Regular

Monday, September 17, 2012 5:00 PM
Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048

1. **Call to order - 5:00 PM - GISD Board Room**
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
3. **Reconvene in open session - 6:00 PM**
4. **Moment of Silence/Invocation**
5. **Pledges - U.S. Flag & Texas Flag**
6. **Achievement Spotlight**
   a. College Board's National Hispanic Recognition Program Scholar, Evangelina Oviedo
7. **Public comments/audience participation**
8. **Discussion/Action**
   a. Consider Consent Agenda Items
      1. Minutes of the August 27, 2012 Regular Meeting and August 31, 2012 Special Meeting
      2. Consider renewal of General Merchandise and Consumables Bid 2011-33
      3. Consider Athletic Supplies Spring Sports 2012-21
      4. Consider Ground Supplies CSP 2012-22
   b. Consider Hood County Adjunct Faculty Agreement
   c. Consider Class Size Waiver
   d. Consider Strategic Plan Agreement
   e. Consider Board Operating Procedures
9. **Discussion/Information**
   a. Superintendent Report
      1. GISD Program Improvements
      2. Rachel's Challenge
      3. Student Drug Testing Program
10. **Consider action on items discussed in closed session**
    a. Consider staff appointments
    b. Consider purchase, exchange, lease or value of real property
11. **Adjourn**

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
August 27, 2012

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, August 27, 2012, at 5:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas.

Presiding Officer .....Micky Shearon President

Board Members Present

Nancy Alana
Barbara Herrington
Mark Jackson
B.J.Wallace
Don Walton

Board Members Absent

None

School Officials Present

Dr. James M. Largent, Superintendent
Carol Howard, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Tom Howard, Director of Human Resources
Amy Wood, Technology Director
Jeff Meador, Public Information Officer
Carola Bradley, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

Micky Shearon, President, called the meeting to order at 5:02 p.m. and noted that a quorum of board members was present, the meeting was duly 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 5:03 p.m. under the Texas Open Meeting Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel.

Reconvened

The Board reconvened in open session at 5:46 p.m. and went into recess until 6:00 p.m.

Pledge - U.S. Flag and Texas Flag

Granbury High School MJROTC Led the Pledges.

Public Meeting to Discuss Budget and Proposed Tax Rate

Sharay Boynton, Executive Director of Finance, presented the Budget and Proposed Tax Rate to the public.

Close Public Meeting

Public Meeting was closed at 6:25 p.m.

Reconvene in Open Session for Regular Meeting

The Board reconvened in open session for the regular meeting at 6:25 p.m.

Achievement Spotlight

Walden Woods Project Environment Leadership Award Recipient/Future INESPO Participant Mariah Rendeiro was presented to the Board.

FFA Lone Star Degree Recipients Ivy Bell, Alexis Carpenter, Connor Cox, Austin Montgomery and Ashlee Myers were recognized.

Lake Whitney FFA District Officer Ty Robertson was recognized.

Public comments/audience participation

None

Consider Consent Agenda Items

Barbara Herrington requested to pull item number 2, Budget Amendments.

A motion was made by Mark Jackson and seconded by Nancy Alana to approve items 1 and 3 through 8 as presented. 1. Minutes of the July 23, 2012 Regular Meeting; 3. Consider Paint Supplies, Athletic Pain & Equipment 2012-17; 4. Consider Renewal of Waste Management Services CSP 2011-29; 5. Consider Renewal of Pest Management Services CSP 2010-30; 6. Consider Continued Participation in TASB Unemployment Program; 7. Consider TASB Risk Management Fund Inter local Participation Agreement; 8. Consider Xerox Lease Continuations. **MOTION CARRIED**: Yes 6 – No 0

A motion was made by Barbara Herrington and seconded by Don Walton to approve item number 2, Budget Amendments as presented. **MOTION CARRIED**: Yes 6 – No 0

Consider 2012-2013 Compensation Plan

A motion was made by Barbara Herrington and seconded by Nancy Alana to approve the 2012-2013 Compensation Plan as presented with the change made in executive session. **MOTION CARRIED**: Yes 6 – No 0

Consider 2012-2013 Salary Increases

A motion was made by Don Walton and seconded by Mark Jackson to approve the 2012-2013 Salary Increases as presented. **MOTION CARRIED**: Yes 6 – No 0

Consider Adoption of 2012-2013 General Operations, Food Service and Debt Service Budgets

A motion was made by Mark Jackson and seconded by Don Walton to approve the 2012-2013 General Operations, Food Service and Debt Service Budgets as presented. **MOTION CARRIED**: Yes 6 – No 0

Consider 2012 Tax Rate

A motion was made by Mark Jackson and seconded by Don Walton to approve the 2012 Tax Rate of $1.040 M&O and $.105 Debt as presented. **MOTION CARRIED**: Yes 6 – No 0

Consider Resolution Committing Fund Balance

A motion was made by Don Walton and seconded by B. J. Wallace to approve the Resolution Committing Fund Balance. **MOTION CARRIED**: Yes 6 – No 0

Consider Technology Purchases

A motion was made by Don Walton and seconded by Barbara Herrington to approve the technology purchases as presented. MOTION CARRIED: Yes 6 – No 0

Consider Parker County Texas 4-H Organization

A motion was made by Barbara Herrington and seconded by Don Walton to approve the Parker County Texas 4-H organizations resolution as presented. **MOTION CARRIED**: Yes 6 – No 0

Consider Inter-local Agreement with Hood County for Truancy Program

A motion was made by Don Walton and seconded by B. J. Wallace to approve the inter-local agreement with Hood County for the Truancy program. **MOTION CARRIED**: Yes 6 – No 0

Superintendent Reports – Strategic Planning

Dr. James Largent, Superintendent, visited with the Board about hiring a firm to help with strategic planning for the school district.

Financial Statement as of July 31, 2012

Sharay Boynton, Executive Director of Finance, presented the financial statements as of July 31, 2012 to the Board.

Special Education Budget

Chuck Schreiber, Director of Special Education, presented the Special Education budget to the Board.

NCLB Federal Programs Budget

Sharon Williams, Director of Curriculum presented the NCLB Federal Programs budget to the Board.

Perkins Program Budget

Judy Gentry, Director of CTE, presented the Perkins Program budget to the Board.

Summer School Report

Sharon Williams, Director of Curriculum, gave a report on summer school.

AYP Report

Carol Howard, Assistant Superintendent, presented the report for AYP.

Special Education Department Report

Chuck Schreiber, Special Education Director, gave the Special Education department annual report.

Employee Handbook

Tom Howard, Director of Human Resources, presented the 2012-2013 employee handbook.

Revised Board Operating Procedures Draft

Board member, Barbara Herrington gave each member a copy of the Board Operating Procedures draft the their review and input.

Action on Items Discussed in Closed Session

- **Staff Appointments**

- **Consider purchase, exchange, lease or value of real property**
  None

Adjournment

There being no further business, the meeting was adjourned at 7:33 p.m.

_____ _____

Micky Shearon, President Nancy Alana, Board Secretary

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL SPECIAL MEETING
MINUTES
August 31, 2012

The Board of Trustees of the Granbury Independent School District convened in an official **SPECIAL** meeting on Friday, August 31, 2012, at 8:00 a.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas.

Presiding Officer.....Micky Shearon, President

Board Members Present

Mark Jackson
Micky Shearon
B. J. Wallace
Don Walton

Board Members Absent

Nancy Alana
Barbara Herrington

School Officials Present

Dr. James M. Largent, Superintendent
Jeff Meador, Public Information Officer
Carola Bradley, Recording Secretary

Others Present

None

Meeting Called to Order

Micky Shearon, President, called the meeting to order at 8:00 a.m. and noted that a quorum of board members was present, the meeting was duly called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Certification of Unopposed Candidates

Board President, Micky Shearon announced that all candidates were unopposed. A motion was made by B.J. Wallace and seconded by Mark Jackson to accept the Certification of Unopposed Candidates as presented. **MOTION CARRIED:** Yes 4 – No 0

Consider Cancellation of Board of Trustees Election

A motion was made by Mark Jackson and seconded by B. J. Wallace to cancel the Board of Trustees election for November 6, 2012. **MOTION CARRIED**: Yes 4 – No 0

Consider Appointing Wade Railsback to the Unexpired Term of Place 5 through the November 6, 2012 Election

A motion was made by Mark Jackson and seconded by Don Walton to appoint Wade Railsback to the unexpired term of Place 5 through the November 6, 2012 election. **MOTION CARRIED**: Yes 4 – No 0

Adjournment

There being no further business, the meeting was adjourned at 8:06 a.m.

_____ _____

Micky Shearon, Board President Nancy Alana, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: September 17, 2012
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: September 10, 2012
RE: General Merchandise Bid No. 2011-33 Renewal

SUMMARY:

A bid was let to provide vendors during the 2011-12 school year for the purchase of consumables and small miscellaneous supplies 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, 2012. The period of award was for one year with the option to renew annually for 2 additional 1-year terms. This will be the first of the two renewal options

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

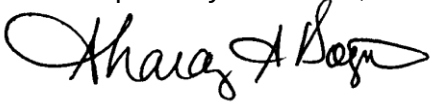
All vendors were contacted and have agreed to the renewal terms.

Anticipated expense for the renewal term is $55,000 to $75.000. To date under the current fiscal year we have spent $53,358.58 under this contract.

RECOMMENDATION:

It is recommended that the District renew award to vendors highlighted on the attached tabulation for the period of November 1, 2012 to October 31, 2013.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Deborah Johnson
Sharay Boynton

Date Submitted: September 10, 2012

BID FOR BOARD APPROVAL

Board Meeting Date: October 17, 2011 **Bid Number:** 2011-33

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, small electronic parts, first aid supplies, deli trays & baked goods, misc. instructional supplies, awards and prizes.

