

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

SEP 6 1983

FROM: LWV of Texas (Sheridan)

Distribution: Sec'y___ Pres. ___
Treas. ___ S.O. ✓

Proposed Project: Hazardous Waste Siting
Education Project

Plans for execution, including distribution of any printed material:

- I. A series of six workshops plus informational materials to distribute to workshop participants
- II. A training workshop and printed training materials to implement the Keystone siting process

Anticipated completion date: Phase I - Oct. '83 thru Sept. '84
Phase II- Jan. - Dec. '84

Proposed Project Director: Name Dr. Kenneth Kramer Phone: [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$

Printing: \$

Donations from:

Postage: /

Supplies:

Office Overhead:

Portion from LL taxable money:

Volunteers' Expenses:

Sales: 112

Other:

Other: /

TOTAL

TOTAL *

(If more space needed, use another sheet)

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

September 1, 1983 DS

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Proposed Project: Keystone Siting Process Educational Project

Proposed Sponsor: League of Women Voters of Texas Education Fund

Project Supervisor: Ms. Diane Sheridan, Hazardous Waste & Land Use Director,
League of Women Voters of Texas

Project Director: Dr. Kenneth W. Kramer, Public Policy Consultant

Training Program
Coordinator:

Mr. John Ehrmann
The Keystone Center

Project Timetable: Phase I - October 1, 1983 through September 30, 1984
Phase II - January 1, 1984 through December 31, 1984

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND

The League of Women Voters of Texas Education Fund operates exclusively for educational purposes in the general areas of government and public participation. Projects undertaken by the Fund are only approved if trustees of the Fund determine that they are educational, of value to the intended recipients, and do not duplicate the efforts of other organizations.

The League of Women Voters of Texas is a nonpartisan political organization which works to promote political responsibility of all citizens in their government. The League of Women Voters of Texas has 3700 members and forty local Leagues and is part of the League of Women Voters of the United States.

The League of Women Voters of Texas Education Fund was established in 1966 by the League of Women Voters of Texas as a trust under Texas law, and it is classified as a 501(c)(3) organization by the Internal Revenue Service. Contributions and bequests to the Fund may be deducted for income tax and estate tax purposes.

The League of Women Voters has worked for safe management of solid waste since 1971. The League of Women Voters of Texas Education Fund has undertaken several projects to educate the public about hazardous waste--the most recent in 1981. The League believes there is a need for both public education and public participation in this controversial field. League members have been actively involved in efforts that bring together those with diverse interests in the management of hazardous wastes. These efforts have included the Texas Roundtable on Hazardous Waste (established by the Texas Environmental Coalition) and the Keystone workshops on Siting Nonradioactive Hazardous Waste Management Facilities (conducted by The Keystone Center in Colorado).

PROPOSED KEYSTONE SITING PROCESS EDUCATIONAL PROJECT

Background to the Proposed Project:

The state of Texas is a major generator of hazardous wastes. According to a 1980 assessment conducted for the U. S. Environmental Protection Agency (EPA), Texas ranks second among the fifty states in the volume of hazardous waste generated. Approximately three-fourths of that waste volume is disposed of at the plant or other facility where the waste is produced. Most of the remainder is disposed of at commercial waste facilities in Texas (the majority of these facilities are land disposal operations of some type). A small quantity of wastes are transported out of Texas for ultimate disposal in another state.

In the absence of accelerated progress toward reducing, reusing, recycling, and/or detoxifying hazardous wastes, there will continue to be a need for disposal facilities in Texas to handle the volume now generated. Although there may not appear to be an immediate need overall for new disposal facilities in the state (in terms of comparing existing facility capacity to the volume of wastes being generated), certain circumstances argue for consideration of new commercial facilities:

(1) clean-up of abandoned waste dumps as a result of Superfund and other programs will result in relatively large quantities of waste that will need to be disposed of in commercial facilities:

(2) the increasingly recognized risks associated with transportation of wastes would be reduced by location of some new commercial facilities in areas closer to points of waste generation;

(3) the anticipated economic recovery in the petrochemical and certain other industries will probably result in the generation of additional quantities of hazardous waste;

(4) the move to reduce the regulatory exclusions for small generators of hazardous waste will probably contribute additional quantities of waste for

disposal at commercial facilities;

(5) many companies now generating hazardous wastes and disposing of those wastes on the site of the generating plant may not be able to continue such "on-site" disposal due to the stricter regulatory requirements now being implemented and/or due to cost factors, and thus may begin shifting their wastes to commercial facilities:

(6) some existing commercial facilities, established under a less stringent regulatory framework in the past, are not optimally sited from an environmental or public health standpoint and do not reflect waste technology advances, and may be pressured to phase out operations, reducing the existing capacity for waste disposal;

(7) new disposal facilities may allow the use of more technologically advanced waste management practices (including pre-treatment of wastes to reduce their hazard) than is possible at existing facilities, posing fewer risks for the public.

However, concluding that new disposal facilities may be needed does not assure that they will be established. One complicating factor is public concern. Public concern about hazardous waste disposal has increased tremendously in the past five years, especially since the revelations about the much-publicized and hotly-debated Love Canal situation. Problems which have been identified with a number of abandoned and even some existing hazardous waste disposal sites, including several in Texas, have made the public fearful of the potential impacts of having hazardous waste facilities in their communities.

Unfortunately, the public concern about hazardous wastes sometimes overlooks the differences between good and bad waste management practices, the relative degrees of hazard presented by different types of waste, and the differences in

the respective track records of competing waste disposal companies. As a result, practically every proposal for a new hazardous waste disposal facility draws at least some public opposition, regardless of the waste management practices to be used, the types of wastes to be disposed, or the particular firm seeking to establish the facility. Many, if not most, of the applications for disposal facilities wind up in litigation. Even if finally authorized, a facility faces lingering public skepticism and fears, which may complicate its operation.

One of the aspects in Texas that aggravates this situation of public concern is the formal process by which state regulatory agencies consider permit applications for hazardous waste management facilities. This process restricts the considerations to be used by the agencies in deciding whether to issue the permit. The agencies are restricted primarily to looking at "technical" factors regarding the facility (engineering specifications, for example). Citizens living in the area of a proposed facility, however, are concerned about a number of "nontechnical" factors (such as the potential health risks to the community, impact on property values, and secondary impacts on local government activities such as the maintenance of roads serving the facility). These concerns, for the most part, cannot be addressed by the regulatory agencies.

Moreover, the nature of the current permitting process usually relegates active citizen participation to the public hearing on the proposed permit--a hearing which does not take place until after the permit application has been filed and reviewed by the regulatory agency staff and after the permit applicant and the regulatory agency staff have resolved most of the technical issues. That leaves many citizens with the perception that the decision on whether to permit a facility, for all practical purposes, has already been "made" by the time the public hearing on the permit takes place. Such a perception may lead

many citizens to believe that the only way to contest or modify a permit is to prepare for litigation, with the public hearing being only the initial "skirmish" in a long, adversary process. At the least, the late formal entry for the public into the permitting process certainly increases the frustration of citizens who seek to have their concerns about proposed hazardous waste facilities addressed.

The continuing public concern and frustration makes the siting of hazardous waste facilities difficult. In some cases it even dissuades waste management firms from initiating or following through on facilities. The firms may feel that the public animosity is too much to overcome or that the effort to combat public opposition will be too costly or "not worth the hassle." As a result, many people knowledgeable about the hazardous waste issue in Texas have long felt the need for a mechanism to address public concerns (both technical and other) at an earlier point in the facility permitting process, as well as a need to develop a better public understanding of hazardous waste management in general.

This conclusion was reaffirmed by a group of thirty-five participants at the Keystone workshops on Siting Nonradioactive Hazardous Waste Management Facilities. Those workshops were held August 17-20, 1982 at Keystone, Colorado and October 21-23, 1982 at West Columbia, Texas. The workshops were conducted by The Keystone Center, at the request of the Gulf Coast Waste Disposal Authority, and most of the participants were from the Houston-Galveston area. The participants were drawn from a diversity of interests--civic groups, environmental organizations, local officials, state regulatory agencies, industrial firms, and academic institutions, among others.

The workshops produced a report entitled Siting Waste Management Facilities in the Galveston Bay Area: A New Approach. The new approach basically embodies three components as modifications to the existing process for permitting new

hazardous waste facilities in Texas. The three components are as follows:

(1) the permit authority recommends or requires an applicant to submit a "citizens report" describing local issues and concerns at the same time that the application for a permit is submitted;

(2) a "review committee" of area citizens representing a range of interests is formed to provide a focal point for citizen input to the applicant and to author the citizens report;

(3) a handbook is made available to guide the applicant, the committee, and the public in the development of the report.

This approach would be initiated prior to the filing of a permit application, thus allowing for early public involvement in the siting process. Moreover, the review committee and report would not be limited to considering just technical concerns, thus allowing more public concerns to be addressed directly in the siting process.

The two Texas state agencies primarily responsible for regulating hazardous waste management, the Texas Department of Health and the Texas Department of Water Resources, have both agreed to accommodate the Keystone approach. The draft handbook has been completed by those who participated in the Keystone process, and it will be published shortly by the state agencies. The handbook will be made available to prospective applicants for a permit to operate a hazardous waste management facility, and such prospective applicants will be encouraged by these agencies to undertake this new approach. It should also be noted that the basic concepts in the approach are broad enough that they could be applied in the siting of a number of controversial types of facilities (municipal landfills, airports, electric power generating plants, sewage treatment plants, roadways, port facilities, et cetera).

Objectives of the Proposed Project:

In order for the new approach envisioned by the Keystone group to be put into practice successfully, it must be publicized and explained to citizens across the state, especially in those areas where significant quantities of hazardous waste are generated, stored, processed, and/or disposed. Also, these citizens need to be informed of the context in which this approach to public involvement in the siting of hazardous waste management facilities is suggested. They need to be made fully aware of the quantities of hazardous waste generated in the state and in their respective regions, the ways in which those wastes might be managed, any needs for additional disposal capacity, the current regulatory process, and the present formal mechanisms for public participation in the permitting process. All of these aspects of the issue provide the basis for the initial recommendations by the Keystone group as well as the necessary foundation of knowledge to understand and implement the recommendations.

The project proposed here seeks to provide the mechanism for conveying this basic information and for explaining the Keystone approach to the interested public. Although there have been and continue to be projects in Texas which disseminate information about hazardous waste management and about formal and informal ways in which the public may become involved in government decision-making on this issue, there have been no projects which set forth a specific, concrete approach for addressing public concern about the siting of hazardous waste facilities. This project seeks to do so.

Moreover, the project would encompass not only the education of interested citizens but also the actual training of citizens to participate in the application of the Keystone process. It would serve as a bridge between the formulation of the Keystone siting approach and its actual implementation.

Target Groups for the Proposed Project:

Specific target groups for the project would be local government officials (elected and appointed) whose areas of responsibility would be affected by hazardous waste management facilities, civic and neighborhood associations, environmental groups, business and professional organizations, generators of hazardous waste, prospective facility permit applicants, and other groups or individuals with a demonstrated or likely interest in hazardous waste management. Names of organizations and individuals who might be interested in the activities of this project would be gathered from statewide and local groups which have been active on the hazardous waste issue or whose members have responsibilities or interests related to this issue.

Special efforts would be made to identify area citizens and officials who are or would be opinion leaders on such issues as the siting of a hazardous waste facility in their areas. Personal contact would be made with as many of these individuals as possible to encourage their participation in the project since some of these individuals likely would be involved in the Keystone process if implemented in their communities.

Primary emphasis would be placed on reaching groups and individuals in six regional areas: the Houston-Galveston area, the Golden Triangle (Beaumont/Orange/Port Arthur), the Lower Texas Coast, North Central Texas, Central Texas, and the Permian Basin/Panhandle. These are areas where significant quantities of hazardous waste are generated and/or areas which have had waste management facilities in the past or are being considered for facilities in the future.

Description of the Proposed Project:

Phase I of this project centers on the preparation and distribution of informational materials and the holding of six one-day workshops. Two of the

informational publications are already developed and will be available for distribution through the project without cost: the Keystone report and the handbook. Three other sets of materials would be prepared by The Keystone Center in Colorado specifically for the project. These would be materials on conflict resolution, technical and other considerations in the siting of hazardous waste management facilities, and implementation of the Keystone siting process. The materials on conflict resolution would delineate techniques which have been used in controversial situations to resolve conflicts, including conflicts over the location of various types of facilities in communities around the country. Materials on considerations in the siting of hazardous waste facilities would enumerate and explain such considerations and also indicate alternative ways of addressing them--drawing on specific experiences. The materials on implementation of the Keystone siting process would explain in more detail how to put the process into practice and would be linked to the information provided in the conflict resolution and siting considerations documents. All of these materials would be developed for distribution at the workshops and possibly through limited mailings.

