at least at 75 percent of the days the class is offered, the student may earn credit for the class by completing a plan approved by the principal. This plan must provide for the student to meet the instructional requirements of the class as determined by the principal.

If the student fails to successfully complete the plan, or when a student's attendance drops below 75 percent of the days the class is offered, the student, parent, or representative may request award of credit by submitting a written petition to the appropriate attendance committee.

Petitions for credit may be filed at any time the student receives notice but, in any event, no later than 30 days after the last day of classes.

The attendance committee shall review the student's entire attendance record and the reasons for absences and shall determine whether to award credit. The committee may also, whether a petition is filed or not, review the records of all students whose attendance drops below 90 percent of the days the class is offered.

Students who have lost credit because of excessive absences may regain credit by fulfilling the requirements established by the attendance committee.

PERSONAL ILLNESS

When a student's absence for personal illness exceeds three consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or condition that caused the student's extended absence from school.

If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.

GUIDELINES ON EXTENUATING CIRCUMSTANCES

The attendance committee shall adhere to the following guidelines to determine attendance for credit:

DAYS OF ATTENDANCE

1. All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days, required court appearances, and health-care appointments shall be considered days of attendance for this purpose. [See FEB]

TRANSFERS / MIGRANT STUDENTS

2. A transfer or migrant student incurs absences only after his or her enrollment in the District.

BEST INTEREST STANDARD

3. In reaching consensus regarding a student's absences, the committee shall attempt to ensure that its decision is in the best interest of the student.

4. The Superintendent or designee shall develop administrative regulations addressing the committee's documentation of the decision.

DOCUMENTATION

5. The committee shall consider the acceptability and authenticity of documented reasons for the student's absences.

CONSIDERATION OF CONTROL

6. The committee shall consider whether the absences were for reasons out of the student's or parent's control.

STUDENT'S ACADEMIC RECORD

7. The committee shall consider whether or not the student has completed assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

INFORMATION FROM STUDENT OR PARENT

8. The student or parent shall be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

IMPOSING CONDITIONS FOR AWARDING CREDIT

The committee may impose any of the following conditions for receiving credit lost because of excessive absences:

1. Completing additional assignments, as specified by the committee or teacher.
2. Satisfying time-on-task requirements before and/or after school.
3. Attending tutorial sessions as scheduled.
4. Attending Saturday classes.
5. Maintaining the attendance standards for the rest of the semester.

6. Taking an examination to earn credit.

In all cases, the student must also earn a passing grade in order to receive credit.

APPEAL PROCESS A parent or student may appeal the decision of the attendance committee in accordance with FNG(LOCAL) beginning at Level Three.

Note: This policy addresses harassment of District students. For provisions regarding harassment of District employees, see DIA. For reporting requirements related to child abuse and neglect, see FFG.

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

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

SEXUAL HARASSMENT

BY AN EMPLOYEE

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

1. A District employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
2. The conduct is so severe, persistent, or pervasive that it:
    a. Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
    b. Creates an intimidating, threatening, hostile, or abusive educational environment.

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

BY OTHERS

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

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

3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

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

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

DATING VIOLENCE

Dating violence occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

For purposes of this policy, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

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

OTHER PROHIBITED HARASSMENT

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

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

2. Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or

3. Otherwise adversely affects the student's educational opportunities.

EXAMPLES

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

REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

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

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

TIMELY REPORTING

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

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

DISTRICT OFFICIALS

1. For sexual harassment, the Title IX coordinator. [See FB(LOCAL)]

2. For all other prohibited harassment, the Superintendent.

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

NOTIFICATION OF REPORT

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

NOTICE TO PARENTS

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

CONFIDENTIALITY

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

INVESTIGATION OF THE REPORT

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

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

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

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

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

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

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

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

DISTRICT ACTION

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

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

APPEAL

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

RETALIATION PROHIBITED

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

RECORDS RETENTION

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

ACCESS TO POLICY

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

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

REGISTERED SEX OFFENDERS ON DISTRICT PREMISES

The Superintendent, working with campus administrators, shall develop and implement procedures regarding campus visitors who are identified as sex offenders. These procedures shall address:

1. Parental rights;
2. Escort by District personnel;
3. Access to common areas of the campus;
4. Access to classrooms;
5. Drop off and release of students;
6. Eligibility to serve as volunteers; and
7. Any other relevant issues.