3. **Period of time bid covers:** From November 1, 2011 through October 31, 2012 with the option to renew for two additional years in one-year increments.

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:** Letters were sent to vendors on file; the bid was advertised in the Hood County News and posted on the district web site.

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

   The bid from McCoy's Building Materials included a price plan for different categories of items. A few of the categories identified in the bid were included but the majority of items included on their price plan relate more to building supplies.

7. **Listing of recommended vendors and total prices:** It is recommended award be made to H.E.B., Kroger and WalMart. Estimated expense will be between $55,000 and $75,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 9/13/2010

10. **Percentage increase or decrease from last bid**: None – discount remained the same at 0% from shelf prices.

11. **Budget information:** Purchases will be made from budgeted funds in the campus or department supply accounts.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: September 17, 2012
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: September 10, 2012
RE: Athletic Supplies & Equipment – 2012-21

SUMMARY:

A bid was let to provide supplies for the secondary campuses. This bid covered supplies for the, Baseball program, Boys Track program, Girls Track program, Golf program, and Softball program. The award will be for the period of notice to August 31, 2013. There is no option for renewal.

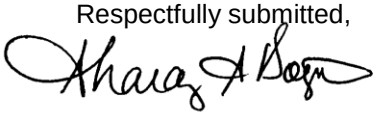
Summations of the processes and outcomes as well as a copy of the tabulations are attached for your review. Each sport is presented separately for accommodation of the appropriate coaches.

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 for the period of award notification to August 31, 2013.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Deborah Johnson
Dwight Butler
Coaches

Date Submitted: September 10, 2012

BID FOR BOARD APPROVAL

Board Meeting Date: September 17, 2012 **Bid Number:** 2012-21 Athletic Supplies Baseball Section

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

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From September 1, 2012 through August 31, 2013

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

   Brad Hart – GHS Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** Bid notification letters were sent to 141 vendors, the bid was posted on the district web site and advertised in the Hood County News.

6. **Number of bids received from vendors:** 8 (for the baseball portion)

7. **Listing of recommended vendors and total prices:** The recommendation for award of the line items is shaded in the column under the vendor name for a total expenditure of $4,967.85. Additional supplies, if needed, will be purchased on an as needed basis from the catalog discount bid.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 6/27/2011

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and a change in brands on some items, a comparison was not made.

11. **Budget information:** Expense for baseball supplies for the program will come from the account code and budget:

181 e 36 6395 00 001 0 91 050	$5,046.
181 e 36 6649 00 001 0 91 050	$ 300.

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: September 17, 2012 **Bid Number:** 2012-21 Athletic Supplies
Boys Track Section

1. Item, material or service (specific or classification): Boys Track Supplies

2. Brief description: A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. Period of time bid covers: From September 1, 2012 through August 31, 2013

4. Person and title responsible for the expenditure:

Jodie Scott – GHS Boys Track Coach
Dwight Butler – Athletic Director

5. Number of bids sent to vendors: Bid notification letters were sent to 141 vendors, the bid was posted on the district web site and advertised in the Hood County News.

6. Number of bids received from vendors: 8 (for the track portion)

8. Listing of recommended vendors and total prices: The recommendation for award of the line items is shaded in the column under the vendor name for a total expenditure of $5,394.12. Additional supplies, if needed, will be purchased on an as needed basis from the catalog discount bid.

9. Explanation of other than low recommendations:

E7 - Altius Pole Vault Poles: This item is a no award due to the variation in price and sizes of poles that were bid. Since the pole vault poles are determined by the individual pole vaulter, the exact size cannot be determined at this time. This item will be quoted from more than one vendor through the catalog discount bid at the time the student vaulter is identified.

9. Last bid date (bid of comparable nature within last 5 years): 6/27/2011

10. Percentage increase or decrease from last bid: Due to the size of the bid and a change in brands on some items, a comparison was not made.

13. Budget information: Expense for track supplies for the program will come from the following account codes with the following budgets.

181 e 36 6395 00 001 0 91 060	$5,900.
181 e 36 6649 00 001 0 91 060	$ 200.
181 e 36 6395 00 041 0 91 060	$1,483.
181 e 36 6395 00 042 0 91 060	$1,483.

14. 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: September 17, 2012 **Bid Number:** 2012-21 Athletic Supplies
Girls Track Section

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

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From September 1, 2012 through August 31, 2013

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

   Mike Pinkerton – GHS Girls Track Coach
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** Bid notification letters were sent to 141 vendors, the bid was posted on the district web site and advertised in the Hood County News.

9. **Number of bids received from vendors:** 11 (for the girls track portion)

10. **Listing of recommended vendors and total prices:** The recommendation for award of the line items is shaded in the column under the vendor name for a total expenditure of $3,302.92. Additional supplies, if needed, will be purchased on an as needed basis from the catalog discount bid.

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

    D6 – Tee Shirts: Recommendation is to award to Blue Moose Tees. Coach Pinkerton is supplementing his order from last year and must match the existing shirts. The existing shirts were from Blue Moose Tees. Coach Pinkerton contacted the low bidder, Jerry's Sporting Goods, and they would be unable to duplicate the screening on the shirts.

    D18 - Altius Pole Vault Poles: This item is a no award due to the variation in price and sizes of poles that were bid. Since the pole vault poles are determined by the individual pole vaulter, the exact size cannot be determined at this time. This item will be quoted from more than one vendor through the catalog discount bid at the time the student vaulter is identified.

9. **Last bid date (bid of comparable nature within last 5 years):** 6/27/2011

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and a change in brands on some items, a comparison was not made.

15. **Budget information:** Expense for track supplies for the program will come from the following account codes and budgets:

181 e 36 6395 00 001 0 91 070	$5,559.
181 e 36 6395 00 041 0 91 070	$1,100.
181 e 36 6395 00 042 0 91 070	$1,100.

16. **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: September 17, 2012 **Bid Number:** 2012-21 Athletic Supplies Golf Section

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

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From September 1, 2012 through August 31, 2013

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

Steve Ward – Golf Coach
Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** Bid notification letters were sent to 141 vendors, the bid was posted on the district web site and advertised in the Hood County News.

6. **Number of bids received from vendors:** 1 (for the golf portion)

11. **Listing of recommended vendors and total prices:** The recommendation for award of the line items is shaded in the column under the vendor name for a total expenditure of $816. Additional supplies, if needed, will be purchased on an as needed basis from the catalog discount bid.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 6/27/2011

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and a change in brands on some items, a comparison was not made.

17. **Budget information:** Expense for golf supplies for the program will come from the account codes and budgeted funds shown below:

181 e 36 6395 00 001 0 91 100	$1,504.
181 e 36 6395 00 041 0 91 100	25.
181 e 36 6395 00 042 0 91 100	25.
181 e 36 6395 09 005 0 91 100	300.
181 e 36 6395 00 001 0 91 101	1,066.

18. **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: September 17, 2012 **Bid Number:** 2012-21 Athletic Supplies Softball Section

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

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From September 1, 2012 through August 31, 2013

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

Chad Kimberling – GHS Softball Coach
Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** Bid notification letters were sent to 141 vendors, the bid was posted on the district web site and advertised in the Hood County News.

6. **Number of bids received from vendors:** 5 (for the softball portion)

12. **Listing of recommended vendors and total prices:** The recommendation for award of the line items is shaded in the column under the vendor name for a total expenditure of $3,674.02. Additional supplies will be purchased on an as needed basis from the catalog discount bid.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 6/27/2011

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and a change in brands on some items, a comparison was not made.

19. **Budget information:** Expense for softball supplies for the program will come from the following account code and budget.

181 e 36 6395 00 001 0 91 930	$4,000.
181 e 36 6649 00 001 0 91 930	$ 900.

20. **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: September 17, 2012
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: September 10, 2012
RE: Grounds Supplies 2012-22

SUMMARY:

Grounds supplies for the district are purchased on an as needed basis. A bid was let to provide vendors for grounds supplies for the 2012-13 school year with the option to automatically renew for two additional one-year terms if agreed to by all parties. Vendors responded on September 4, 2012. The original term of award will be October 1, 2012 to September 30, 2013.

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

Mr. Randy Leach, Facilities Director, has reviewed the responses and the following is the recommendation of Mr. Leach.

RECOMMENDATION:

It is recommended that the Board award of the highlighted vendors on the attached tabulation for the purchase of grounds supplies for the period from October 1, 2012 to September 30, 2013.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Randy Leach

Date Submitted: September 10, 2012

BID FOR BOARD APPROVAL

Board Meeting Date: XXXXXXX **Bid Number:** 2012-22

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

2. **Brief description:** A proposal was submitted to provide vendors for Grounds Supplies for the 2012-13 school year with the option to renew automatically for two additional years in one year increments.

3. **Period of time bid covers:** From notice through September 30, 2013

4. **Person and title responsible for the expenditure:** Randy Leach – Director of Facilities

5. **Number of bids sent to vendors:** 66

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

7. **Listing of recommended vendors and total prices:** The needs of the district vary; therefore, it is necessary to establish a contract with multiple vendors. Recommendation is to award to the following vendors:

   The Home Depot of Granbury
   John Deere Landscapes
   Lake Lawn Equipment
   Tomlinson Ball Field Material

   It is the recommendation of the Purchasing Department that the person making the purchase, along with the Maintenance Director, compare pricing among several vendors to ensure the district is receiving “best value”.