The workshops would be held in each of six different areas of the state: Houston/Galveston, Dallas/Fort Worth, the Golden Triangle, Corpus Christi, Austin/San Antonio, and Midland/Odessa. The workshops would be geared to an approximate audience of fifty to one hundred individuals each. Each of the workshops would be structured in roughly the same manner (a tentative workshop agenda is attached). The morning sessions would consist of formal presentations and discussions on an overview of the hazardous waste management issue, a review of past experiences in hazardous waste management (problem sites and well-operated facilities), and an assessment of hazardous waste facility needs

in the state and in the respective area. The afternoon sessions would include a formal presentation on the Keystone siting process and small discussion group sessions to consider the process in more detail. The small group discussions would seek to maximize the understanding of the process (allowing questions about the process to be answered in a thorough manner), to get feedback about the process, and to delineate ways in which the process might be implemented in specific areas and in particular circumstances. If appropriate, these small group sessions might include role-playing situations in which some of the workshop participants or facilitators would present a short simulation of the review committee aspects of the process. Thus, the workshops would seek to accomplish the twin objectives of expanding public knowledge of the hazardous waste management issue and conveying a good understanding of the Keystone siting process.

The workshops would begin in early December of 1983, with a workshop in the Houston-Galveston area--where perhaps the greatest public interest in the hazardous waste management issue has been demonstrated. Workshops would then be held approximately every two months over a period of one year, the duration of the project.

Several of the participants in the Keystone workshop held in August and October of 1982 would serve as facilitators for this set of workshops. Most of the facilitators probably would be drawn from the Keystone Siting Process Executive Committee, established by the full group of Keystone workshop participants to increase public awareness of this new approach to facility siting. Members of the Committee include Diane Sheridan (League of Women Voters of Texas), Peter Bowman (Galveston Sierra Club), Dennis Caputo (Gulf Oil Chemicals Company), Marta Greytok (Mayor, Taylor Lake Village), Ken Kramer (Texas

Environmental Coalition), Bob Mattern (Shell Oil Company), Norman Radford (Vinson, Elkins), and Nancy Worst (Empak, Inc.). The contact person at The Keystone Center for this project would be John Ehrmann, who would be involved in the development of the informational materials and would also participate in the workshops.

Phase II of the project follows logically from the information dissemination and educational focus of Phase I. To encourage the successful application of the Keystone siting process, it will be important that people selected to serve on the citizen review committees be sufficiently versed in conflict management skills and approaches, group decision making methods, and scientific and technical information about hazardous waste disposal. The proposed training program would address these needs through the development of training materials and a training workshop program that would be made available to prospective and/or actual review committee members.

Phase II would have two components:

(1) Training materials covering the areas outlined above would be developed by The Keystone Center, under contract to the League of Women Voters of Texas Education Fund.

(2) A training workshop would be designed at which the training materials would be presented. This workshop could be presented in a number of ways, depending on the particular situation. First, it could be presented to a review committee to impart skills and approaches that will assist them in their deliberations. Second, it could be used to train interested citizens who in turn could serve as trainers for review committee members appointed in their region of the state. The initial training sessions would be conducted by a team of trainers made up of original members of the Keystone Siting Group and

trainers selected by The Keystone Center. At this time it is impossible to determine exactly how many training workshops would be conducted overall, given the uncertainty in the number of permit applications that can be expected.

Phase II would be the last step before actually putting the Keystone siting process into practice. Due to the commitment which the initial Keystone group participants have to seeing the process successfully implemented, many of the participants would be expected to continue to provide assistance, where possible and appropriate, to those engaged in review committee activities and to the state agencies which have encouraged the use of the Keystone approach.

Itemized Budget for Phase I of the Proposed Project:

Informational materials - development & printing (300-400 copies) -	\$ 7,000
Project director fees (independent contractor) - \$1000 per workshop	6,000
Secretarial/clerical fees (" ") - \$ 500 per workshop	3,000
Office and equipment rental (\$100 per month)	1,200
Phone	2,000
Supplies and postage	1,500
Photocopying and printing	1,500
Meeting room rental and other workshop expenses (including audio equipment rental, registration materials, visual aids, etc. - part of these costs could be recouped through registration fees)	7,500
Travel and speaker expenses	10,000
<u>Subtotal</u>	<u>\$40,200</u>
Overhead fee to the League of Women Voters of Texas Ed. Fund (10% of above)	4,000
<u>Total</u>	<u>\$44,200</u>

Itemized Budget for Phase II of the Proposed Project:

Training materials - development and printing	\$ 5,000
Project director fee (in-state coordination)	1,200
Training program coordinator fee	6,000
Secretarial/clerical fees	3,500
Phone	1,000
Supplies and postage	1,500
Photocopying and printing	1,000
Meeting room rental and other workshop expenses	3,000
Trainers	6,000
<u>Subtotal</u>	<u>\$28,200</u>
Overhead to League of Women Voters of Texas Ed. Fund (10%)	2,800
<u>Total</u>	<u>\$31,000</u>

Total Budget for the Proposed Project: \$75,200

Appendix A - Tentative Workshop Agenda (for Each of Six Educational Workshops)

- 8:30 - 9:00 a.m. - Registration
- 9:00 - 9:15 a.m. - Opening Remarks
- 9:15 - 10:00 a.m. - Overview of the Hazardous Waste Management Issue
- 10:00 - 10:15 a.m. - Break
- 10:15 - 11:00 a.m. - Past Experiences with Hazardous Waste Management
- 11:00 - 12:00 noon - Hazardous Waste Management Needs (including attention to needs in the specific region as well as statewide)
- noon - 1:00 p.m. - Lunch
- 1:00 - 1:30 p.m. - Audiovisual Presentation on the Keystone Siting Process
- 1:45 - 3:00 p.m. - Small Group Discussions
- 3:00 - 3:15 p.m. - Break
- 3:15 - 4:30 p.m. - Small Group Discussions
- 4:30 - 5:00 p.m. - Evaluation and Wrap-Up
- 5:00 p.m. - Conclusion

KENNETH W. KRAMER

- Profession: Public Policy and Political Consultant, Austin, Texas
- Professional Experience: Consultant to the Lone Star Chapter of the Sierra Club (1982 to present)
Visiting Assistant Professor of Political Science, Texas A&M University (1980-82)
Assistant Project Director, "Strengthening the Environmental Constituency for Concerns Related to Toxics/Hazardous Wastes: An Educational Outreach," a project funded by the Office of Toxic Substances, U. S. Environmental Protection Agency (1981)
Assistant Professor of Government, Angelo State University (1978-80)
Instructor of Government, Angelo State University (1977-78)
Chairman, presenter, or panelist on professional panels on policy implementation, environmental policy, water resources policy, energy politics, civil service reform, hazardous waste management, and groundwater protection
Instructor or graduate assistant in government and political science at Houston Community College, Rice University, El Paso Community College, and Stephen F. Austin State University
- Volunteer Experience: President, Texas Environmental Coalition (1982 and 1983)
Legislative Chairman and Water Resources Chairman, Lone Star Chapter of the Sierra Club (1978 through 1983, inclusive)
Member, Resource Recovery Advisory Council, Texas Department of Health (1982-83)
Member, Committee on Resource Use and Conservation, Governor's Task Force on Water Resource Use and Conservation (1982)
Member, Advisory Committee on Water Resources Policy, Texas Energy and Natural Resources Advisory Council (1982)
Member, Waste Disposal Task Force advising the staff of the Natural Resources Division of the Texas Energy and Natural Resources Advisory Council (1981)
Chairman, Citizens Advisory Group for the Greater Houston Areawide Waste Treatment Management Planning Program (1976-77)
- Publications: Author or co-author of journal articles and other publications on the impact of elections on public bureaucracies, public participation in water quality planning, civil service reform, public participation in toxic substances and hazardous waste regulation, the politics of water districts, environmental protection and natural resource management policy in Texas, and state hazardous waste regulatory policy
- Education: Ph. D. in Political Science, Rice University, 1979 (Dissertation: "Implementing Environmental Policy: Air and Water in Texas")
M.A. in Political Science, Stephen F. Austin State University, 1971
B. A. in History, Texas Lutheran College, 1969

CURRENT
POSITIONS:

Research Fellow, The Keystone Center, Keystone, Colorado. Responsible for program development and implementation including proposal writing, fund raising and evaluation of existing programs. Substantive issue areas addressed include Indian affairs, acid precipitation, clean air, hazardous waste and public compensation for catastrophic illnesses. Specific activities:

- o Program Coordination, July 1982 Clean Air/PSD Conference.
- o Summary Report Drafting and Editing, Clean Air/PSD Project.
- o Proposal Writing and Program Planning, Keystone Acid Precipitation Project, 1982.
- o Program Development, Catastrophic Illness Project and Hazardous Waste Conflict Management Training Program, 1983.

Research Associate, School of Natural Resources, University of Michigan. Staff member of the Project for the Study of Natural Resource and Environmental Conflict, working on: research and writing on environmental conflict and conflict management strategies; development and teaching of graduate seminars on environmental conflict and conflict management; creation and maintenance of computerized information base; and administrative responsibilities.

PROFESSIONAL
EXPERIENCE:

- o Consultant, Denver Metropolitan Water Roundtable, 1983.
- o Mediator, Center for Dispute Resolution, Denver, Colorado. Voluntary Mediator for community and domestic disputes, 1983.
- o Consultant, Michigan Department of Natural Resources, Enforcement Division. Assisted in designing and implementing training program on environmental conflict management, 1983.
- o Co-trainer, Public Interest Research Group of Michigan. Assisted in development and implementation of two training workshops on internal and external organizational conflict management skills, 1982.
- o Management Analyst, Science and Technology Group, U.S. General Accounting Office, Washington, D.C., 1980.
- o Resource Planner, Amherst H. Wilder Foundation, St. Paul, Minnesota, 1978-1979.
- o Research Assistant, Smithsonian Institution, Washington, D.C., 1972.
- o Legislative Aide, State Representative James B. Kelly, Pennsylvania State House, 1971.

PUBLICATIONS:

Several publications dealing with environmental conflict and corporate social responsibility.

EDUCATION:

University of Michigan, School of Natural Resources

Candidate for Ph.D. in Natural Resource Policy and Conflict Management, qualifications completed ABD.

Master's of Science in Resource Policy and Management, 1981.

Macalester College, St. Paul, Minnesota

Graduated summa cum laude, double major in History & Geography, 1974.

Phi Beta Kappa, 1974.

TO: State board members
FROM: Jan Albers & Franci Smith
RE: TEF PROJECT PROPOSAL(S)

LWV-TEF
Aug. 26, 1983
State Board Mailing

We think it would be a good idea to get our Child Support Enforcement Facts & Issues into the hands of the "right" people as soon as possible.

We are proposing to do two mailings:

1. To a limited number (approximately 50) of newspapers--all dailies and major weeklies. Mailing would contain the F&I plus a cover letter explaining that the LWV has published this material as part of a study by its members regarding Child Support Enforcement. We would let them know that an announcement on the League's position on the amendment will be made after September 30. The letter will tell them that we know their readers will be interested in some background information on this issue.

ESTIMATED COSTS:	F&I @ .08	\$4.00	
	Postage @ .20	10.00	
	Letter @ .11	5.50	
	Envelopes @ .07	3.50	
	Sec. time @ \$10/hr.	20.00	
		\$43.00	<u>Estimated cost</u>

2. Second mailing bulk rate to approximately 200 selected organizations and associations that would probably be interested in this issue. Same type of cover letter--telling them that we are presenting information that their members would be interested in having.

ESTIMATED COSTS:	F&I @ .08	\$16.00	
	Envelopes @ .07	14.00	
	Letter @ .11	22.00	
	Postage @ .06	12.00	
	Sec. time	30.00	
		\$94.00	<u>Estimated cost</u>

We believe this is a legitimate use of TEF funds and will support any later activities we undertake on behalf of the amendment. It's also good PR, and will enhance our standing with some other organizations.

IF YOU DISAPPROVE, let the state office know BY SEPTEMBER 6. Your silence indicates consent. If you have questions, call Franci or Jan.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

PROJECT REQUEST FORM

JUN 3 1980

Approved _____
Disapproved _____ Date _____

Supervisor: _____

From: LWV of _____

Date _____

Proposed project:

Anticipated completion date: December 1980

Publication on Texas Bays & Estuaries

(Pass-through grant from LWV-US Education Fund (Coastal Zone Management Project))

Plans for execution, including distribution of any printed material:

See attached proposal

Proposed Project Director: Name Catherine Perrine Phone: _____

Address: _____

Proposed budget:

Income

Expenditures

LL money on deposit: \$ _____

Printing: \$ _____

Donations from:

Promotion: _____

LWU-US Ed Fund 1250

Distribution: _____

Office Overhead: _____

Volunteers' Expenses: _____

Non-deductible funds: _____

Other: _____

Sales: _____

Other: _____

See attached Proposal

TOTAL \$1250

TOTAL %1250 *

Catherine Perrine

Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

12/78

RETURN BY MAY 16, 1980

Land Use Department
LWV Education Fund

S.O.

PROPOSAL FOR A PASS-THROUGH GRANT ON COASTAL ZONE MANAGEMENT
RESPONSIBLE LEAGUE (State, ILO, River Basin, or local)

League of Women Voters of Texas Education Fund

Address & Phone 1212 Guadalupe, #109, Austin, TX 78701 (512)472-1100

League President Diana Clark

Address [REDACTED]

Work phone () [REDACTED] Home phone [REDACTED]

Project manager Catherine Perrine

Address [REDACTED]

Work phone () [REDACTED] Home phone [REDACTED]

SUMMARY OF BACKGROUND INFORMATION: To help us understand the context of your proposal, briefly state the major issues involved in the development and/or implementation of your state CZM plan, and efforts by active groups including the LWV to focus on these issues in the last year. (If your state has no plan, what issues and group activities have been especially important in working to achieve a plan?) What other Year of the Coast events are planned in your state?

The Texas Coastal Program is not yet born. The most recent draft--Texas Coastal Program, June 1979--covers five issues:

Management of Bays and Estuaries, Shorefront Areas, Coastal Hazards, Coastal Development, and Coordination of Coastal Management Processes.

LWV-Texas has recently sponsored and conducted a series of three meetings on the Texas Coastal Program to provide an exchange of ideas between public interest group members and the staff of the sponsoring state agency, the Texas Energy and Natural Resources Advisory Committee (TENRAC).

A revised Hearing Draft is scheduled for publication in late June, with hearings to be held in August.

The state Sierra Club is preparing a Year of the Coast slide show.

PROJECT OBJECTIVES: Considering the level of public awareness of your state coastal management program, how will your project heighten public understanding of the values of the coast?

Present awareness of the importance and needs of bays and estuaries is low in parts of the state away from the coast--especially as to values of freshwater inflows. Inland water management officials and media refer to "water wasted to the Gulf" in describing needs for upstream impoundments.

We plan to publish, distribute, and promote a brief nontechnical factsheet on Texas Bays and Estuaries, emphasizing the need for adequate freshwater inflows to maintain the productivity of major Texas estuarine systems.

PROJECT ACTIVITY: State purpose, content, audience targeted, staffing, desired results, means to evaluate project's success. If you plan more than one activity, please describe each one separately.

Purpose: To increase public awareness of the importance of bays and estuaries to the people of Texas and of measures needed to assure the continuing productivity of these resource areas.

Content: Values of estuarine systems to commercial and sport fishing, tourism, wildlife, etc.
Freshwater inflow needs (see attached letter from Texas Department of Water Resources)
Water quality protection
Wetlands protection
Fisheries management

Audience: Decisionmakers--officials of river authorities, state agencies, water districts, etc.; legislators; civic leaders
Media--to encourage more coverage of issues pertinent to bays and estuaries
Local Leagues and environmental organizations

Desired Results: To encourage adequate consideration of needs of bays and estuaries in decisions on such issues as reservoir construction, water rights appropriations, wastewater discharge permits, and facility siting.

Evaluation: LWV-Texas will request comments on the factsheet from selected recipients.

PROJECT SCHEDULE: Indicate goals and activities you intend to accomplish on a monthly basis from June to December, 1980.

July & August: Write draft publication

September: Circulate draft for review by Texas Department of Water Resources, Texas Energy and Natural Resources Advisory Committee, and Texas Coastal & Marine Council staff members

October: Edit and publish factsheet

November: Distribute and promote the publication

December: Evaluation

☒ Yes ☐ No Have you discussed your proposed project with your state CZM agency?

☒ Yes ☐ No Did your state CZM agency agree with your proposal?

☒ Yes ☐ No Has your League Board approved this proposal?

Explain any negatives or qualified affirmatives.

No negatives or qualifications

Please attach any relevant letters of agreement from private or public entities with which you will be cooperating, or any other information that will help us evaluate your proposal.

See attached letter from Dr. Herbert W. Grubb, Director of the Planning and Development Division, Texas Department of Water Resources

ESTIMATED COSTS: (please indicate how the figures were derived,
for example, secretarial assistance, \$2.50/hr. x 40 hrs. = \$100)

Stipend for Grant Manager	_____
Supplies (such as envelopes, stationery)	\$ 100
Exhibit & Media Materials (photography, tapes, graphics, construction)	_____
Telephone	_____
Travel	_____
Lodging	_____
Meals & Refreshments	_____
Equipment Rental	_____
Printing (6,000 @ 15¢) - - - - -	900
Mimeographing/Xeroxing	_____
Postage	125
Secretarial Services	_____
Consultant Services	_____
Other: Office overhead, including Secretarial services	125

LWV GRANT TOTAL

\$1,250

SUPPLEMENTAL FUNDING ASSISTANCE

source: Writing, editing, and
promotion by LWV-Texas
volunteers

PROJECT TOTAL

\$1,250

Catherine Rogers
Project Manager

Barbara L. Clark
League President

League of Women Voters of Texas
League

May 19, 1980

Ms. Catherine Perrine
Statewide Chairman
League of Women Voters
7616 Royal Place
Dallas, Texas 75230

Dear Ms. Perrine:

The Texas Department of Water Resources has completed studies of the freshwater inflow relationships of the major bays and estuaries of Texas, in accordance with State Legislation (S.B. 137). A review draft report has been prepared for each of the six major estuarine systems. An Executive Summary has been prepared for the six estuarine systems for which draft reports have been completed. Studies are continuing for the seventh, the Laguna Madre system. We expect to complete the data collection for that system during the summer of 1980 and to have a draft report for review by December 1980.

The Department staff is receiving the results of the reviews of the reports mentioned above. Staff are making appropriate corrections, further explaining points where questions have been raised, and adding additional explanatory materials in preparation to publish the reports. As you know, these reports are somewhat complex, and although we have attempted to explain the very complex hydrologic, biologic, and economic relationships in simple English, the reports are still quite complicated and are perhaps too technical for most readers. I understand that you are considering developing brief, popularized summary material of the bays and estuaries studies. I concur that such material would be useful in communicating the results of these studies to the public and would be pleased to work with you in reviewing drafts of such materials.

Sincerely,



Herbert W. Grubb
Director, Planning and
Development Division

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

PROJECT FINANCIAL REPORT

FROM: LWV of Texas Education Fund

Date: 7/7/80

FOR: Name of project: International Trade (I.R. Wingspread)

INCOME

Received from TEF:	<u>95.96</u>
To be received from TEF:	<u> </u>
From sales:	<u> </u>
Other: <u>LWVUS-EF</u>	<u>500.00</u>
<u>Tx Instruments</u>	<u>250.00</u>
<u>TOTAL</u>	<u>\$845.96</u>

EXPENDITURES

Printing:	<u>52.23</u>
Promotion:	<u> </u>
Distribution:	<u> </u>
Office overhead: including salaries	<u>79.20</u>
Volunteers' expenses:	<u> </u>
Other: <u>travel</u>	<u>158.10</u>
<u>Telephone</u>	<u>21.64</u>
<u>PR consultant & materials</u>	<u>469.10</u>
<u>Postage</u>	<u>60.40</u>
<u>Other</u>	<u>5.29</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u>TOTAL</u>	<u>\$845.96</u>

Receipts must be attached justifying
all expenditures and should be
attached to the report sent to the
TEF treasurer.

Receipts filed with appropriate
1979-80 vouchers

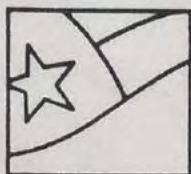
Additional 5% (or \$5.00
minimum) administration
fee for local League
projects to be deducted
from LL account

Does not apply

Ethel E. Atwain
Signature of Project Director
Treasurer

Make four copies: Send one to state office. ✓
 one to Project Supervisor.
 one to TEF Treasurer -- with receipts attached.
 Keep one copy for your files.

Please submit as soon as possible following completion of the project.



LEAGUE OF WOMEN VOTERS

of the San Antonio Area

May 2, 1985

LCa
SO
Sany files

Jeanette Vanderwater
[REDACTED]

Dear Jeanette,

The San Antonio League received your brief letter notifying us of the denial of our LWVEF request for \$100 used for the 1984 Voters Guide. Rowena Rodgers had already given us the reason for this denial of funds before convention. While I can understand the State League adhering to a policy that requires an Ed Fund copyright, I would like to explain that this local League has tried to take care of all the many details involved in this worthy Voter Service project. I do feel that San Antonio was blameless in this deletion as the newspaper that published the Voters Guide changed the person that actually did the layout at the last moment. The editor that we had originally spoken with was informed of the need to include the copyright.

Financially this will not be that detrimental to our League. However, I am distressed that neither Cathy Scott or myself were contacted about this until several months after the work was done. As a local League, we work hard to comply with all the forms for which we are responsible and we would appreciate it if the State League would be more sensitive when a problem arises.

Sincerely,

Sally Coughlin
President

[REDACTED]

[REDACTED]

[REDACTED]

FRANK MORRILL
Jan. 1, 1985
PREBOARD ATTORNEY
OIL INDUSTRIES BUILDING

FROM: Margie Morrill, LWV-TEF Secretary

RE: LWV-TEF Local League Projects

Local League Project Requests since Nov. 14-15, 1984 board meeting:

1. LWV-Richardson's Project Request for \$454.70 (plus \$22.74 administration fee) totaling \$477.44 for Voters Guides General Election 1984. The plans include information that state guides and Dallas County Guides were purchased from LWV-Dallas and separate single-sheet guides were printed and distributed for races in Collin County which effect Richardson. The cover letter from the president, Carol Holgren, requests that the \$250 cost of purchasing guides from LWV-Dallas be transferred from LWV-Richardson's account to "the Dallas account." (Carpenter has the forms on this request and has written a letter to Carol J. Holgren, President LWV-Richardson, dated Dec. 21, 1984.)
2. LWV-Tarrant County's Project Request for \$370 (administration fee \$18.50) totaling \$388.50 to revise and reprint 1985-86 Your Elected Officials, Georgia Kidwell, Project Director.

Project Request Withdrawal

3. LWV-Arlington informed Project Supervisor Ferstl that they wish to withdraw the following Project Requests that were approved at the Sept. 21, 1984 board meeting:

- a) Request for \$225 to hold candidates forum on Oct. 18, 1984.
- b) Request for \$100 to purchase Voters Guides from newspapers to be distributed to the public.

Ferstl returned all papers to the secretary on these two requests. I suggest that a motion/^{to accept} the Withdrawal of these two requests, or some such wording, be made and included in the minutes to keep the record straight.

This leaves one Project Request from LWV-Arlington outstanding-- see below under paper work due.

Paper Work Due

4. LWV-Arlington's request for \$101 for Voters Service Hotline for Nov. 6, 1984 General Election, Ethel Sturgis, Project Supervisor.
5. LWV-San Antonio Area's request for \$75 for registration fee for groundwater conference on Oct. 29-31, 1984, Rowena Rodgers,
6. LWV-San Antonio Area's request for \$94.70 (administration fee \$5) totaling \$99.70 for Voters Guides for General Election, including postage, overhead, etc., Rowena Rodgers, Project Supervisor.

FRANK T. MORRIS
JAN. 1, 1985
ATTORNEY AT LAW
OIL INDUSTRIES BUILDING

AREA CODE 512 883-7141

FROM: Margie Morrill, LWV-TF Secretary
P. O. BOX 2013
CORPUS CHRISTI, TEXAS 78408

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1. LWV-Richardson's Project Request for \$454.70 (plus \$22.74 adminis-
tration fee) totaling \$477.44 for Voters Guides General Election
1984. The plans include information that state guides and Dallas
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cluding postage, overhead, etc., Rowena Rodgers, Project
Supervisor.

1/1/85 - Preboard - LWV-TEF Local League Projects cont'd.

7. LWV-Baytown's request for \$196 for local study of school district's counseling and nursing programs, Barbara McCormick, Project Supervisor.
8. LWV-Kerrville Area's request for \$1200 for publication and distribution of 2-year study of Kerrville Municipal government, Ethel Sturgis, Project Supervisor.
9. LWV-McAllen's request for \$50 for research on local water issues, dated Jan. 19, 1983, Catherine Perrine, Project Supervisor.

For the Record

- ✓ 10. At the Nov. 14-15, 1984, the board approved LWV-Tarrant County's request for \$125 to purchase 100 copies of Family Violence publication, plus \$37 postage, to be taken from their Mary Harding Education Fund account, with the proviso that the correct forms for the request would be made and forwarded to the secretary, Myrtle McMahan, Project Supervisor. After a few weeks I had not received the forms, so I called Myrtle. She reported their board's decision not to make this request since there is automatic approval for purchase of ed fund publications. This would leave only the request for postage--\$37--and they did not want to pay the minimum administration fee for this. A formal withdrawal motion should be made since this is a part of the minutes and the record needs to be clear as to what happened.