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

9. **Last bid date (bid of comparable nature within last 5 years):** July 27, 2009

10. **Percentage increase or decrease from last bid**: Changes were made to this proposal which divided it up into four different proposal areas to meet the needs of the maintenance department.

11. **Budget information:** Expenditures for grounds supplies will come from account codes 199 e 51 6317 00 951 0 99 000, 199 E 51 6317 00 951 0 99 0010, 199 E 51 6317 00 951 0 99 580 with a total proposed budget of $55,615.

Sharay S. Boynton
Executive Director of Finance

TEXAS A&M AGRILIFE EXTENSION

• 1410 W Pearl St Rm. 22 • Granbury, Texas 76048 • Phone # (817)579-3280 • Fax # (817)408-2533

ADJUNCT FACULTY AGREEMENT

THE STATE OF TEXAS
COUNTY OF HOOD

On this date, at regularly scheduled and posted meeting, came the Board of Trustees of the Granbury Independent School District, hereinafter referred to as "District." A quorum having being established, the Board proceeded to consider the appointment of the herein named individual as an adjunct faculty member of the Granbury Independent School District.

Upon consideration and vote of _____ in favor to _____, is hereby named as adjunct faculty member of the Granbury Independent School District subject to the following conditions and provisions of such appointment, to wit:

1. This appointment shall commence on the _____ day of _____ and end with any Texas A&M AgriLife Extension personal changes.

2. Adjunct faculty member will receive no compensation, salary, or remuneration from Granbury Independent School District.

3. Adjunct faculty member is and shall remain an employee, in good standing, of the Texas AgriLife Extension Service.

4. Adjunct faculty member shall be under the direct supervision of the District Extension Administrator of District 8, TCE District, or Hood County Extension Director.

5. Adjunct faculty member shall receive all group insurance benefits, workman's compensation insurance benefits, and unemployment insurance and any and all other plans for the benefit of Texas AgriLife Extension Service employees. District shall have no responsibility for any of such benefits or plans.

Adjunct faculty member shall direct the activities and participations of students of the School District in sponsored and approved activities as designated from time to time by adjunct faculty member for which notice shall be given to School District administrative personnel. Adjunct faculty members' activities and participations with students of the School District are directed, supervised, and controlled by and through supervisory personnel of the Texas AgriLife Extension Service pursuant to the supervisory authority of the District Extension Administrator. Adjunct faculty member is not the employee of School District, and School District does not nor shall supervise, direct or control the activities and/or participants of such Hood County Extension Agent who has been herein designated as an adjunct faculty member.

This appointment is made by Independent School District by and through the Board of Trustees of said district for the benefit of allowing voluntary student participation in programs conducted by the Texas AgriLife Extension Service in recognition of the education benefits arising from such participation and activities and/or directed by the Texas AgriLife Extension Service. This appointment is made in accordance with the provisions of Section 129.21 (k)(1) of Texas Administrative Code authorizing the school to deem such participating students in attendance for foundation school program purposes.

This appointment of the herein named Hood County Extension Agents Marty Vahlenkamp and Brianne Langdon is not intended nor shall be constructed as a waiver of any claim or defense of sovereign or governmental immunity from liability now possessed by Granbury Independent School District or any of its employees, agents, officers, and/or board members in the performance of governmental functions.

Signed this _____ day of _____, 2012

Granbury Independent School District

By: _____

Its: _____

Adjunct Faculty Appointment By:

_____
Hood County Extension Agent – AG

_____
Hood County Extension Agent - FCS

Approved:

_____
By: District Administrator, District 8
Texas AgriLife Extension Service

Extension programs serve people of all ages regardless of socioeconomic level, race color, sex, religion, disability, or national origin. The Texas A & M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating a member of The Texas A&M University System and its statewide Agriculture Program.

GRANBURY ISD

Helping Students Reach New Heights

DATE: 9/12/2012

CAMPUS: Oak Woods

WEEKLY ENROLLMENT REPORT

2012-2013	A	B	C	D	E	F	G	H	I	TOTAL
FIRST HR	23	23	23	23						92
SECOND HR	20	20	18	20						78
THIRD HR	22	22	22	22						88
FOURTH HR	16	13	15	15						59
FIFTH HR	27	25	24							76
										0
KINDER HR	23	23	23	22						91
PRE-KINDER HR	12	15								27

SCHOOL'S TOTAL	511

8/27/2009



Shannon Buerk is the Chief Learning Officer of Engage Learning Organization, a company dedicated to the transformation of educational systems. Engage partners with school districts and their stakeholders to create customized systems that support new learning platforms and environments for today's students.

Shannon's background includes teaching high school and community college, and serving as Curriculum Director, Assistant Superintendent for Learning and Associate Superintendent for Strategic Improvement. While an Assistant Superintendent in Coppell ISD, Shannon led a strategic planning effort to create a choice high school entirely based on project-based learning. Shortly afterward, she worked as a partner to a top tier education architect company, SHW Group, and learned how the design studio functions. These two experiences were the catalyst for the intersection of project-based learning and design thinking which have become the hallmarks of the Engage model of PBL. Currently, over 20 Texas clients have partnered with Engage to implement project-based learning and the results have been impressive for both student achievement and teacher growth.

Shannon has consulted with hundreds of school districts across the nation and trained over 75,000 teachers. She has been a facilitator for several networks of forward-thinking administrators including the Principals' Institute for the New Vision for Public Education in Texas, Transformational Leaders Collaborative of Region 10 Superintendents, and the Virginia Superintendents' Global Leadership Initiative. She will be leading TASA's Future-Ready Superintendents Institute this year as well. Shannon has also facilitated strategic design processes in visionary districts across the state and nation, engaging the community and staff in collaborative dialogue and action. Finally, she is a frequent presenter at state and national conferences, including AASA, TASA, TASCD, TASSP, CEFPI, VASCD, ISTE, and NSDC (Learning Forward).

 Engage Learning Inc. © 2012



Teresa Tate brings a wealth of experience in education and design to the Engage team. With 30 years of experience in education, Teresa has an aptitude for crafting dynamic and engaging curriculum and lesson plans. She has been able to utilize and expand that design experience to facilitate strategic design and instructional program design as well.

Teresa received a BS in Education from McMurry University, an English as a Second Language endorsement from West Texas A&M University and a Masters in Education in Administration and Supervision from the University of North Texas. Her classroom experience includes teaching English and history in secondary public schools, sheltered English and history for Limited English Proficient students, and post secondary oral and written communication in intensive English language instruction.

Beyond the classroom, Teresa has developed a newcomer center program for ELL students and written English and social studies curriculum as well as innovative courses for the ESL high school program. Her curriculum, instruction and supervision leadership includes K-12 social studies director, K-12 ESL/bi-lingual director and graduate preparatory curriculum coordinator.



Teresa has served districts as an Engage coach assisting in the Strategic Design process and is currently leading districts in the process of developing community/business and school partnerships resulting out of their Strategic Plans. In addition, she trains and coaches project-based learning teams throughout Texas schools as they design and implement the Engage PBL model as their curriculum and instructional platform. Teresa also has experience as a curriculum design consultant, social studies staff development trainer, Thinking Maps trainer, and ESL/BE program evaluation coach.

Engage Learning Inc. © 2012

A Proposal for Strategic Design:

Granbury ISD

09/11/2012

Engage! Learning Organization
Shannon K. Buerk, CEO
206 Country Club Blvd.
Portland, TX 78374

shannon@engage2learn.org

1 Introduction

This proposal is submitted upon request of Granbury Independent School District and details a strategic design process that can be further customized in collaboration between the consultant and the district leadership. This process is designed to build shared beliefs, vision, mission and goals/priorities utilizing input from a variety of constituents throughout the district in an efficient collaborative setting. Besides these products, the process will result in the following outcomes:

- Clarity of the priorities/goals for the district for focusing resources
- Engagement of the district and community in collaborative dialogue
- Simultaneous capacity building for all stakeholders for implementation of the goals

2 Description

Phase 1: Designing Process/Preparing for Process

The consultant will work with the superintendent, Board of Trustees, and the leadership of the district to further customize the design process during a few meetings prior to the launch. The consultant will engage key members of the leadership staff in identifying the best tools for communication, to brand the process, and to determine logistics for meetings to be held The consultant will prepare district leadership, Board members, the internal project leader and communications staff for roles during the strategic design process.

Phase 2: Gathering Input

Community summits open to all who wish to attend will be held to launch the process and gather input from the community. The dialogue will be an introduction to the strategic design process and a discussion of the future of education in Granbury ISD. Attendees will be invited to further participate in the process in focus groups, strategic design team and action teams and in forming a shared vision, mission, goals, strategies and actions for the district.

The district leadership will also invite groups of parents, students, staff, and community members to participate in focus groups that will be facilitated by the consultant following the summits. The focus groups will be asked a series of questions to identify the strategic priorities for the district based on important concepts that emerged during community summits. The consultant will meet with focus groups of middle school and high school students, parents, staff, administration, teachers, and

community members of the district for 1.5 hours with each group. The information gathered from these groups will inform the next steps of the strategic design process.

In addition to the face-to-face meetings, the consultant will work with the district to design opportunities for online input through electronic surveys and other media venues available to the district without additional cost. An online survey can be created from the input gathered at the summits to gather additional input from stakeholders who were not able to attend the summits. The survey can be available for anyone to complete during a 2-3 week period following the summits and during the time focus groups are being held.