AREA CODE 214 883-1141

OIL INDUSTRIES BUILDING
ATTORNEY AT LAW

FRANK T. MORRIS

CORPUS CHRISTI, TEXAS 78403
P. O. BOX 3013

*Letters
need to go out*

3/11/85

March 9, 1985

To: State Board

From: Lois

Re: Various

Financial Matters

*need
letters*

TEF Reserves--A CD for roughly \$10,000 came due in January and was renewed at about 10% interest for two years. Another CD, again for about \$10,000, comes due March 21. Also, we will be receiving the proceeds on the stock sale soon. Jeanette V. and I are thinking it might be good to plan to put the second CD in for two years, but when the stock funds come in, to split that money into two more CD's--one for six months and one for a year. This would provide more flexibility for getting to our money. If anyone has a different idea or objects to this, please let Jeanette V. know by March 15.

We have received old financial records from the defunct LWV-Rockwall including the balance in their bank account, \$161.32.

A surprise contribution to TEF for \$500 from Southwestern Bell arrived via Pat Sabin with a notation that it comes through a Dallas member who "investigated" the League at length before joining.

TEF Project Requests

Richardson requests \$150 to cover printing, postage and supplies for a Get Out the Vote project to include distribution of local VG's (not printing), posting of flyers in area stores, candidate forum, mailing to area groups & businesses on forum and voting, phone bank, work on publicity, and handouts showing what will be on the ballot.

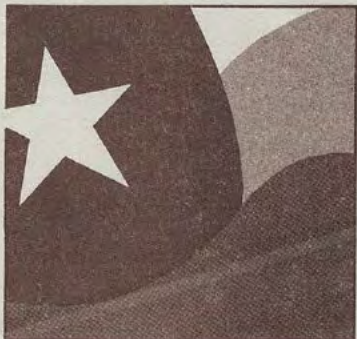
Irving requests \$312 for local VG's and \$350 for Your Elected Officials brochures. Not clear if both amounts cover both printing and distribution, but I suspect they do. Well, I just checked, and they do.

Both of these look in order to me & Richardson sent copy of the letter to groups and businesses. It is all in order with TEF funding acknowledged. If you have any questions or objections to approval on either of these, please let Joan know by March 15. I will be supervisor for the Richardson project since I have already seen the letter, and Sondra, would you mind being supervisor for the Irving project? They know they need to send you copy on the YEO brochure, but not on the VG's as long as they acknowledge TEF and have no pro/con information.

OTHER

Margie has completed the minutes and you will be receiving them eventually. She expresses thanks to all note-takers and tape recorder monitors and appreciated the personal greetings. She expects to move on March 13.

State office has been swamped in recent weeks; and this past week I was out of town, Lavora still recovering from surgery, Charlene out sick three days, and the mimeograph broke down. So no SO mailing on Fri. The necessities will go out Mon., March 11. Unfortunately, I'll be out of town Mar. 15-17 and tied up with attorneys and depositions Mar. 18 & 19. Should be home those evenings though. Will be in Austin Mar. 26 & 27. *w/*



MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

March 31, 1985

Dear Maize,

Did you see the "Your Elected Officials" Baytown sent with their last notice.

It said published by LWV-TEF. Is not aware we got any profit request.

Are you??

Janette

MARCH 31: 1985

LWV-TEE

485 1 LOCAL LEAGUE RESTRICTED FUNDS		
R707	JUN LWV-COR CHR: P & N HAAS FOUND	500.00
R708	JUN LWV-TYLER: CLARKE: HETHERLY: ETC.	60.00
R717	JUL LWV-IRVING: LOUIS SHIRAK	75.00
R718	JUL LWV-IRVING: PLASTONICS SOC CO	100.00
R719	JUL LWV-SAN MARCOS: STEPH COLE	25.00
R725	AUG LWV-COR CHRISTI: EXXON CO	2000.00
J322	AUG LWV-ODESSA: SH BASCO GIFT	40.00
R730	SEP LWV-BAY AREA	13.90
R740	SEP LWV-COR CHR: EXXON CO	200.00
R741	SEP LWV-DENTON: S FERSTL	10.00
R742	SEP LWV-DENTON: E CLIFTON	10.00
R743	SEP LWV-DENTON: K MCCAIN	25.00
R744	SEP LWV-DENTON: A MILLER	5.00
R745	SEP LWV-DENTON: C CHURCH	10.00
R746	SEP LWV-DENTON: E SCOTT	5.00
R747	SEP LWV-DENTON: T PAGE	2.00
J337	SEP LWV-AMARILLO: INV 4373	14.50
R748	OCT LWV-KERRVILLE: D WALSH	25.00
R816	NOV LWV-SAN ANTONIO: RUTH LOFGREN	100.00
R817	NOV LWV-TAR CO: BELL HELICOPTER	500.00
R853	NOV LWV-VICTORIA: BALANCE ON ACCT	17.40
R901	NOV LWV-MICLAND: C ROSEBRY	50.00
R902	NOV LWV-MIDLAND	20.00
R940	DEC LWV-BAYTOWN: EXXON	200.00
R941	DEC LWV-DENTON: SMITH: SCOTT: MORGAN	30.00
R942	DEC LWV-WACO: YVONNE RUGH	25.00
R943	DEC LWV-WACO: FLO WISE	20.00
R944	DEC LWV-WACO: HOPPENSTEIN INS AG	25.00
R945	DEC LWV-WACO: CATHERINE GORDON	25.00
R978	DEC LWV-LUBBOCK: MEMORIAL	10.00
R987	JAN LWV-ARLINGTON: DAVID FRILEY	500.00
R988	JAN LWV-KERRVILLE: SALE OF BOOKLETS	25.00
R034	FEB LWV-LUBBOCK: H D JONES	300.00
R040	MAR LWV-CORPUS CHRISTI: C R L	100.00
R041	MAR LWV-CORPUS CHRISTI: PARKDALE BAN	35.00
R042	MAR LWV-KERRVILLE: E HENNIES	50.00
R043	MAR LWV-KERRVILLE: G LOUBET	50.00
R044	MAR LWV-RICHARDSON: C WILSON	250.00
R045	MAR LWV-RICHARDSON: M L HOEFMAN	30.00
R046	MAR LWV-RICHARDSON: J HARRIS	25.00
J448	MAR LWV-ABILENE: SH BARBER FOUND	100.00
J449	MAR LWV-ABILENE: SH WESTERN MARKETIN	20.00
R058	MAR LWV-CORPUS CH: EDWARD HARTE	100.00
R059	MAR LWV-CO CHRISTI: PAUL & MARY HAAS	500.00
R060	MAR LWV-COR CHRISTI: EXXON CO	250.00
R061	MAR LWV-KERRVILLE: D C WALSH	50.00
R062	MAR LWV-KERRVILLE: BOOKLETS	28.00
R063	MAR LWV-MONT CO: MBANK: WOODLANDS	50.00
R064	MAR LWV-RICHARDSON: RICH FOR CAR SER	40.00
R065	MAR LWV-RICHARDSON: WM BORTER	100.00
R066	MAR LWV-TARR CO: GRIFFIN & LIFE	60.00
TOTAL =		6805.80

MARCH 31: 1985

LWV-TEE

481 1 LOCAL LEAGUE PROJECTS		
V974	JUN LWV-DENTON: AD FEE ON GOVT PUB	27.17
V982	JUN LWV-SAN ANT: AD FEE: VG: POST	5.00
V989	JUL LWV-ARLINGTON: AD FEE ON YED	13.29
V990	JUL LWV-TARR CO: AD FEE ON YED	20.25
V000	SEP LWV-ARLINGTON: AD FEE	38.39
V008	OCT LWV-WACO: AD FEE	7.58
V013	OCT LWV-KERRVILLE: AD FEE	26.45
V015	OCT LWV-TARR CO: MAX: AD FEE	5.00
V016	OCT LWV-CORPUS: VOTER GUIDE	18.77
V019	NOV LWV-SHERMAN: AD FEE ON VG	40.71
V061	MAR AD FEE ON GUIDE: LWV-MIDLAND	22.20
TOTAL =		224.81

MARCH 31: 1985

LWV-TEE

485 1 ADMINISTRATION OF LL PROJECTS		
V002	SEP BARBARA MCCORMICK	6.72
V003	SEP ETHEL STURGIS	6.30
J332	SEP COPIES: AUGUST	2.86
V010	OCT ETHEL STURGIS: PHONE CALLS	6.09
V022	NOV E STURGIS: PHONE: KERRVILLE	7.14
V063	MAR SONORA FERSTL: PHONE	2.85
TOTAL =		31.96

MARCH 31, 1985

LWV+TEE

1R1 LOCAL LEAGUE PROJECTS

V974	JUN	LWV-DENTON:	INF PUB ON GOVT	543.34
V974	JUN	LWV-DENTON:	AD FEE ON GOVT PUB	27.17
V982	JUN	LWV-SAN ANTONIO:	VOT GU: POST	100.00
V982	JUN	LWV-SAN ANT:	AD FEE: VG: POST	5.00
V989	JUL	LWV-ARLINGTON:	83-84 YEO REP	265.76
V989	JUL	LWV-ARLINGTON:	AD FEE ON YEO	13.29
V990	JUL	LWV-TARR CO:	84-85 YEO	405.00
V990	JUL	LWV-TARR CO:	AD FEE ON YEO	20.25
V990	JUL	LWV-DENTON:	CORR ERROR V974	0.01
V000	SEP	LWV-ARLINGTON:	KN Y SCH	767.71
V000	SEP	LWV-ARLINGTON:	AD FEE	38.39
V008	OCT	LWV-WACO:	DIR ELECT OFF	191.45
V008	OCT	LWV-WACO:	AD FEE	7.58
V013	OCT	LWV-KERRVILLE:	SURVEY	529.02
V013	OCT	LWV-KERRVILLE:	AD FEE	26.45
V015	OCT	LWV-TARR CO(MH):	MEETING FEE	50.00
V015	OCT	LWV-TARR CO(MH):	AD FEE	5.00
V016	OCT	LWV-CORPUS:	VOTER GUIDE	375.46
V016	OCT	LWV-CORPUS:	VOTER GUIDE	18.77
V019	NOV	LWV-SHERMAN:	VOTER GUIDE	814.29
V019	NOV	LWV-SHERMAN:	AD FEE ON VG	40.71
V061	MAR	LWV-MIDLAND:	GUIDE TO EL OFF	443.90
V061	MAR	AD FEE ON GUIDE:	LWV-MIDLAND	22.20
TOTAL =				4670.75

MARCH 31, 1985

LWV+TEE

1R2 LOCAL LEAGUE PURCHASES

I495	JUN	LWV-RICHARDSON:	5 PSS	100.00
I520	JUN	CLEBURNE ST UNIT:	1 PSS	10.00
I524	JUN	LWV-SAN ANTONIO:	225 INTESTACY	63.00
I529	JUL	LWV-MIDLAND:	200 INTESTACY	56.00
I570	JUL	LWV-ARLINGTON:	100 INTESTACY	29.40
V987	JUL	LWV-ARLINGTON:	25% RMR: NATL	250.00
I655	SEP	LWV-ARLINGTON:	100 FAM VIOL	125.00
I668	SEP	LWV-MIDLAND:	40 FAM VIOL	50.00
I699	OCT	LWV-MIDLAND:	100 FAM VIOL	125.00
I723	OCT	LWV-WACO:	FAM VIOL	18.75
I726	OCT	LWV-ARLINGTON:	1 VEL(VG)	26.00
I729	OCT	LWV-DENTON:	1 VG	15.00
I734	OCT	LWV-IRVING:	1 VEL(VG)	26.00
I735	OCT	LWV-LUBBOCK:	1 VEL(VG)	26.00
I736	OCT	LWV-MIDLAND:	1 VEL(VG)	26.00
V012	OCT	LWV-USER:	RMR ROCKWALL CO	559.23
J394	OCT	LWV-WACO:	1 INV4705	3.13
I774	NOV	LWV-CORPUS:	10000 VG	303.51
I775	NOV	LWV-SALVESTON:	5000VG:1 VELDX	182.00
I779	NOV	LWV-ODESSA:	2000 VG	68.23
I780	NOV	LWV-SAN ANTONIO:	1000 VG	36.34
I784	NOV	LWV-WACO:	4000 VG	124.89
I787	NOV	LWV-TAR CO (MH):	100 FAM VIOL	125.00
J368	NOV	LWV-RICHARDSON:	INV 4697	95.27
I790	DEC	LWV-MIDLAND:	50 FAM VIOL	62.50
R932	DEC	PAID INVOICES		27.50
V043	JAN	LWV-DALLAS:VG:	LWV-RICHARDSON	250.00
J411	JAN	LWV-ARLINGTON:	RDR	200.00
V055	FEB	LWV-BAYTOWN:	PUBS: LWV-US	53.55
V066	MAR	LWV-SAN ANTONIO:	SYMPOSIUM: WATE	75.00
TOTAL =				3112.30

March 15, 1985

Mona Wyatt
1101 Delaware
Irving, Texas

Dear Mona,

Your League's request for use of \$312 for Voters Guides and \$350 for "Your Elected Officials" brochures was approved by the LNV-TEF Board of Trustees on March 15, 1985. Your Project Supervisor is Sondra Ferstl, 1505 Victoria, Denton, Texas 76201.