Phase 3: Strategic Design

Following the input phase, strategic design team will be formed representing all aspects of the community including all stakeholder groups (students, parents, employees, community members) and all demographics of the community (ethnic, racial, religious, economic, gender, age). The consultant will facilitate this team over a 2-day session to create the shared vision, mission, strategic objectives and strategies for the district. Following these sessions, additional participants will be asked to work to create specific results and action plans in line with the strategies established by the strategic design team. The strategic design team will be reconvened at the end of the action planning phase to make decisions about the action plans submitted by the action teams.

Once the goals and the priorities for action have been defined by the strategic design team and action teams, district leadership will convene staff in work sessions to align department plans and priorities.

Finally, throughout the process, the consultant will work with district communications staff to fully and transparently communicate and celebrate the stakeholder involvement and direction for the district. Following the strategic design, the consultant will work with district leadership and the internal coordinator of the effort to develop a comprehensive plan for ongoing communication and implementation.

3 Timeline

September

- Preparation of Vital Signs
- Inviting SP Team
- Online Survey Launched

October

- Leadership Team Overview
- Board Workshop (Team of 8) Overview
- Summits

November

- Focus Groups
- Strategic Plan Team Session One

January-March

- Action Team Training
- Action Team Meetings

April-May

- Strategic Plan Team Session Two
- Board Approval
- Community Celebration

4 Testimonials

"As a facilitator Shannon Buerk was able to work magic with a community and staff that were already feeling pretty good about the local schools. Her work with groups of community members and staff through district, comprehensive high school, choice PBL high school, and middle school strategic plans propelled us from a really good school system toward being the GREAT educational system that our kids deserve and our community demands."

Jeff Turner, Ed.D.
Superintendent
Coppell ISD

"Engage...was able to help us internalize our needs and facilitate the design process for a unique instructional approach for PBL at Gloria Marshall Elementary School in Spring ISD. The Engage coaches were able to personalize the design process so that it became "the" instructional approach we were wanting. Due to that success, principals at three other campuses have now partnered with Engage in PBL implementation that will result in a feeder pattern of innovative learning experiences for our students!"

Dalane E. Bouillion, Ed.D.
Associate Superintendent
Spring ISD

"I had high expectations for this process...it has exceeded my expectations. Engage did such a great job, and ... we all know the key for us is having a great facilitator. Now we have in our hand the things that are a bedrock of believable ideas important to all of us for the benefit of all kids in SISD."

Darrell Floyd, Ed.D.
Superintendent
Stephenville ISD

"I don't feel warm and fuzzy right now. Instead, I have cold chills thinking about what we have done these three days for our kids. It is awesome. Thank you!"

Ann Calahan, Ph.D.
Board President
Stephenville ISD

"This has been a dream of mine for 30 years to see a group come to agreement like this on a relentless pursuit of the best for our students no matter what that means. Engage was fantastic. In fact, I hope you all realize that what we have experienced as they have facilitated our work here is exactly what we are hoping will be happening in our classrooms for our students."

Steve Waddell, Ed.D
Superintendent
Lewisville ISD

Fees

The fees quoted here include facilitation of all phases of strategic design including virtual meetings and document preparation as well as preparation of leadership and Board of Trustees for process. They do not include cost for travel and expenses. Travel and expenses will be billed to the district at cost as incurred. Any increase in the scope of services will be addressed in a separate contract agreement. Travel time will not be billed under this agreement. Fees will be invoiced at the completion of the project.

Itemized Cost Schedule	
Online survey	5 days off site @ $750.00/day = $3,750.00
1st Community Summit	1 on-site day @ $3,000/day + 2 off-site days @ $750.00 = $4,500.00
Focus Groups	1 on-site day @ $3,000/day + 1 off-site @ $750.00/day = $3,750.00
Strategic Design Session One	2 on-site day @ $3,000/day + 3 off-site days @ $750.00/day = $8,000.00
Action Team Leader Training	1 on-site day @ $3,000/day + 4 off-site days @ $750.00/day = $6,000.00
Strategic Design Session Two	1 on-site day @ $3,000/day + 2 off-site days @ $750.00/day = $4,500.00
Total	$30,500.00 + expenses

Agreement

This Agreement constitutes the sole and only agreement of the parties to it and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this Agreement.

Responsibilities of the consultant, as a sole proprietor d.b.a Engage Learning, include performing all research, planning, facilitation, presentation, and additional duties necessary for the successful completion of the project described in this proposal within the reasonable timeframe allotted in this proposal.

Responsibilities of the district include providing and arranging for all meetings including expenses associated with those meetings and communications to participating parties.

Either party may terminate this Agreement with or without cause upon thirty (30) days written notice to the other party. Consultant shall be entitled to compensation for all services provided up to the effective date of termination.

_____	Shannon K. Buerk, CLO
District Representative	
_____	09/11/12
Date	Date

GRANBURY ISD

SCHOOL BOARD PROCEDURES HANDBOOK

FINAL DRAFT

Revised September, 2012

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FINAL DRAFT

OPERATING PROTOCOL – TEAM COMMITMENT

We, the members of the Board of Trustees (School Board) of the Granbury Independent School District (GISD or the District), are committed to serving the children, staff, and citizens of this school district. We strive to provide a high quality public education to meet the needs of our students and our community.

We believe the success of the District depends upon a shared vision held by the school board, GISD staff, parents, and community, and we will strive, to the best of our ability, to uphold these aspirations.

Written and agreed upon team procedures provide a common framework and shared understanding, and serve to:

- Clarify expectations;
- Minimize confusion and discord;
- Maximize efficiency and effectiveness;
- Tell the who, what, when, where, and how of various situations and practices;
- Improve working relationships;
- Ease new members' transition;
- Keep agreements clear to all;
- Identify best practices for effective teamwork;
- Share procedures with community and staff; and
- Align Board operations with district policy, and local, state, and national law.

We adopt these operating procedures to guide our actions and assist us in our role as trustees. We further commit to review these operating procedures annually and to update, adopt or reaffirm them, as appropriate, at or near the annual Board reorganization. These procedures are intended to align with the local policies adopted by the Board to govern District operations. In the event of a conflict between these procedures and any legal or local Board policy, the applicable rule of law and/or Board policy shall control.
Policy Ref: BBE (Local)

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BOARD GOVERNANCE

The Board of Trustees is the corporate body elected by the voters of the Granbury ISD to govern and oversee the management of the District.

All decisions made by the Board of Trustees shall be guided by:

- Local, state, and national laws;
- Best educational and governance practices; and
- District policy as adopted by the Board;
- District Vision, Beliefs, and Goals;
- Board Operating Procedures;
- Board Continuing Education efforts;
- Active communications with Superintendent and staff;
- Community standards and expectations determined through active community engagement;
- Commitment to Team of Eight concept.

Policy Ref: BA (Local), BBE(Legal), BBE (Local)

BOARD VISION, BELIEFS, AND GOALS

- The Board ensures creation and adoption of a shared vision that promotes enhanced student achievement.
- The Board keeps the district focus on the educational welfare of all children.
- The Board ensures that the vision supports the state's mission, objectives and goals for education established by law.
- The Board ensures that the district vision expresses the present and future needs of the children and community
- The Board demonstrates its commitment to the vision by using the vision to guide all board deliberations, decisions, and action.
- The Board annually reviews and reaffirms or revises the Vision, Mission and Goals.

BOARD MEETINGS

All Board meetings are held for the purpose of conducting the business of the District in public. Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. While meetings are held in public, they are not public forums for the purpose of engaging in interactions with the public. To allow for meaningful public participation in Board meetings, the Board provides a public

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comment section on the agenda for each regular business meeting. This public comment section is limited to five (5) minutes per individual or a total of thirty (30) minutes when more than one member of the public wishes to speak to the same subject/topic. The Board intends that all meetings shall be conducted in compliance with the Texas Open Meetings Act and all applicable law. *Policy Ref: BE(Legal), BE (Local), BBE(Legal, BBE(Local).*

Developing the Board Agenda

- To ensure that the agenda for each Board meeting includes topics that are necessary for the operations of the District and to assist the Board and Administration in preparing for Board meetings, the district will maintain an annual Board Planning Calendar that includes not only recurring matters the Board may consider, but also matters that are anticipated to come before the Board and other topics that the Board has requested.
- In consultation with the Board President, the Superintendent shall prepare a draft agenda for all Board meetings.
- The deadline for submitting items for inclusion on the agenda is noon on Tuesday before regular meetings and noon of the third calendar day before special meetings.
- The draft agenda will include those items reflected on the Board Planning Calendar, any items required by law, routine items and other items necessary for District operations, and any other items requested in accordance with operational procedures.
- 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.
- Any member of the Board of Trustees may request that a subject be included on the agenda and the President shall ensure that any topics the Board or individual Trustees have requested by addressed on that agenda or scheduled for deliberation at an appropriate time in the near future. That request shall be forwarded to the Superintendent and President of the Board as soon as possible but not less than seven days prior to the meeting. (Items submitted for inclusion after the deadline or that require preparation time may, at the discretion of the Board President, be deferred to a later meeting. This decision is based on the time needed to prepare supporting information and to abide by legal posting requirements. 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 the Trustee's specific authorization.
- Use of the consent agenda to present items for a single vote without discussion will conform to the following guidelines:
    - Placement of items on the consent agenda will be at the discretion of the Board President and Superintendent

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- Any individual Board member may ask questions or discuss an item on the consent agenda by identifying it and asking those questions prior to the vote or any Board member may request for individual consideration before the consent agenda is call for a vote.
- Following action on the consent agenda, the Board President will call for discussion and action on any item(s) that were removed for individual consideration.
- Examples of items routinely included on the consent agenda:
  - Minutes of regular and special Board meetings
  - Budget amendments
  - Regular bid and purchase items
  - Acceptance of financial reports
  - Approval of personnel contracts that comply with district policy.