The IRS requires that a complete record of each TEF project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use in completing the projects:

1. The "How To" for Local League Projects
2. Project Directors Report
3. Project Financial Report

Your promptness in completing these forms will expedite completion of the project and the LNV-TEF treasurer can then make the transfer of your TEF money to cover the costs of the project.

Sincerely,

Margie Merrill,
LNV-TEF Secretary

Enclosures

cc: Lois Carpenter, LNV-TEF Chair
Irma Proctor, LNV-Irving President
Sondra Ferstl, LNV-TEF Project Supervisor
State Office

March 15, 1985

Mona Wyatt
1101 Delaware
Irving, Texas 75008

Dear Mona,

Your League's request for use of \$312 for Voters Guides and \$350 for Your Elected Officials brochures was approved by the L&V-TLF Board of Trustees on March 1.

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____
Disapproved _____
Supervisor: _____ Date _____

PROJECT REQUEST FORM

Distribution: Sec'y / (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of Living

Proposed Project:

Anticipated Completion Date March 24, 1985

Local Voters Guides
Your Elected Officials brochures

Plans for execution, including distribution of any printed material:

Local distribution: libraries, banks, grocery stores, local businesses when requested, contributors. Also, distribution printing & Your Elected Officials brochures

Proposed Project Director: NAME Mona Hyatt

PHONE: _____

Address: _____

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 662

Anticipated donations to
Ed. Fund account from:

Portion from LL general
fund:

From fees or sales:

Other: _____

TOTAL

\$?

Printing:

Postage:

Supplies:

Office Overhead:

Volunteers' Expenses:

Other: _____

TOTAL

**Administration fee:

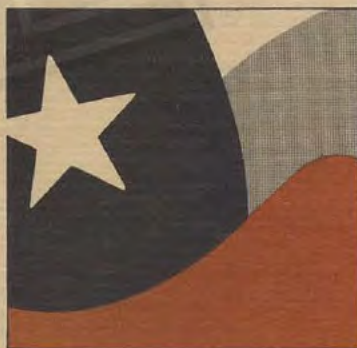
TOTAL COST OF PROJECT \$ 662

Jana E. Proctor
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

10/83



League of Women Voters of Texas
1212 Guadalupe Suite 109 • Austin, Texas 78701 • Tel. 512/472-1100

June 25, 1985

TO: Lois Carpenter
Chair, LWV-Texas Education Fund

FROM: Sondra Ferstl

RE: Part A, LWV-TEF project for Irving League

The purpose of this memo is to document the completion of part of the project requested in February, 1985 by LWV-Irving for use of LWV-TEF monies. For the purposes of record keeping, let's consider that the Voters Guide is Part A and the Elected Officials Brochure is Part B.

Copies of the Project Financial Report have been forwarded to me along with an invoice for \$331.11 from News-Texan for expenses related to the production of the Voters Guide. Although I have not received a Project Director's Report, previous correspondence with Mona Wyatt and a copy of the printed Voters Guide will serve in place of the report. The Guide mentions LWV-T Education Fund in part of the masthead for the tabloid section.

It would seem to me that all is in order for reimbursement to the Irving League for Part A of the TEF request.

By copy of this memo I am reminding Mona Wyatt, project director for both parts of the Irving League's request, that documentation for expenses related to Your Elected Officials brochure still needs to be done.

cc: Mona Wyatt

JUN 6 1985

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PROJECT FINANCIAL REPORT

For state use only

PFR with receipts mailed to TEF
treasurer:

6-25-85

Sondra Ferstl

Date

By

LWV of Irving

PROJECT: Voters Guide & Your Elected
Officials Brochures

Project Supervisor (TEF Trustee) Name: Sondra Ferstl

Address: 1505 Victoria, Denton, Texas 76201

INCOME

Requested from TEF: \$ 331.11

From fees or sales: _____

Other: _____

TOTAL: \$ 331.11

EXPENDITURES

Printing: \$ 331.11

Postage: _____

Supplies: _____

Office overhead: _____

Volunteers' expenses: _____

Other: _____

TOTAL: \$ 331.11

Requested from TEF: _____

Administration fee--
5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: 16.56

TOTAL COST OF PROJECT: \$ 347.56

5-31-85
Date

[Signature]
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

10/83

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Irving or state TEF (check) _____

Project Voters Guide and Your Elected Officials brochures

1. Have you received copies of the following:

Project Director's Report no but see attached memo

Financial Report yes

Publication(s) yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

Yes

3. Do you have suggestions for managing similar projects in the future?

No

4. Do you have other comments?

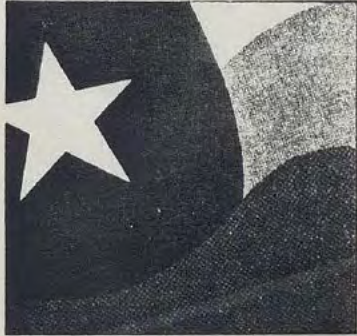
5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

John Ferrell
Signature of Supervisor

6-25-85
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)



MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

To: Susan Morris, Project Director

League of Women Voters of Arlington
[REDACTED]

cc: Joyce Morgan, President
Rachel Gooch, Project Supervisor
State Office
Doris Watson, LWV/TEF Secretary ✓

From: Myrtle McMahan, Acting Secretary

Subject: Project Request to Texas Ed Fund for \$420 for Printing of 1985-86 YE0.

At the April 11, 1985 meeting of the Board of Trustees of the Texas Education Fund your request for \$420 was approved with Susan Morris as Project Director and Rachel Gooch as Project Supervisor. The anticipated completion date is July 1985.

I would like to remind you to make sure that the printed document has credit given for funding through the TEF. See page 10 of the Texas Education Fund Local League Handbook.

Enclosed are two copies of the Project Director's Report, one for your files, and one to be sent to the Project Supervisor, and three copies of the Project Financial Report, one for your files, and two to the Project Supervisor with receipts justifying all your expenditures to be attached to one copy.

Supervisor: Rachel Gooch
[REDACTED]

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved 4/11/85

Disapproved _____

Supervisor: _____

Date _____

Distribution: Sec'y ☒ (2 copies)

Pres. _____ Treas. _____ S.O. _____

APR 9 1985

PROJECT REQUEST FORM

FROM: LWV of Arlington

Proposed Project:

Anticipated Completion Date July 1, 1985

Printing of 1985-86 YEO

Plans for execution, including distribution of any printed material:

This printing will update the recently completed "1985 YEO". We will print 3,000 brochures. They will be distributed to all local libraries, the chambers of commerce, local businesses, and city offices. They will be handed out at voter registration drives and hearing meetings. This will be the last YEO printed until after the 1986 General Election.

Proposed Project Director: NAME Marian Morris

PHONE: _____

Address: _____

A/C

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 400.

Printing: \$ 400.00

Anticipated donations to
Ed. Fund account from:

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general
fund:

Other: _____

From fees or sales:

TOTAL 400.00

Other: _____

**Administration fee: 20.00

TOTAL \$ 400.00

TOTAL COST OF PROJECT: \$ 420.00

Jayne L Morgan
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Arlington PROJECT 1985 YEO's
PROJECT SUPERVISOR (TEF trustee) Rachel Gooch
(Name) [REDACTED]
(Address) [REDACTED]

1. What was the primary accomplishment of the project:

Publication (please describe): 1985 YEO - update following
the November 1984 elections. All outdated information was
Conference/workshop (please describe): updated.

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

We printed 2000 YEOs and plan to distribute them all by
May 1985. Local libraries are kept stocked. They are handed
out to people who come to our office. City Halls are stocked.
They will be distributed at our Candidates Forum on March 25th and at voter
registration tables.

3. Was the project successful? (please describe)

Yes. The 1984 YEO was completely
updated. People have requested ^{the names} ~~new~~ the addresses
and phone numbers of newly elected officials; Now, there
is one source of all this information. The YEOs are
being distributed quickly.

Susan J. Morris
Signature of Project Director

2-25-85
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

LOCAL

(Next election in April of year indicated)

*Indicates appointed officials.

Term
(in years)

ARLINGTON CITY COUNCIL

(Listed by place)

Mayor Harold Patterson	2	1985
1-Bill Snider	2	1985
2-Paul Wharton	2	1985
3-Leo Berman	2	1985
4-Ken Groves	2	1986
5-Dottie Lynn	2	1986
6-Jim Norwood	2	1986
7-Richard Greene	2	1986
8-Gary Bruner	2	1985

Meets every Tuesday, 6:30 PM, at Arlington City Hall, 101 West Abram; 275-3271.

*City Manager—William Kirchhoff

*City Secretary—Bobbie Ray

DALWORTHINGTON GARDENS CITY COUNCIL

Mayor Billy Bob Burdette	2	1986
Joe Miller	2	1985
M. Gayle Mullanax	2	1986
Don Berryhill	2	1986
Leonard Tibbetts	2	1985
Bob Kolba	2	1985

Meets 3rd Monday, 7:00 PM, at Municipal Building, 2600 Roosevelt Drive; 274-7368.

*City Secretary—Victor Alonzo

PANTEGO TOWN COUNCIL

(Listed by place)

Mayor Hank Bloom	2	1985
1-Joe Davis	2	1986
2-Joe Gordon	2	1986
3-Beverly Barney	2	1986
4-Hank Merbler	2	1985
5-James Lengen	2	1985

Meets 2nd and 4th Monday, 7:00 PM, at Pantego Town Hall, 1614 South Bowen; 274-1381.

*City Manager—Robert McDaniel

*City Secretary—Elfriede Voigtsberger

ARLINGTON INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES

(Listed by place)

1-Dr. Tom Telle	3	1985
2-Eroy Harry	3	1985
3-Rick Cline	3	1985
4-Gary McClaskey	3	1986
5-Dr. Ken Talkington	3	1986
6-Don Morris	3	1987
7-Diane Patrick	3	1987

Meets 1st Tuesday, 7:00 PM, at School Administration Building, 1203 West Pioneer Parkway; 460-4611.

*Superintendent—J.W. Counts

TARRANT COUNTY JUNIOR COLLEGE DISTRICT BOARD OF TRUSTEES

(Listed by place)

1-J. Pete Zepeda	6	1990
2-Dr. J. Ardis Bell	6	1990
3-John Lamond	6	1990
4-Clay Berry	6	1986
5-Bill McKay	6	1986
6-Dr. Gwen Morrison	6	1988
7-Dr. May Owen	6	1988

Meets 3rd Thursday, 7:30 PM, at the District Office, May Owen Center, 1500 Houston Street, Fort Worth; 336-7851.

*Chancellor—Dr. Joe Rushing

WHO MAY VOTE

Any citizen of the United States who is 18 years of age or older on the day of the election *and* who is a bona fide resident of the political subdivision (county, city, district, or precinct) in which the election is held *and* who holds a valid Voter Registration Certificate may vote.

VOTING

You may vote in your precinct of residence as described by the governmental unit calling the election. Your voting precinct number is listed on your Voter Registration Certificate. In elections less than county wide, precincts may be combined and polling places changed. To learn your polling place, call the office of the election authority holding the election, contact the local League of Women Voters, or check the newspapers immediately before an election.

ABSENTEE VOTING

Qualified voters who expect to be absent from the area on election day or those who are unable to appear at the polls because of illness, physical disability, or religious beliefs, or any registered voter 65 years of age or older may vote absentee. Absentee voting begins 20 days before the election and ends 4 days before the election. Absentee voting may be in person or by mail. Any time after 60 days prior to the election call or write the clerk appointed by the governmental unit calling the election for exact procedures and location.

VOTER REGISTRATION INFORMATION

To register to vote in Texas you must be a citizen of the United States, a Texas resident and 17 years and 10 months of age or older. A registration becomes effective on the 30th day after the date on which the application is postmarked and on becoming eighteen.

by mail: Voter Registration Office
Tax Assessor-Collector
Tarrant County Courthouse
100 East Weatherford
Fort Worth, Texas 76102

in person: at the address given above

or Tarrant County Southeast
Sub-Courthouse
724 East Border Street
Arlington, Texas 76010

or you may pick up a postage paid card to fill out and return from any Arlington Public Library.

The League of Women Voters is a non-partisan organization whose purpose is to promote political responsibility through informed and active participation of citizens in government. The League does not support any political party or candidate, but it can and does take positions on issues after study and consensus by its members. Membership in the League is open to any person over the age of 18.

FUNDED BY A GRANT FROM THE LEAGUE OF WOMEN VOTERS TEXAS EDUCATION FUND.



Your Elected Officials

1985

This brochure was compiled and is distributed free of charge by the League of Women Voters of Arlington, Texas. It contains information on offices voted upon by the residents of the City of Arlington, City of Dalworthington Gardens and Town of Pantego and lists those persons in office as of January 1985. An updated brochure will be published after the local elections.

The League of Women Voters of Arlington
P.O. Box 127 • Arlington, Texas 76010

FEDERAL

(Next election in November of year indicated)

Term
(in years)

PRESIDENT

Ronald Reagan (R) 4 1988

The President
The White House
Washington, D.C. 20500

VICE PRESIDENT

George Bush (R) 4 1988

The Vice President
United States Senate
Washington, D.C. 20510

UNITED STATES SENATORS

Lloyd Bentsen (D) 6 1988

The Honorable Lloyd Bentsen
703 Hart Senate Office Building
Washington, D.C. 20510
(202) 244-5922 (214) 767-0577

Phil Gramm (R) 6 1990

The Honorable Phil Gramm
179 Russell Senate Office Building
Washington, D.C. 20510
(202) 224-2934 (214) 767-3000

UNITED STATES

REPRESENTATIVES

Jim Wright (D), Dist. 12 2 1986

The Honorable Jim Wright
1236 Longworth House Office Building
Washington, D.C. 20515
(202) 225-5071 (817) 334-3212

Dick Arney (R), Dist. 26 2 1986

The Honorable Dick Arney
514 Cannon House Office Building
Washington, D.C. 20515

ELECTION CALENDAR

March 7, 1985 -Last registration date to
vote April 6
April 6, 1985 -Local Election day
October 6, 1985 -Last registration date to
vote November 5
November 5, 1985 -General Election day

See back page of brochure for absentee voting information.

STATE

(Next election in November of year indicated)

Term
(in years)

GOVERNOR

Mark White (D) 4 1986

The Honorable Mark White
[REDACTED]
Austin, Texas 78711

LIEUTENANT GOVERNOR

Bill Hobby (D) 4 1986

The Honorable Bill Hobby
[REDACTED]
Austin, Texas 78711

ATTORNEY GENERAL

Jim Mattox (D) 4 1986

Supreme Court Building
[REDACTED]
Austin, Texas 78711

COMPTROLLER OF PUBLIC ACCOUNTS

Bob Bullock (D) 4 1986

LBJ Office Building
[REDACTED]
Austin, Texas 78774

STATE TREASURER

Ann Richards (D) 4 1986

LBJ Office Building
[REDACTED]
Austin, Texas 78711

COMMISSIONER OF GENERAL

LAND OFFICE

Garry Mauro (D) 4 1986

837 Stephen F. Austin Building
[REDACTED]

COMMISSIONER OF AGRICULTURE

Jim Hightower (D) 4 1986

Stephen F. Austin Building
[REDACTED]

RAILROAD COMMISSION

Jim Nugent (D) 6 1988
Mack Wallace (D) 6 1990
Buddy Temple (D) 6 1986

1124 South IH 35
[REDACTED]
Austin, Texas 78711

STATE SENATORS

Bob McFarland (R), Dist. 10 4 1986

1000 W. Abram
[REDACTED]
Arlington, Texas 76013

Bob Glasgow (D), Dist. 22 4 1988

[REDACTED]
Stephenville, Texas 76401

STATE REPRESENTATIVES

Chris Harris (R), Dist. 93 2 1986

[REDACTED]
Arlington, Texas 76010

(817) 460-2323 (512) 475-3601 during sessions

Mike Millsap (D), Dist. 96 2 1986

[REDACTED]
Fort Worth, Texas 76163

TO WRITE TO STATE LEGISLATORS WHEN LEGISLATURE IS IN SES- SION:

The Honorable (Name) The Honorable (Name)
The Senate House of Representatives

LEGISLATIVE INFORMATION (TOLL FREE)

ELECTION DEPARTMENT (TOLL FREE)

COUNTY

(Next election in November of year indicated)

Term
(in years)

COUNTY JUDGE

Mike Moncrief (D) 4 1986

COUNTY COMMISSIONER

O.L. Watson (R), Pct. 2 4 1986

County Commissioners' Court meets each Mon-
day 9:30 AM at the County Courthouse, 100 East
Weatherford, Fort Worth; 334-1234

COUNTY CLERK

Madrin Huffman (D) 4 1986

COUNTY SURVEYOR

David Moak (D) 4 1986

COUNTY TAX ASSESSOR

June Garrison (R) 4 1988

SHERIFF

Don Carpenter (R) 4 1988

DISTRICT ATTORNEY

Tim Curry (D) 4 1986

DISTRICT CLERK

Jim Boorman (D) 4 1986

JUSTICE OF THE PEACE

John Forbes (R), Pct. 2 4 1986
Eldon Sheffield (D), Pct. 7 4 1986

CONSTABLE

Gary Erwin (R), Pct. 2 4 1988
Roger Kirchway (R), Pct. 7 4 1988

League of Women Voters
of Arlington
Voter Information Office

277-9960

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PROJECT FINANCIAL REPORT

For state use only

PFR with receipts mailed to TEF
treasurer:

3-21-85 R.G.
Date By

LWV of Arlington PROJECT: 1985 YEO's
Project Supervisor (TEF Trustee) Name: Rachel Gooch
Address: [REDACTED]

INCOME

Requested from TEF: \$ 186.38
From fees or sales: _____
Other: _____ : _____
TOTAL: \$ 186.38

EXPENDITURES

Printing: \$ 177.50
Postage: _____
Supplies: _____
Office overhead: _____
Volunteers' expenses: _____
Other: _____ : _____
TOTAL: \$ 177.50

Requested from TEF:

177.50

Administration fee--
5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: 8.88

TOTAL COST OF PROJECT: \$ 186.38

2/25/85
Date

[Signature]
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.
Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Arlington or state TEF (check) _____

Project Postage for May Primary

1. Have you received copies of the following:

Project Director's Report *yes*

Financial Report *yes*

Publication(s) *yes*

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? *yes*

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Rachel D. Boock 6-4-85
Signature of Supervisor Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)



MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

League of Women Voters of Texas Education Fund

January 30, 1985

Nan Burch
[REDACTED]

Dear Nan,

Your League's request for use of \$800 of the Education Fund money you have on deposit to pay for the update and printing of the Citizens Guide was approved by the LWV-TEF Board of Trustees on January 18, 1985.

Your Project Supervisor is Louise Cummins, 6511 Peoria, Lubbock 79413. She will be overseeing your project. Contact her if you need any help.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects (1)
2. Project Director's Report (2)
3. Project Financial Report (3)

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Sondra Ferstl for
Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Nadine Bartsch, LWV-Lubbock President
Louise Cummins, LWV-TEF Project Supervisor
State Office

JAN 14 1985

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____
Disapproved _____
Supervisor: _____ Date _____

PROJECT REQUEST FORM

Distribution: Sec'y ✓ (2 copies)
Pres. _____ Treas. _____ S.O. _____

FROM: LWV of Lubbock

Proposed Project:

Anticipated Completion Date January 31, 1985

Citizens Guide - a directory of elected officials, public and voting information in cooperation with the Lubbock Junior League and Chamber of Commerce.

Plans for execution, including distribution of any printed material:

Update of the 1983 Citizens Guide by the League of Women Voters to be distributed by the three organizations to their members and contributors. The remainder of the publications will be divided between the League of Women Voters and Chamber of Commerce to be distributed to the public.

Proposed Project Director: NAME Nan Burch

PHONE: [REDACTED]

Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL
Ed. Fund money on deposit: \$ 15.00

Anticipated donations to
Ed. Fund account from:
Helen DeVitt Jones 300.00

Portion from LL general
fund: _____

From fees or sales:
Chamber of Commerce _____
Other: Jr. League 500.00

TOTAL \$ 815.00

Printing: \$ 800.00

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Other: _____:

TOTAL 800.00

****Administration fee:** 15.00

TOTAL COST OF PROJECT: \$ 815.00

Nadene Bartosh /ll
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

**** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.**

Memo

MAY 20 1985

from Louise Cummins

to State Office

If there is
something I am
supposed to do,
I can't figure out
what it is.

I have checked
the forms & they are
okay

CITIZENS GUIDE

MAY 20 1985

A 1984-1985 Publication of

THE LEAGUE OF WOMEN VOTERS OF LUBBOCK



THE JUNIOR LEAGUE OF LUBBOCK

Public Affairs Committee

and



THE LUBBOCK CHAMBER OF COMMERCE

All citizens, in order to effectively participate in government, must be well informed. Citizens should be aware of our public officials, elected and appointed, and where officials may be reached.

In answer to these needs, the League of Women Voters of Lubbock, through its Texas Education Fund and Helen DeVitt Jones, has prepared this Citizens Guide with the assistance of the Junior League's Public Affairs Committee and the help of the Lubbock Chamber of Commerce. The purpose of this Guide is strictly educational.

FEDERAL OFFICIALS

President

Ronald Reagan (R)
4 year term — expires 1989
Phone (White House)
[REDACTED]
The President
The White House
Washington, D.C. 20500

Dear Mr. President:

Vice President

George Bush (R)
4 year term — expires 1989
Phone: [REDACTED]
The Vice President
Executive Office Bldg.
Washington, D.C. 20501

Dear Mr. Vice President:

United States Senators

Lloyd Bentsen (D)
6 year term — expires 1989
In Washington: [REDACTED]

Phil Gramm (R)
6 year term — expires 1991
Local Phone: 7 [REDACTED]

The Honorable [REDACTED]
U.S. Senate
Washington, D.C. 20510

Dear Senator

United States Representative 19th Congressional District

Larry Combest (R)
2 year term — expires [REDACTED]
In Washington: [REDACTED]
The Honorable [REDACTED]
1529 Longworth Bldg.
Washington, D.C. 20515

Dear Representative

United States District Court Northern District of Texas

Judge Halbert O. Woodward
Lifetime appointment
[REDACTED]

United States Magistrate

J. Q. Warnick, Jr.
Lifetime appointment
[REDACTED]

Assistant United States Attorneys

Roger McRoberts, Paulina
Jacob, Clinton Averitte, Nancy
Koenig, C. Richard Baker
Appointed
[REDACTED]

STATE OFFICIALS**Governor of Texas**

Mark White (D)
4 year term — expires 1987
Phone: 512/475-4101
The Honorable Mark White
State Capitol Bldg.
Austin, Texas 78701

Dear Governor White:

Lieutenant Governor

William P. Hobby (D)
4 year term — expires 1987
Phone: [REDACTED]
The Honorable Wm. P. Hobby
[REDACTED]

Dear Lieutenant Governor Hobby

Note: the following officials are addressed: Dear Mr. _____ (or Ms.)

Attorney General

Jim Mattox (D)
4 year term — expires 1987
Supreme Court Building
Box 12548
Austin, Texas 78711

Comptroller of Public Accounts

Bob Bullock (D)
4 year term — expires 1987
Lyndon B. Johnson Bldg.
Austin, Texas 78701

State Treasurer

Ann Richards (D)
4 year term — expires 1987
[REDACTED]
Lyndon B. Johnson Bldg.
[REDACTED]

Secretary of State

Myra McDaniel
[REDACTED]
Austin, Texas 78711
Election Information:
[REDACTED]

Commissioner of Agriculture

Jim Hightower (D)
4 year term — expires 1987
[REDACTED]

Commissioner of General Land Office

Garry Mauro (D)
4 year term — expires 1987
Stephen F. Austin Bldg.
[REDACTED]

Railroad Commissioners

Chairperson: Mack Wallace (D)
Term expires 1991
Jim Nugent (D)
Term expires 1987
Buddy Temple (D)
Term expires 1987
Box 12967 - Capitol Station
Austin, Texas 78711

Note: The Governor's Citizen Assistance Office will provide information of various types, including phone numbers.

Phone: [REDACTED]

State Board of Education**District 15**

Dr. Paul C. Dunn
[REDACTED]
Levelland, Texas 79336
Appointed
Term expires 1989

State Senator**District 28**

John Montford (D)
Term expires 1988
Local Phone: [REDACTED]
[REDACTED]
The Honorable John Montford
Box 12068 - Capitol Station
Austin, Texas 78711
Dear Senator Montford:

State Representatives**District 82**

Nolan (Buzz) Robnett (R)
2 year term — expires 1986
Local Phone: [REDACTED]
[REDACTED]

District 83

Ron Givens (R)
2 year term — expires 1986
Local Phone: [REDACTED]
Austin Phone: [REDACTED]

District 84

Foster Whaley (D)
2 year term — expires [REDACTED]
[REDACTED]

The Honorable _____
House of Representatives
Box 2910
Austin, Texas 78769

Dear Representative _____

LUBBOCK COUNTY OFFICIALS

Unless otherwise indicated, the address for all county officials, boards, and commissions is:

Lubbock County Courthouse

Courthouse [REDACTED]
[REDACTED]

Commissioners Court: Meets on
2nd and 4th Mondays each month at
10:00 a.m.