Policy Ref: BE(Legal); BE(Local); BJA(Legal); BJA(Local)

Notification of Board Meetings

- Board members will be notified at least 72 hours prior to a regular or special Board meeting and at least two hours prior to an emergency meeting.
- The Texas Open Meetings Act requires the District to post the agenda at least 72 hours in advance of any meeting. In an emergency, a meeting may be posted on two hours' notice.
- The Superintendent or designee shall forward the meeting agenda and any Board Agenda Packet of supporting information on Thursday prior to the meeting to each Board member.
- Items appearing on the Agenda should be supported by an Executive Summary containing Background Information about the item and the Superintendent's or Designee's recommendation regarding the agenda item.
- The Board Meeting calendar prepared in June of each year shall serve as notice to Board members of the dates of regular meetings and study sessions over the course of the upcoming year. The President of the Board shall call special meetings at the President's discretion or on request by two member of the Board.

Policy Ref: BE (Local)

Conducting Board Meetings

- A quorum (four or more members) is required before a Board meeting may be convened.
- The Texas Education Code requires a school board to hold its meetings within the boundaries of the school district except in limited circumstances.
- The Board expects that Board members will attend every meeting except where unavoidable conflict prevents a member's attendance.

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- The Superintendent shall attend all Board meetings unless his/her attendance has been excused in advance by the Board President or presiding officer.
- Parliamentary Procedure
  - The Board President serves as the Presiding Officer at Board Meetings. In the absence of the President, the Vice President will preside. If both are absent, the Secretary shall preside.
  - The Board shall be guided by the procedures detailed in *Roberts Rules of Order, Revised* (or as identified in adopted procedures).
  - The Presiding Officer has the responsibility to keep the discussion to the matter at hand and shall restrain discussion that is not pertinent to the business presently before the Board.
- Open and Closed (Executive) Session Format
  - The Open Session of every meeting shall begin at the time designated on the Agenda.
  - The Board may meet in Closed Session to address agenda items as allowed by the Texas Open Meetings Act.
  - Prior to entering a Closed Session, the Presiding Officer shall announce in Open Session that a Closed Session will occur and cite the applicable provisions of the Texas Open Meetings Act that authorize the Closed Session.
  - No action will be taken in closed session.
    - The Superintendent shall attend all Closed Sessions except when the Board is deliberating the Superintendent's performance or as otherwise requested by the Board.
    - The Board has the option to either keep a certified agenda or make a tape recording of the proceedings of each closed meeting, except for private consultation with the District' attorney with cannot be recorded, by law.
    - It is the responsibility of each person who attends a Closed Session to maintain the information discussed in Closed Session in strict confidence.
  - No person other than board members, the superintendent and those persons invited by the Board President and Superintendent, grievants and their representatives is entitled to attend or participate in Closed Sessions.
  - The Board may conduct a private consultation with its attorney only when it seeks the attorney's advice about pending or contemplated litigation or a settlement offer, or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the requirement for open meetings.

- Transacting Business:
  - When an agenda item is presented for consideration, the Board shall deliberate as necessary before a vote is called.
  - The Board should work toward a consensus model of decision-making, which may not always be possible.
  - Once a decision has been made by the majority of the Board, all Board members should respect the majority vote, recognizing that it carries the full authority of the Board, and respect that decision.

Policy Ref: (BE (Local)

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Trustee Participation in Board Meetings

- The Superintendent will supply each Board member with supporting information required for informed decision-making via the Board Meeting Agenda Packet.
- All participants will be prepared to address items on the Agenda.
  - Board members will read Agenda Packet materials before each Board meeting and be prepared to ask agenda-related questions and to deliberate the items as needed.
  - Board members may ask additional questions about agenda items in the meeting. However, the right to question should not serve as an excuse for lack of preparation..
  - Voting shall be by a 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.
    - Board members are encouraged to ask for information from the Superintendent or designee before the board meeting so that the administration is prepared with data-driven information that will address those questions. If the information requested is readily available, the Superintendent or designee will provide it to the requesting members and report it to the board at the meeting. If the requested information cannot be gathered prior to the meeting, the Superintendent or designee will make every attempt to provide the answers or requested information at the meeting
    - If a written report is provided in response to the request, all members will receive a copy.
  - Board memberS shall not comment on or disclose personally identifiable information about any student in public session except when announcing student awards or recognition, unless the parent has requested that the discussion be held in public pursuant to the Texas Open Meetings Act.
  - Except in the case of an emergency, no Board member shall engage in any electronic communication (i.e. e-mail, text message) with anyone else during a Board meeting.

Visitor Participation at Board Meetings

- Every meeting of the Board shall be open to the public.
- Public comment opportunity will be included on all regular Board meeting agendas. A copy of policy BED(LOCAL) will be available for public review at the posted meeting site.
- Persons wishing to address the Board during open public comment will comply with provisions of policy BED(LOCAL) that outline the specific times and procedures applicable to public comments during Board meetings.
- Persons who wish to participate in this portion of the meeting shall sign up with the presiding officer's designee before the meeting begins and shall indicate the

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topic about which they wish to speak. No presentation shall exceed five minutes. Delegations of more than five persons shall appoint one person to present their views before the Board. Thirty minutes may be allotted to hear persons who desire to make comments to the Board.

- During the public comment section of the meeting, Board members will listen to comments but, as the designated spokesperson, only the presiding officer may respond if a response to the speaker is required. Those responses are limited to:
    - Correcting misstatements of fact presented by the speaker
    - Referring the speaker to applicable Board policy.
    - Placing the item on a future Board agenda for discussion if not listed on the current board agenda.
- Specific factual information or recitation of existing policy may be furnished in response to inquiries, but the Board shall not deliberate or decide regarding any subject that is not included on the agenda posted with the notice of the meeting.
- The presiding office or designee shall determine whether a person addressing the Board has attempted to solve a matter of complaint or concern through resolution channels established by policy. If not, with the approval of the Board, the presiding officer will refer the person to the appropriate policy to seek resolution.
- If a member of the public has been afforded an opportunity to speak and his or her comments reflect a complaint about an individual district staff or Board member, the presiding officer will refer the speaker to the appropriate formal grievance policy.
- The Board must bear in mind that persons who speak during public comments have First Amendment rights. The Board should seek legal advice before disallowing a person's contribution to public comment based solely on the content of the speaker's comments.
- Audience participation at a Board meeting is limited to the public comment portion of the meeting designated for that purpose. At all other times during a Board meeting, the audience shall not enter into discussions or debate on matters being considered by the Board, unless requested by the presiding office.

Policy Ref: BE(Legal); BE(Local); BED(Legal); BED(Local)

Closed Session Record

- The Board has the option to either keep a certified agenda or make a tape recording of the proceedings of each closed meeting, except for private consultation with the District's attorney, which cannot be recorded. Should any board member desire the tape recording of any closed session, a written request must be made prior to the posting of the agenda for that meeting and the Board Packet posted for Board Members shall reflect that Closed Session Records
- Closed meetings may not be recorded by an individual trustee against the wishes of a majority of the Board.

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PERSONNEL

Superintendent

- Hiring a Superintendent
  - The Superintendent is the only District employee that the Board directly hires.
  - If a vacancy for the Superintendent occurs or is anticipated, the Board will determine the process it desires to follow to fill the vacancy.
  - The Board will follow all applicable law in the hiring process.
- Evaluating the Superintendent *(Policy Ref: BJCD (Local))*
  - The Board will evaluate the performance of the Superintendent at least annually. A formative evaluation shall be conducted in September of each year. Goals shall be evaluated and revised, if needed, in December. The summative evaluation shall be conducted in December. The evaluation shall be discussed during a Closed Meeting using the evaluation instrument that the Board has developed.
  - The Board, or a subcommittee designated by the Board President, will regularly review the Superintendent's evaluation instrument to ensure it continues to be appropriate.
  - Prior to the annual evaluation in December, each Board member may complete an approved written instrument to independently evaluate the Superintendent's performance. A Board member must provide the individual assessment to the Board President (or President's designee) by an agreed-upon date before the scheduled evaluation so the ratings and comments may be consolidated into a single evaluation document to be provided to the Superintendent during the evaluation. Copies of the consolidated evaluation shall be distributed to all Board members prior to the summative conference in which the evaluation is presented to the Superintendent.
  - Interim performance evaluations may be conducted at such times as the Board determines will be beneficial. The Board shall provide the Superintendent with adequate notice of any evaluation and the Superintendent and Board President shall confer to develop the format.
    - A Board member who has a concern about the professional performance of the Superintendent shall discuss such concern with the Board President who shall determine the most appropriate manner to bring the concern to the Superintendent's and the Board's attention.
- Out of state travel by the Superintendent shall be approved by the Board prior to such travel.

Other Personnel *(Policy Ref: DC (Local))*

- The Board reserves the right to approve or disapprove the hiring, discharge, or nonrenewal of personnel who are employed under Chapter 21 contracts.
- The Board has delegated to the Superintendent the authority to hire and discharge non-certified, at-will personnel.

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- Board members may serve as ambassadors to educate potential employees about employment with the District, but should refrain from lobbying the Superintendent or other Board members for the employment of specific individuals

ELECTIONS

Board Members serve three-year terms that expire on a rotating basis. A Trustee election is held each November, or as otherwise required by law, to fill seats that are or will become vacant. If all seats are uncontested, the election may be cancelled.