County Judge

Rodrick L. Shaw (D)
4 year term — expires 1986

Commissioners**Precinct 1**

Boyd Roberts (R)
4 year term — expires 1988

Precinct 2

Coy E. Biggs (D)
4 year term — expires 1986

Precinct 3

Eliseo Solis (D)
4 year term — expires 1988

Precinct 4

Alton Brazell (D)
4 year term — expires 1986

County Clerk

Ann Davidson (D)
4 year term — expires 1986

Tax Assessor-Collector

Frank A. Stuart (D)
4 year term — expires 1988
Voter Registration handled by
this office. Registration inquiries:
Phone: 741- 8031

Sheriff

D. L. (Sonny) Keesee (R)
4 year term — expires 1988
811 Main Street
Lubbock, Texas 79401

Criminal District Attorney

Jim Bob Darnell (R)
4 year term — expires 1986

County Treasurer

Connie Nicholson (D)
4 year term — expires 1986

District Clerk

Wayne LeCroy (D)
4 year term — expires 1986

County Surveyor

John Wilson (D)
4 year term — expires 1986

District Courts**72nd District Court**

Judge Denzil Bevers (D)
4 year term — expires 1988

City Health Board

7 members

Staff Liaison: Health Department Administrator Doug Goodman; Asst. City Mgr. for Public Services and Safety Bob Cass

Meets at noon, second Friday of each month.

Function: To recommend to the City Council those policies, services and facilities to meet the health needs of the citizens of Lubbock.

Citizens Traffic Commission

9 members

Staff Liaison: Steve Lindell

Meets at 10:30 a.m. first Tuesday of each month.

Function: Studies traffic problems in Lubbock; hears citizen requests and staff recommendations for new traffic control devices; conducts education programs in traffic safety.

Community Development Advisory Committee

15 members

Staff Liaison: Sandy Ogletree

Meets as needed

Function: Review staff proposals and citizen requests for housing, streets, water and sewer, parks, street lighting and other improvements to be financed by the federal Community Development Program.

Community Services Board

15 members

Staff Liaison: Sylvia Martinez

Meets at noon, last Wednesday of each month

Function: Planning, coordinating, and administering programs to assist low income families in Lubbock. Programs and administrative expenses are state and federally funded.

Committee for Women

14 members

Staff Liaison: Louise Cummins

Meets first Wednesday of each month at noon

Function: To serve as an advisory body on the needs, problems and contributions of women; and recommend programs or activities or provide assistance to meet the social, economic and vocational needs of women; to assist in coordinating programs designed to realize the potential of all citizens, and to provide a clearing house for information activities and resources within the community.

Electric Utility Board

7 members

Staff Liaison: Director of LP&L

Carroll McDonald

Meets fourth Tuesday of each month.

Function: Complete authority over promotion and advertising for Lubbock Power and Light; responsible for recommendations to the City Council in areas of research on electric rates and expansion of electric facilities operated by LP&L.

Housing Standards Commission

5 members

Staff Liaison: Tony Bustillos

Meets at 3:00 p.m. second Tuesday each month

Function: To hear appeals on property condemnation and grant relief if warranted.

Human Relations Commission

12 members

Staff Liaison: Bert McWilliams

Meets second Wednesday of each month at noon

Function: To act as conciliator in controversies involving human relations; to discourage discriminatory practices; to develop educational programs dedicated to improving human relations.

Neighborhood Redevelopment Board

11 members

Staff Liaison: Orville Alderson

Meets at 4:00 p.m., third Tuesday of each month

Function: To study the need for neighborhood rehabilitation in older sections of Lubbock; recommend rehabilitation projects to be funded annually by Community Development Program.

Parks and Recreation Board

9 members

Staff Liaison: Jim Weston and Dan Kamp

Meets at noon, fourth Tuesday of each month

Function: To recommend to the City Council expansion of park facilities, recreation programs, and the naming of parks; to recommend fees charged at Meadowbrook Golf Course and the Municipal Tennis Center.

Planning and Zoning Commission

9 members

Staff Liaison: Rod Ellis, Randy Henson, David Jones, Jerrell Northcutt

Meets at 7:00 p.m., first Thursday of each month.

Function: The Commission has authority to approve plans of new subdivisions in the city. Recommends changes in the comprehensive zoning ordinance; hears testimony for and against requests to change land-use zoning and makes recommendations in such cases to the City Council.

Public Transit Advisory Board

7 members

Staff Liaison: Larry Hoffman

Meets at noon, third Monday of each month.

Function: To study routes, fares

and promote the use of Citibus, the public transit service managed by Lubbock Transit Co., under a contract with the city.

Urban Design Commission

11 members, 11 ex-officio members

Staff Liaison: Rod Ellis, David Jones, Sally Abbe

Function: Serves as an advisory committee to the Planning and Zoning Commission.

Zoning Board of Adjustment

5 members plus 4 alternates

Staff Liaison: Jerrell Northcutt; Rod Ellis, Randy Henson, David Jones

Meets on call

Function: To hear citizen requests for variances and special exceptions from regulations in the comprehensive zoning ordinance and to grant relief if warranted.

OTHER BOARDS, COMMISSIONS AND COMMITTEES

Board of City Development

Board of Electrical Examiners

Board of Examiners and Appeals (Building)

Building Study Committee

Canadian River Municipal Water Authority

Citizens Advisory Commission

Civil Service Commission

Community Development Advisory Committee

Health Facilities Development Corporation

Housing Authority Board

Industrial Development Corp.

Board of Trustees

Lubbock Athletic Committee

Lubbock Housing Finance Corporation

Medical Facilities Development Corporation

Mortgage Review Board

Permit & License Appeal Board

Plumbing Board
Public Responsibility Committee —
MH/MR
South Plains Health System
Water Resources Board

LUBBOCK INDEPENDENT SCHOOL DISTRICT

The address for all school officials
is:

LISD Administrative Office
[REDACTED]

Board of Trustees

Meets at 7:15 p.m. third Thursday
of each month.

Members are elected for six-year
terms from single-member districts.
Candidates must be residents of
their districts and of legal age.

Monte Hasie — President

Term expires 1988

Gary Boren — Vice President

Term expires 1988

Jose Ramirez — Secretary

Term expires 1986

Deaton Rigsby

Term expires 1986

Elizabeth Sisco

Term expires 1986

Martha Farmer

Term expires 1990

Leota Matthews

Term expires 1990

Superintendent of Schools

E. C. Leslie — appointed

Assistant Superintendent for Secondary Schools

Gib Weaver

Assistant Superintendent for Administration

Jerrell Snodgrass

Assistant Superintendent for Elementary Schools

Velma Ruth Shambeck

**Assistant Superintendent for
Business Affairs**
Ronald Gooch

LUBBOCK REGIONAL MENTAL HEALTH/MENTAL

RETARDATION CENTER

Board of Trustees

Chairperson: Jan Rigsby

Board has nine members: LISD,
County Commissioners Court,
and City Council each appoint
three.

Meets: 12:00 noon, 4th Monday

Function: Coordinates and ad-
ministers services for MH/MR. 28
programs are under this board.

Executive Director:

Gene Menefee
[REDACTED]

WATER DISTRICTS

Lubbock County Water Control & Improvement District No. 1

(Boundaries are contiguous with
borders of Lubbock County; the
Board of Directors oversees Buffalo
Springs Lake.)

Four year terms — elections are
conducted the third Saturday in
January.

Bill Meeks — President

Term expires 1988

Tommy Fisher — Vice President

Term expires 1988

Dale Miller — Secretary

Term expires 1988

Jack Driver — 1987

Lee Kelso — 1987

General Manager:

Rod Krebbs (appointed)
[REDACTED]

High Plains Underground Water Conservation District No. 1

(Boundaries include all or parts of
15 Southern High Plains Counties).
Voters in Lubbock, Lynn and
Crosby Counties elect one member
of the Board of Directors from
Precinct 1. Elections are conducted
the third Saturday in January.

James P. Mitchell — President

Term expires 1988

General Manager:

A. Wayne Wyatt (appointed)
[REDACTED]

SOUTH PLAINS ASSOCIATION OF GOVERNMENTS (SPAG)

SPAG is a voluntary association of
local governments established in
June, 1976, to maintain and im-
prove the quality of life for all peo-
ple in the South Plains Region by
promoting the orderly development
of the total regional environment
through intergovernmental plan-
ning, communication, cooperation
and coordination. The officers of
SPAG are elected by and from the
membership of the new Board of
Directors at the conclusion of the
annual meeting of the General
Assembly in September. The
General Assembly is composed of
representatives of member govern-
ments; the number from each is
determined by its area population.

President: Paul Cobb

Lubbock Representatives:

City:

Bobby James, 1st Vice President

Alan Henry, Secretary

T. J. Patterson

Joan Baker

County:

Commissioners Roberts, Biggs,
Solis, Brazell and Judge Shaw

Executive Director:
Jerry Casstevens
P.O. Box 2787
Lubbock, Texas 79408
Phone: 762-8721

LUBBOCK CHRISTIAN COLLEGE

President: Dr. Steven S. Lemley
[REDACTED]

TEXAS TECH UNIVERSITY

President: Dr. Lauro Cavazos

124 Administration Bldg.

Lubbock, Texas 79409

Phone: [REDACTED]

Chairperson, Board of Regents:
John Birdwell

Texas Tech University Health Sciences Center

[REDACTED]

Museum of Texas Tech University

Director of Museum and
Ranching Heritage Center

Dr. Clyde Jones

4th Street & Indiana

Lubbock, Texas 79409

Phone: 742-2442

24-hour Visitor

Information: 742-2490

VOTER REGISTRATION

A voter remains registered as long as
the information on his/her cer-
tificate is accurate. In November of
odd numbered years, a new cer-
tificate will be mailed automatically
to each registered voter. If you have
moved, the new certificate *will not*
be forwarded and your name will be
removed from the voter registration
rolls. If you do not receive a renewal
certificate, you must re-register.
There is no fee to register.

WHEN TO REGISTER

Register as soon as possible after moving into the County. Your registration becomes valid 30 days after your application is received by the Registrar.

Register at least 30 days before an election in order to be eligible to vote in that election. (It is not necessary to register before each election.)

Register not more than 60 days before your eighteenth birthday.

Registration is on a county-wide system. Once you are registered in your county of residence, you are also registered in all other political subdivisions in which you reside.

HOW TO REGISTER

You may register by mail or in person at the office of the County Tax Assessor-Collector (Lubbock County Courthouse), 904 Broadway, Monday-Friday, 8 a.m. to 5 p.m., or through any authorized Volunteer Deputy Registrar.

For information on obtaining a postage-paid, mail-in application, contact Voter Registration at 741-8031.

You may register for yourself or an eligible spouse, child, or parent. You *must* supply complete name, residence address in the county, birth date and place of birth. Social Security number is requested but not required.

You should receive your registration certificate by mail within 3 or 4 weeks after applying. If you do not receive it, notify the Registrar.

CHANGE OF NAME OR ADDRESS

The procedure for changing address, name or incorrect information is indicated on your registration certificate. The change must be made 30 days before an election in order to vote in a new precinct. You

may vote in an old precinct for 90 days after moving within the county.

If you move to another county, you must register in that county as a new resident.

LOST CERTIFICATE

A new certificate will be issued only after the voter personally notifies the Registrar in writing (a signature is necessary) or signs an affidavit of loss of certificate at the polling place on election day.

VOTING

You must vote in the precinct of residence as described by the governmental unit calling the election. Your voting precinct number is indicated on your Voter Registration Certificate.

In elections less than county wide, precincts may be combined and polling places changed. Polling places are normally published in local newspapers on election day. You may contact the office of the election authority holding the election (County Clerk, City Secretary, school administration, etc.)

WHO MAY VOTE

To vote in Texas you must be

1. A citizen of the U.S.
2. Eighteen years of age on or before election day.
3. Registered to vote in your county at least 30 days before an election.
4. A resident of the political subdivision (state, county, city, district, precinct or school district) holding the election for at least 30 days before the election.

ABSENTEE VOTING

Absentee voting is conducted by either personal appearance or by

mail. Qualified voters who may vote absentee are:

1. Persons 65 years of age or older.
2. Persons unable to go to the polls on election day because of illness, physical disability, confinement in jail (except convicted felons) or religious beliefs.
3. Persons who will be absent from the county both on election day and during the entire absentee voting period (ballot must be mailed from outside the county). You must apply anytime within 60 days to 5 days before the election.

Absentee voting by PERSONAL APPEARANCE will be in the office of the County Clerk (or clerk appointed by the governmental unit calling the election) during business hours beginning the twentieth day and ending the fourth day preceding the election.

To receive an application for an absentee ballot BY MAIL, write or call the County Clerk (741-8034) at the County Courthouse (or the clerk appointed by the governmental unit calling the election). After returning the application, you will receive a ballot *which must be returned by mail*. The mailed ballot must be received by the County Clerk before 1 p.m. on election day (or 7 p.m. for Presidential elections).

Special absentee voting procedures are available for voters who become too ill to go to the polls after the close of the normal absentee voting period. Contact the County Clerk for details.