Board members strive to govern the District in a nonpartisan manner and to work with all elected officials in the other governmental entities with which the District interacts. To support that goal, the Board will not endorse any candidate running for public office. Individual Board members may participate in the electoral process according to their individual consciences but should refrain from using their influence as a Board member as a forum for endorsing candidates.
Policy Ref: BBB (Local)

Board Members Seeking Reelection

- Board members shall follow applicable law in all campaign activities.
- Candidates shall not solicit District employees during District work hours for endorsement.
- Neither Board members nor employees may use any District resources, materials, or systems for any campaign activities or political advertising. (*Ref:* Tex. Educ. Code § 11.168; Tex. Election Code §§ 255.003, 255.0031)

Board Officer Elections

- The Board shall elect officers at the meeting in which a new Board is seated.
- The Board elects officers to facilitate effective operations and governance. Officer designations are not intended to single out members for special recognition except as necessary for operational purposes.
- First year Trustees may not be elected to office.
- At least two business days prior to the meeting at which Board officers are to be elected, each Board member interested in being considered for one or more officer positions should provide a written statement to the other Board members through the Superintendent's secretary which reflect the member's credentials and willingness to serve. Failure to provide such a statement, however, does not disqualify a member from serving as an officer.
- Board members shall not solicit votes or otherwise seek commitments from other board members outside of a called meeting. Board members should informally discuss the qualifications of all members interested in each office before any nominations are made. To the extent permitted by law, all discussions should be held in executive session and should remain confidential.

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- A candidate for Board President should have served at least two years as a Board member and received, or commit to receiving as soon as possible, formal training in the duties of a Board President.
- The Board elects the following officers each year at the first regular meeting following Board elections:
  - President
  - Vice President
  - Secretary
- No Board member shall maintain the same Board office position for more than two consecutive years. There is no automatic progression of Board positions. This does not preclude that same Board member from occupying that same office at a later time.
- The Board also elects members to fill the following responsibilities each year:
  - TASB Delegate
  - TASB Delegate Alternate

Policy Ref: BDAA (Local)

Board Vacancies

If a Board vacancy occurs, the remaining Trustees will determine whether to fill the vacancy immediately by appointment or special election or leave the vacancy open until the next scheduled election. The Board will follow all applicable law in its decision making regarding a Board vacancy.
Policy Ref: BBC (Legal)

Board Committees

- The Board President shall appoint up to three Trustees to a special committee created by the Board to fulfill specific assignments or work collaboratively to address a particular area and to prepare draft documents or other work products for the Board's review and adoption. These committees shall make reports and recommendations to the Board but have no other authority, unless otherwise provided by action. The committees may include District personnel and citizens. The function of committees shall be fact-finding, deliberative, and advisory. Special committees shall report their findings to the Board and shall be dissolved upon completion of the assigned task or vote of the Board. Committees may transact business only within the specific authority granted by the Board. To be binding, all such business must be reported to the Board at the next regular or special meeting for approval and entry into the minutes as a public record.

Policy Ref: BDB (Local)

DISTRICT COMMITTEE REPRESENTATION

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Board members shall represent the Board of Trustees on various District committees and at District events, including but not limited to:

- District Improvement Council (annual) *(Policy REF: BQA (Local)*
- District Student Health Advisory Committee (SHAC)
- Granbury ISD Education Foundation Board (annual)
- Other special committees or events as assigned

Policy Ref: BDB (Local)

COMPLIANCE WITH STANDARDS OF PROFESSIONAL PRACTICE

- Board members are expected to comply with these Standards and other best practices to serve the best interests of the District.
- A Board member who believes another Board member repeatedly has failed to comply with these procedures shall first discuss the concern personally with the Board member.
- If personal discussion between the individual Board members fails to satisfactorily resolve the concern, the concerned Board member should seek assistance from the Board President who will engage in further discussions with the Board members or attempt other informal measures to assist the members in resolving the concern.

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COMMUNICATIONS

Board members are the leaders of the Granbury ISD and must always strive to serve the best interests of the District in their actions and communications. In carrying out this important role, Board members must always be mindful of their actions and words. A Board member shall take no action that would impugn the reputation of the District, its employees, or other trustees in any manner. When communicating, orally or in writing, or otherwise in representing the District in any activity, Board members are expected to:

- Interact in a positive and professional manner and serve as ambassadors for the District;
- Promote understanding of the District's vision, beliefs, and goals;
- Understand that no comment or statement is "off the record:"
- Treat employees, students, and community members in a polite and respectful manner;
- Avoid criticism of fellow Trustees, employees, students, and community members;
- Avoid disclosing any confidential information about District operations, employees, or students;
- Respect all Board decisions;
- Align communications with District and Board official positions and Board decisions;
- Disclose only accurate information and refer questions that he or she is unable to accurately answer to the Superintendent for further response;
- Clarify the Board member's authority, limitations, responsibilities, and obligations when speaking or acting as a member of the Board

COMMUNICATING WITH BOARD MEMBERS BETWEEN MEETINGS

- Board members may communicate with other individual members for purposes of asking questions, clarifying factual information, attending approved training, or socializing under circumstances that do not conflict with or circumvent the requirements of the Texas Open Meetings Act. *(Ref: Tex. Gov't Code, Ch. 551)*

- Board members may not and shall not communicate with any other Board members for purposes of soliciting votes with respect to items of business that may come before the Board.

- Board members who wish to share information relevant to District business will relay the information to the Superintendent's office for distribution to all members or distribute to Board members via voice mail or e-mail.

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- The Superintendent will communicate with Board members regularly and on an as-needed basis to inform Board members of all pertinent District information, including such items as:
    - District events
    - District operational matters related to students, personnel, or facilities
    - Progress reports on directives
    - Follow-up reports in answer to Board member questions
    - Updates on administrative matters or District operations
    - Other matters as may be required to ensure that Board members remain well-informed
- The Superintendent will meet with the Board President as needed, or communicate by telephone, fax, and/or email to inform him or her of District issues that may need to come before the Board for information or action.
- The Board President may direct the Superintendent to distribute copies of documents to each Board member for information. Email is the preferred method of distribution unless unusual circumstances dictate an alternate method.
- The Superintendent will promptly communicate information requested by a Board Member to all Board members. If requested information is not readily available, the Superintendent shall respond to the Board member within the five business day period informing the Board member that the information is not readily available and will be provided in as timely manner as possible without interfering with the regular conduct of district business.

REQUESTING INFORMATION NOT RELATED TO AGENDA ITEMS:

- Members should request information not related to a meeting agenda item directly from the Superintendent with a copy of the request to the Board President. Members normally should not seek such information directly from other staff members.
- The Superintendent will determine if the information requested is available from existing sources or records or if it requires that a special, one-time-only report be developed.
- If the requested information can be provided from readily available data with no diversion of staff time, then it normally will be provided within five business days after the request.
- If the request requires a special report that will divert staff time from established priorities, the Superintendent will notify the requestor and the Board President and commit to a time frame for providing the information.

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- The Board President may elect to place the request for information on the next meeting agenda to determine if a majority of the board agrees the requested information is important for its future decision-making.
- If the Board agrees that the information is important for future decision-making, then the Superintendent will direct that a report be developed and provided as requested by the Board and commit to a time frame for providing the information.
- All Board members will receive a copy of any report generated by a Board member's request in accordance with this procedure.

Policy Reference: BE (LEGAL), BBE (Local), BJA(LOCAL)

RESPONDING TO COMMUNITY OR EMPLOYEE COMPLAINTS OR CONCERNS

From time to time, employees or community members may seek out a Board Member to discuss a concern or complaint. While a Board member, understandably, desires to be responsive to a constituent, the member must not lose sight of his or her role and authority when receiving such communications. The following guidelines are intended to assist the community and Board members in handling these communications in an appropriate manner:

- Listen briefly and respectfully. Remind the complainant of the Board's responsibility to remain impartial and noncommittal because complaints may ultimately be brought to the Board on appeal. It is not a Board member's role to seek out or investigate the information by questioning employees, students, or community members, or to engage in other investigatory activities, and it is improper for a Board member to do so.
- Determine if the complainant wishes only to express dissatisfaction or if she/he desires some action be taken to resolve the issue.
- Ask if the complainant has followed the process outlined in district's applicable complaint policy, and refer complainant back to the process as the first-line approach to solving problems or addressing concerns.
- Complainants who desire some action be taken should be directed or referred to the appropriate policy outlining grievance procedures and informed that the steps listed in policy are necessary to protect everyone's rights while following an orderly process.
- If the complainant is not familiar with the District's process for resolving concerns, provide the following information:
    - The complainant should first discuss the problem with the person in authority closest to the problem.
    - If not satisfied with the resolution of the problem, the complainant should go to the administrative supervisor of the person closest to authority.

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- The administrative supervisor will help the complainant initiate any correspondence or forms required in policy and attempt to resolve the complaint.
- If still not satisfied, the complainant may appeal to the superintendent or designee for resolution.
- If the Superintendent is unable to resolve the issue or the complainant is still not satisfied, the formal complaint is brought to the Board following local policy.

(Policy Ref: DGBA (Local)(employee complaints), FNG (student/parent complaints), GF (public complaints)

- A Board member may assure a complainant that he/she will pass on the complaint or concern as appropriate, but a Board member must avoid promising a complainant, either directly or indirectly, that a particular result will occur or that particular action will be taken in response to the complaint or concern.
- Board members will inform the Superintendent of complaints that might eventually reach his/her office from staff and community, but will not direct the superintendent to take specific actions.
- Board members will inform the Board President of complaints and concerns they have passed on to the Superintendent or which the complainant has referred to the appropriate administrator after speaking with the Board member.
- The Superintendent shall inform the Board of the resolution of complaints referred by Board members if the complaint requires Superintendent intervention.

Related Policies DGBA(Legal), DGBA(Local)-Pertains to employees; FNG(LEGAL), FNG(LOCAL) – Pertains to parents and students; GF(LOCAL) – Pertains to public complaints.

BOARD MEMBER COMMUNICATIONS WITH THE MEDIA

Regarding Executive Session Items

- The Board President or designee will serve as the Board's spokesperson to the media on issues regarding board actions.
- The Superintendent or, in his or her absence, a specified designee shall be the official District spokesperson to the media on issues of District operations or activities.
- Any Board member who receives a call from the media requesting information, comments, or an interview will direct the media representative to the Superintendent (or Superintendent's communications department designee) for District business and to the Board President for Board-specific issues.
- Board members shall be bound by all provisions of the open government laws concerning discussion during any closed session.

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Regarding Non-Executive Session Items

- A Board member who chooses to speak to a media representative should clarify at the beginning of the interview that he or she is speaking only as an individual and not as an authorized representative of the Board of Trustees. Along with the Board member's personal comments, the Board member will remind media representatives of any official position or action already taken on the issue by the Board of Trustees and refer media to the spokesperson for further information.
- Written communications dealing with school district issues submitted for media publication (such as letters to the editor, magazines, blogs, etc.), with the exception of Board member campaign material, should be coordinated with the Board President and then communicated to other Trustees.
- It is inappropriate for a Board member to state an opinion on an upcoming issue that is scheduled for discussion at a board meeting.

Related Policies BBF(LOCAL); BDAB(LOCAL, BJA(LOCAL), and GBB(LOCAL)

BOARD MEMBER COMMUNICATIONS WITH THE COMMUNITY

- Board members are encouraged to participate in community activities as liaisons between the public and the District. When doing so, Board members are expected to:
    - Accurately relay information about District vision, beliefs, and goals.
    - Clarify a Trustee's limitations, obligations, and responsibilities as a member of the Board.
    - Support Board decisions.
    - Interact in a positive manner.
    - Listen politely and respectfully to comments.
    - Make no commitment on behalf of the Board or District.
    - Avoid criticism of District personnel and fellow Board members.
    - Refer questions about specific District activities to the appropriate staff person if he/she does not know the answers.
    - Be cognizant that the Board member is seen and perceived as a Board member. Comments or statements are not made "off the record."
- While the Board of Trustees encourages community input, it will not take action on the basis of anonymous calls or letters.
- Signed communications received by the Board or a Board member will be forwarded to the President or Superintendent for inclusion in the board information packet.

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MEMBER-TO-MEMBER COMMUNICATIONS

- General Communications
  - Board members are expected to communicate with each other and with District staff in a professional and collegial manner to support the mission of the District.
  - Board members should be respectful of fellow Board members' opinions offered during deliberations.
  - Board members may communicate information to one another provided all such communications are consistent with the member's obligations under the Texas Open Meetings Act *(Ref: Tex. Gov't Code, Ch. 551).*
  - **Written communications dealing with the business of the District constitute public information under the Texas Public information Act and may be subject to disclosure upon request *(Ref: Tex. Gov't Code, Ch. 552).***
- Conflict Resolution
  - It is expected that Trustees will attempt to informally work out any personal or professional conflicts with each other such that the members continue to work in a collaborative and effective manner to serve the best interests of the District.
  - If conflicts arise between Trustees related to Board business that cannot be resolved through personal communications between the members, the Board President will attempt to informally mediate the conflict and achieve resolution.
- Expressing Concern about Another Member's Performance
  - Individual Trustees are encouraged to express their concerns about another member's performance.
  - If addressing the issue directly with the member does not resolve the concern, then discussion with the Board President is appropriate.
    - The Board President shall discuss the concern with the individual in question on behalf of the reporting Trustee or shall moderate a discussion between the members. If a quorum of the board is involved, the meeting must be posted and conducted in accordance with the Texas Open Meetings Act.
    - The President shall remind the Trustee whose behavior is in question about the adopted code of ethics and discuss how the questionable behavior does not comply with the code. The discussion also will identify more appropriate alternatives to the questionable behavior or refer the Trustee to policies or procedures that outline questionable behavior or refer the Trustee to policies or procedures that outline approved ways in which to deal with the issue that prompted the questionable behavior.
    - If the Trustee in question does not believe his or her behavior is in conflict with the Board's code of ethics, an agenda item specifying "evaluation of individual board members' performance" may be listed on the agenda for an upcoming Board meeting.

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        - The matter will be discussed by the full board in closed session in an attempt to clearly identify behavior that may be inappropriate and discuss possible solutions or alternative approaches that may have a more positive impact on team cohesion and effectiveness.
    - If the concern involves the Board President a member shall discuss his or her concerns with the Board Vice-President
    - Members will not speak negatively about another Trustee, Superintendent, or staff in the community.
    - *Related Policies: BBFA(LEGAL), BBF(LOCAL)*

BOARD MEMBER VISITS TO CAMPUSES OR DISTRICT FACILITIES

- Board members are encouraged to attend as many school events or to accept any invitations as their time permits.
- Board members may visit any campus after checking with the principal regarding the best time to visit, as long as the visit does not disrupt the learning process..
- Board members shall check in with the principal's office upon arrival and follow all campus guidelines for visitors. Board members are strongly encouraged to display their badge identifying them as a Board member at all times.
- Board members may not give any direction to any staff or students, except when safety or liability is immediately at risk.
- When visiting with teachers or administrators of their own children, Board members will make it clear that they are acting as parents rather than as Board members.
- Board members will not request or accept extraordinary consideration or "favors" from any District employee.

Policy Ref: GKC (Local)

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BOARD DEVELOPMENT AND ADVOCACY

CONTINUING EDUCATION

- The Board places a high priority on continuing education and continuously seeks to improve Board and individual member effectiveness through intentional and deliberate participation in continuing education programs.
- Each Board member commits to completing all legal requirements for continuing education. (See exhibit for Conntinuing Education Requirements).
- Board Training Hours shall be announced, in accordance with state law, at the February Board Meeting.
- The Board shall determine priority areas for continuing education for each member during the upcoming year with the use of an Annual Continuing Education Calendar. Considerations should include:
  - Training for the Board of Trustees as a Team;
  - Board member individual growth; and
  - Financial constraints and travel required for various programs
- The Granbury ISD Board has approved the following Board Trainings
  - TASB Winter Governance
  - TASB On-line Training
  - Team Building (Conducted in District)
  - Region XI Workshops
  - Cross Timbers Training
  - North Texas Area Association of School Boards (NTAASB) Training
  - In-house educational updates provided by staff or invited guests
  - Education Code Update
- The Board will strive to attend a minimum of one of the following events each year as a team:
  - TASB/TASA Convention
  - TASB Summer Leadership Institute
- To ensure the most effective use of District funds, the Board President will coordinate the training activities that Board members will attend where travel or large enrollment fees are required.
- Board Members desiring to attend other workshops or conventions should have the request placed on a Board Agenda for approval by the Board.
- Great value is placed on Board member participation in Continuing Education Opportunities.

Policy Ref: BBD (Local)

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BOARD TRAVEL EXPENSES

Expenses incurred by Board members related to these activities are generally reimbursable by the District. Such reimbursable expenses would include:

- Basic travel in accordance with standard district employee travel including standard fares on a commercial carrier or mileage based on the current District mileage rates; receipts required.
- Lodging in accordance with Texas State Comptroller's travel regulations.
- Per Diem of $72.00.
- Registration and memberships – cost of registration for directly related activities are reimbursable. Cost of membership in organizations directly related to district activities is reimbursable.
- Spouse/guest – if a spouse travels with a Board member, the District will only reimburse those costs which would have been incurred for the Board member alone. An exception may be made for events where the Board member and spouse/guest are expected and invited to represent the District.

NEW BOARD MEMBER ORIENTATION

- Local district orientation will be scheduled to take place within two weeks of the date a new Board member takes the oath of office, but no later than four weeks.
- The Superintendent and at least one incumbent Board member will participate in the orientation. Additional administrative staff members may also be included to present specific information about the district.
- Orientation will include, but is not limited to:
    - General district information such as:
        - Geographic area included and number of square miles
        - Campus attendance boundaries
        - Number of students, teachers, and other employees
        - Number of campuses and their enrollments.
        - Student demographics.
        - Administrative structure and director of key personnel.
        - Ongoing issues of interest to patrons.
    - Overview of district programs and operations such as:
        - District vision, mission, goals, and plans including:
            - District planning and evaluation process and calendar
            - Most recent AEIS report, campus report cards, and district annual report.
        - District budget overview including:
            - Current adopted budget summary

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        - Recent trends in revenue, appropriations, tax rates, property values.
        - Annual financial audit.
        - Development process and calendar.
    - Policy development and review process and location of manuals.
    - Personnel hiring practices and salary schedule.
    - Superintendent performance goals, current Superintendent evaluation instrument, process and calendar.
- Team operations, including:
    - Overview of roles and responsibilities of the Board and Superintendent.
    - Required continuing education and calendar of training opportunities.
    - Current team improvement goals and continuing education targest
    - Annual board agenda calendar
    - Calendar of district and board events
    - Current team operating procedures.

Related Policies: BBD(LEGAL)

BOARD ADVOCACY

The Board places a high priority on advocacy at the local, state and national level for the specific interests of the District and for public education in general.

- The Board shall create District Legislative Priorities prior to the opening of the bi-annual session of the Texas Legislature and communicate those priorities to area legislators. Those priorities may be updated as necessary to remain current and responsive.
- The Board shall annually determine a process for organized engagement between Trustees and local, state and federal community and elected leaders.
- The Board will coordinate advocacy efforts with the District's Director of Communications and Public Affairs, and will utilize resources from TASB and NSBA.
- Board members are encouraged to maintain membership in TASB's School Board Advocacy Network (SBAN).

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APPENDIX

MISSION, BELIEFS, AND DISTRICT GOALS

BOARD MEMBERS: ETHICS (BBF LOCAL)

TEAM OPERATING PROCEDURES OVERVIEW

BOARD ACTIVITY CALENDAR

CONTINUING EDUCATION REQUIREMENT FOR BOARD MEMBERS

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MISSION, BELIEFS, AND DISTRICT GOALS

Mission Statement

Building Successful Futures through Academic Excellence and Character Development.

We Believe That . . .

The economic, political and societal success of our country depends upon a quality education for all.
Diversity strengthens the community and enriches the fabric of our society.
It is the responsibility of the entire community to partner in the educational process.
Learning occurs best in a safe, orderly and nurturing environment. Belonging to a family, to a school and to a community is vital, and this sense of belonging advances learning.
People learn at different rates, have different capacities and that each person's educational path deserves to be valued equally.
Learning empowers people to reach their full potential: physically, mentally, socially, and emotionally.
Everyone is a teacher, everyone is a learner.

District Goal - 2009 – 2010 PERFORMANCE GOALS

Goal 1	Develop and implement an effective plan to improve student performance, including subgroups, in all academic areas.
Goal 2	Develop and implement procedures to enhance a positive school climate.
Goal 3	Develop a fiscal plan that focuses on instruction while maintaining a viable fund balance.
Goal 4	Recruit, develop and retain a well-qualified staff.
Goal 5	Develop and implement an effective plan to ensure that all district departments follow the principles of servant leadership.
Goal 6	Develop and implement an effective facilities improvement plan to address instructional needs in the district.
Goal 7	Provide leadership/oversight to ensure the district meets all legal and regulatory requirements.
Goal 8	Focus on student participation and extra-curricular activities

Policy Ref: BQ (Local)

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BOARD MEMBERS: ETHICS (BBF LOCAL)

EQUITY IN ATTITUDE	• I will be fair, just, and impartial in all my decisions and actions. • I will accord others the respect I wish for myself. • I will encourage expressions of different opinions and listen with an open mind to others' ideas.
TRUSTWORTHINESS IN STEWARDSHIP	• I will be accountable to the public by representing District policies, programs, priorities, and progress accurately. • I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns. • I will work to ensure prudent and accountable use of District resources. • I will make no personal promise or take private action that may compromise my performance or my responsibilities.
HONOR IN CONDUCT	• I will tell the truth. • I will share my views while working for consensus. • I will respect the majority decision as the decision of the Board. • I will base my decisions on fact rather than supposition, opinion, or public favor.
INTEGRITY OF CHARACTER	• I will refuse to surrender judgment to any individual or group at the expense of the District as a whole. • I will consistently uphold all applicable laws, rules, policies, and governance procedures. • I will not disclose information that is confidential by law or that will needlessly harm the District if disclosed.
COMMITMENT TO SERVICE	• I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation. • I will diligently prepare for and attend Board meetings. • I will avoid personal involvement in activities the Board has delegated to the Superintendent. • I will seek continuing education that will enhance my ability to fulfill my duties effectively.
STUDENT-CENTERED FOCUS	• I will be continuously guided by what is best for all students of the District.

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TEAM OPERATING PROCEDURES OVERVIEW

Definition

A set of agreed upon steps or statements which define how the team will accomplish an important activity.

Benefits of Having Written Team Procedures

- Clarify expectations
- Minimize confusion and upsets
- Maximize efficiency and effectiveness
- Tell who, what when, where, and how of various situations and practices
- Improve working relationships
- Ease new members' transition
- Revise easily
- Keep agreements clear to all

Essential Characteristics of Effective Procedures

1. Statements of specific behaviors with the same meaning for all
2. Enough detail to provide the same understanding by all (who, what, when, where, why, to whom, how much, etc.)
3. Aligned with adopted policy
4. Written
5. Discussed and agreed upon by all
6. Reviewed annually
7. Revised as needed

Tips for Developing Team Operating Procedures

- Agree as a team to develop team operating procedures
- Prioritize
- Agree on the best team work process
- Agree on work time lines
- Strive for shared understanding and agreement on each procedure
- Share procedures with community
- Review procedures annually or any time the team changes

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Board Activity Calendar

	September	October	November	December	January	February	March	April	May	June	July	August
Planning & Evaluation		Review AEIS	Review Campus Report Cards	Evaluate Goals	Board Audit			App. District Imp. Plan Approve Tech. Plan	Approve Campus Imp. Plans	Goal Setting	Approve Teacher Appraisal Calendar Budget Workshop	
Personnel	Formative Supt Evaluation			Summative Supt, Evaluation	Present Summative Evaluation & Act on Supt. Contract	Renew Admin. Contracts	Renew Non-Probationary Teacher Contracts	Renew Probationary Teacher Contracts				
Budget	Set Tax Rate			Accept Audit Report Review Investment Report	Supt. Salary Schedule	Approve Salary Schedules				Present Preliminary Budget	Review Cert. Appraisal Roll Amend Budget	Conduct Budget Hearing Adopt Budget
Team Development	TASA/TASB Conference		Certify Election Reorganize Board	Orientation of New Board Member(s) Review Procedures Manual Team of Eight Training		Report Board Training Hours Winter Governance				Call Board Election Summer Leadership Institute		
Policy				Review Local Board Policies								
Other	TASA/TASB Convention	Property / Casualty Ins.	Tax Roll	STARS Graduation Approve School Calendar			Approve School Calendar		Graduation	STARS Graduation		Elect TASB Delegate Candidate Workshop

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CONTINUING EDUCATION REQUIREMENT FOR BOARD MEMBERS

Type of Continuing Education	Tier	First Year Board Member	Experienced Board Member	Provider
Local District Orientation	1	Required within 60 days of election or appointment (no specified time)	Not required	Local district
Orientation to the Texas Education Code	1	3 hours	Not required	Education Service Center
Update to the Texas Education Code	1	Orientation within first year	After legislative session: of sufficient length to address major changes	Education Service Center
Team-building Session/Assessment of Continuing Education Needs of the Board-Superintendent Team	2	At least 3 hours	At least 3 hours	TEA-registered provider
	3	At least 10 hours	At least 5 hours	TEA-registered provider
Total Minimum Number of Hours		16 hours plus local district orientation & TEC Update	8 hours plus TEC Update	

Board Training Hours are reported at the February Board Meeting.

The Granbury ISD Board has approved the following Board Trainings:

- TASB On-line Training
- Team Building (Conducted in District)
- Region XI Workshops
- North Texas Area Association of School Boards (NTAASB) Training
- Education Code Update

In addition, the Board will strive to attend one of the following workshops as a team:

- TASB/TASA Convention
- Summer Leadership Institute

Board Members desiring to attend other workshops or conventions should have the request placed on a Board Agenda for approval by the Board.

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COLLEGE AND CAREER READY

	September 2009	September 2010	September 2011	September 2012	September 2013
Certifications (Nationally recognized but not on PER)	**2** CPR, Hunter Safety	**2** CPR, Hunter Safety	**3** CPR, Hunter Safety, & IV Certification	**4** CPR, Hunter Safety, IV Certification & OSHA Safety	
PER Certifications (Certifications listed on the Program Effectiveness Report for Carl Perkins report)	**0**	**3** Adobe Photoshop, Vet Tech, Pharmacy Tech	**9** Adobe Photoshop CS4 and CS5, Adobe Flash CS4 and CS5, Adobe CS4 Dreamweaver, Adobe CS5 Premier Pro, Floral Design (TFA), Vet Tech, Comp TIA A+, Strata IT Fundamentals, Pharmacy Tech	**8** Adobe Photoshop CS6, Adobe Flash CS6, Adobe CS4 Dreamweaver, Adobe CS6 Premier Pro, Floral Design (TFA), Vet Tech, Pharmacy Tech, IC3 (Internet and Computing Core Certication)	
Local Certifications (Articulated with local industry)		1 Teller	1 Teller	1 Teller	
WC Workforce Certifications	**0**	**0**	**5** Intro to Fabrication, Welding Safety, Floral Design, Auto Electrical Systems, Scan Tool Familiarization	**7** Intro to Fabrication, Welding Safety, Floral Design, Auto Electrical Systems, Scan Tool Familiarization, Photography, & Photoshop/Intro to Digital Imaging	
AP Classes	**18**	**20**	**20**	**20**	**20**
Dual Credit Classes *	**7**	**8**	**10**	**13**	**13**
Texas Common Core Class Credits Available in GHS	**21** College Credits Available	**24** College Credits Available	**30** College Credits Available	**42** College Credits Available plus **"Core Complete" in Granbury (GHS/GEC-WC)	**42** College Credits Available plus **"Core Complete" in Granbury (GHS/GEC-WC)
Texas Common Core Classes Available at GEC/WC	**6** Courses **18** College Credits	**6** Courses **18** College Credits	**9** Courses **27** College Credits	**23** Courses **69** College Credits	
GHS/WC Articulation 2x2 Agreements Associate/Bachelor Degree	0	0	0	Engineering WC/UNT Spring 2013 Education WC/Tarleton Spring 2013	Nursing WC/Tarleton Psychology WC/Tarleton Engineering WC/TTU

*SACS will only allow 24 Dual Credit hours earned at GHS, however, students may earn additional college credit hours at GEC -WC .

** "Core Complete " is transferable to ANY Texas public university as the entire "Core" curriculum regardless of the core requirements of the university.