Lubbock County Democratic Chairperson:

Harvey Morton — [REDACTED]

Lubbock County Republican Chairperson:

Jane Fullingim
[REDACTED]

Lubbock Chamber of Commerce

14th & K
Lubbock, Texas 79401

Phone: [REDACTED]
President: John Logan

Lubbock Information and Referral System — [REDACTED]

City of Lubbock:

To call libraries, Municipal Court, Civic Center, etc.:

Voter Registration:

Lubbock — 741-8031

Election Information:

Lubbock County Clerk —
741-8034

Election Hot Line:

League of Women Voters
[REDACTED]

TOLL-FREE NUMBERS:

Bill Status, Texas Legislature
8 a.m. to 5 p.m. [REDACTED]

Governor's Citizen Assistance

Office [REDACTED]

Secretary of State, Election

Division [REDACTED]

Texas Department Human

Resources (To report child
abuse) [REDACTED]

[REDACTED] Hot Line

Texas) [REDACTED]

(Outside TX) . . . [REDACTED]

Texas Attorney General Office,
Consumer Complaints
[REDACTED]

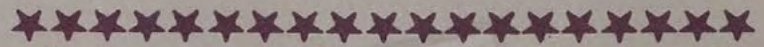
Information for any toll-free
number [REDACTED]

Texas Education

Agency [REDACTED]

Internal Revenue

Service [REDACTED]



The League of Women Voters gratefully acknowledges the contribution of Helen Devitt Jones toward the publication of this guide.

The Junior League of Lubbock wishes to thank its supporters for helping to make this publication possible.

The League of Women Voters and the Junior League of Lubbock welcome the Chamber of Commerce to participation in publication of the Citizen's Guide and thank the Chamber for their assistance.



MAY 20 1985

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

PFR with receipts mailed to TEF
treasurer:

5/20/85 Lovell
Date By

PROJECT FINANCIAL REPORT

LWV of Lubbock

PROJECT: Citizen Guides

Project Supervisor (TEF Trustee) Name: Louise Cummins

Address: [REDACTED]

INCOME

Requested from TEF: \$ 300.00

From fees or sales: _____

Other: Jr. League 350.00

Chamber of Commerce 341.50

Lubbock

TOTAL: \$ 991.50

EXPENDITURES

Printing: \$ 991.50

Postage: _____

Supplies: _____

Office overhead: _____

Volunteers' expenses: _____

Other: _____

TOTAL: \$ 991.50

Requested from TEF:

\$300.00

Administration fee--
5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: 15.00

TOTAL COST OF PROJECT: \$1006.50

Lubbock League
paid for
postage
phone calls
with normal
bills

5/12/85
Date

[Signature]
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.
Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

10/83

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

MAY 20 1985

PROJECT DIRECTOR'S REPORT

LWV of Lubbock PROJECT Citizen Guides
PROJECT SUPERVISOR (TEF trustee) Louise Cummins

1. What was the primary accomplishment of the project:

Publication (please describe): Citizens Guides containing names, addresses, & phone numbers, of elected officials + voting registration + absentee voting information. Printed 7500.
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished? We are uncertain at this time, but the publication has been sent to our members + contributors, + all the elected officials in the booklet. The Chamber of Commerce has sent it to their members + leaves it out as a free item in their office. The Jr. League sent to their members. It is available at the city's Information + Referral Office + Public Libraries. Other copies will be given at speeches + to the schools. It is available at our office.

3. Was the project successful? (please describe) We think so. It is concise information available to the public.

Nadine Bartsch (for Nan Busch)
Signature of Project Director

4/24/85
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER PRINTED MATERIALS TO THIS REPORT.



MAY 9 1985

MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

May 8, 1985

Joanna,

to
Bob

2 Fin
Ag +

Dir

Fin

regul/bills

& JV

→

- send to Corpus Christi the forms in the back of the TEF handbook. I'm interested in the final financial report. A project director's report is needed. Since the state office is the project supervisor, it could be ignored. Ask them for other reports to state office
- the two phone bills, SW Bell 29.11, and, ATT 22.69, are for Lois's phone.

(over)

Put enclosed Merrill Lynch check in bank early
next week, unless some big check arrives.

Please, don't be in any hurry to do invoices, re-deposit
checks, for 1985-86 DPMs or 1985-86 P.S.S.,
or 1985-86 PMPs. It just makes for
more bookkeeping that neither Myrtle, nor I,
want to do. Wait until June!

[Signature]
✓ does
not have
#16

Jeannette V.

MAY 1 1985

LC
MM-
JV

April 25, 1985

Jeanette Vanderwater, Treasurer
League of Women Voters of Texas
1212 Guadalupe, Suite 109
Austin, Texas 78701

Dear Jeanette:

Thank you for writing regarding our request for authorization to print a city council election Voters Guide. Enclosed are two copies of the Voters Guide we had printed and distributed throughout the city, 20,000 of them.

The request for project approval was not made in the required timely manner due to my ignorance of the procedure. Since our Voter Service Chairman, Nita Clark, was recovering from surgery, I tried to fill in for her and take care of the work involved with this project.

It was not until Marge Morrill sent me the TEF approval request form in mid March that I discovered prior approval needed to be secured. Of course after Marge sent me the forms they were filled in and mailed to you as soon as possible.

Earlier, the local League Board had authorized the project and the whole process of compiling, typesetting, proofing, and getting ready for printing was nearly completed, leaving a very short time span between the request and completion dates.

Costs incurred for the project were:

Postage	\$ 5.28
Typesetting	444.00
Printing	870.67
Total	<u>\$ 1319.95</u>

If you need further information concerning this matter, please call me at [REDACTED]. Hopefully you will forgive my not following the correct procedure and will grant "after the fact" permission for the project. Believe me I will be sure this error will not be repeated.

Sincerely

Pat Sullivan
Pat Sullivan
[REDACTED]

P.S. Please send
me the forms for
the final report.
Thanks.

MAR 18 1985

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

Approved _____

Disapproved _____ Date _____

Supervisor: _____

PROJECT REQUEST FORM

Distribution: Sec'y ☒ (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of CORPUS CHRISTI

Proposed Project:

Anticipated Completion Date 3-19-85

CITY COUNCIL ELECTION VOTERS GUIDE

Plans for execution, including distribution of any printed material:

CANDIDATES ARE ASKED TO ANSWER LEAGUE QUESTIONNAIRE, RESPONSE IS LIMITED AS TO WORDAGE & LEAGUE WILL NOT EDIT OR CORRECT ANSWERS, VOTERS GUIDE WILL BE DISTRIBUTED THROUGHOUT THE CITY BY LEAGUE MEMBERS. WILL BE PLACED IN BANKS, LIBRARIES, SR. CITIZENS CENTERS, ETC.

Proposed Project Director: NAME PAT SULLIVAN

PHONE: [REDACTED]

A/C

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ _____

Printing: \$1350.

Anticipated donations to
Ed. Fund account from:

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general
fund:

Other: _____

Subtotal: 1350.

Expected sales: _____

*Administration fee: _____

Other: _____

TOTAL \$ _____

TOTAL \$1350.

Mary Rhodes
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above);
keep one for your files.

* A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

MAR 18 1985

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

Approved _____

Disapproved _____ Date _____

Supervisor: _____

PROJECT REQUEST FORM

FROM: LWV of CORPUS CHRISTI

Distribution: Sec'y ☒ (2 copies)

Pres. _____ Treas. _____ S.O. _____

Proposed Project:

Anticipated Completion Date 3-19-85

CITY COUNCIL ELECTION VOTERS GUIDE

Plans for execution, including distribution of any printed material:

CANDIDATES ARE ASKED TO ANSWER LEAGUE QUESTIONNAIRE - RESPONSE IS LIMITED AS TO WORDAGE & LEAGUE WILL NOT EDIT OR CORRECT ANSWERS. VOTERS GUIDE WILL BE DISTRIBUTED THROUGHOUT THE CITY BY LEAGUE MEMBERS - WILL BE PLACED IN BANKS, LIBRARIES, SR. CITIZENS CENTERS, ETC.

Proposed Project Director: NAME PAT SULLIVAN

PHONE: _____

A/C

Address: _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ _____

Printing: \$1350.

Anticipated donations to
Ed. Fund account from:

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general
fund: _____

Other: _____

Subtotal: 1350.

Expected sales: _____

*Administration fee: _____

Other: _____

TOTAL \$ _____

TOTAL \$1350.

Mary Perodes
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above);
keep one for your files.

* A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from
your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

MAY 24 1985

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PROJECT FINANCIAL REPORT

For state use only

PFR with receipts mailed to TEF
treasurer:

5/24/85 Loeblau
Date By

LWV of CORPUS CHRISTI, TEXAS PROJECT: CITY COUNCIL ELECTION VOTERS GUIDES

Project Supervisor (TEF Trustee) Name: MARGIE MORRILL

Address: ██

INCOME

Requested from TEF: \$ 1333.26

From fees or sales:

Other:

TOTAL: \$ 1333.26

EXPENDITURES

Printing: \$ 883.76

Postage: 5.50

Supplies:

Office overhead:

Volunteers' expenses:

Other: TYPESETTING : 444.00

TOTAL: \$ 1333.26

Requested from TEF:

\$ 1333.26

Administration fee--
5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: 66.66

TOTAL COST OF PROJECT: \$1399.92

5/22/85
Date

Margaret A. Miller
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

10/83

Jan. Prebourn
2/11/84

June 11, 1984

Nancy T. Heavel
[REDACTED]

Dear Nancy,

Your League's Project Request for use of \$198 of the Education Fund money you have on deposit for a local study of your school district's counseling and nursing programs was approved by the League of Women Voters of Texas Education Fund Board of Trustees June 7, 1984.

Your Project Supervisor is Babbara McCormick, 12119 Boheme, Houston 77024. You will work with her on the project and she must review the draft copy of the Facts & Issues before you go to press with it.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects.
2. Project Director's Report.
3. Project Financial Report.

All publications funded by Education Fund money must carry the full name League of Women Voters of Texas Education Fund.

Since you used an old TEF form which shows no completion date, I will remind you that no funds can be transferred to you until all the forms are completed and the treasurer received a copy of the financial report with receipts attached.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Davise R. Fischer, LWV-Baytown President
Barbara McCormick, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, Suite 109, Austin, Texas 78701

MAY 17 1984

Approved _____
Disapproved _____ Date _____

Supervisor: _____

Date 3 May, 1984

For June Board Meeting, please,
PROJECT REQUEST FORM

MAY 8 1984

McCormick

From: LWV of Baytown

Proposed project: Local study of school district's counseling and nursing programs.

Plans for execution, including distribution of any printed material:

Interviews and collection of statistics from counselors, nurses, administration, other concerned individuals--survey of 50 Texas school districts for comparison purposes--collection of available information from T. E. A. and other organizations--printing and distributing Facts and Issues

Proposed Project Director: Name Nancy T. Neavel

Address: [REDACTED]

Proposed budget:

Income

Expenditures

LL money on deposit: \$ 212.84

Donations from: _____

Non-deductible funds: _____

Sales: _____

Other: _____

Printing: \$ 75.00

Promotion: 51.00

Distribution: 50.00

Office Overhead: _____

Volunteers' Expenses: 20.00

Other: _____

TOTAL \$ 212.84

TOTAL 196.00 *

Denise R Fischer

Signature of LL President or TEF Trustee

If more space is needed, use reverse side or attach a sheet.

MAKE FIVE COPIES. Send four to the state office; keep one for your files.

*Local Leagues: a 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

JUN 11 1985

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Baytown PROJECT Study of school district's
counseling and nursing program
PROJECT SUPERVISOR (TEF trustee) Barbara McCormick
(Name) [REDACTED]
(Address) [REDACTED]

1. What was the primary accomplishment of the project: To provide information on the school district's counseling and nursing programs to membership for consensus and position statement
Publication (please describe):
A Study of the Counseling and Nursing Programs in the Goose Creek Consolidated Independent School District
Conference/workshop (please describe):

Other (please describe): Unit meeting was held for discussion of Facts and Issues and answers to consensus questions. Position statement was approved at a Board meeting

2. How many persons did the project reach? How was this accomplished? Questionnaires were mailed to 50 Texas 5A school districts. About 50 local people were involved in the study. Several administrators from near-by districts were involved by personal contacts or letters. Facts and Issues were made available to our membership of 60.
3. Was the project successful? (please describe) Yes. Information was provided to our members and consensus was reached. A position statement was drafted and made public. During the course of the study 9 additional counselors and nurses were hired by the district.

Nancy T. Marvel
Signature of Project Director

4-20-85
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER PRINTED MATERIALS TO THIS REPORT.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

JUN 11 1985

PROJECT SUPERVISOR'S EVALUATION

LWV of Baytown or state TEF (check) _____

Project Study of School Districts' Counseling and
Nursing Programs.

1. Have you received copies of the following:

Project Director's Report ✓

Financial Report ✓

Publication(s) ✓

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Barbara McCormick

Signature of Supervisor

June 3, 1985
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

JUN 11 1985

PROJECT SUPERVISOR'S EVALUATION

LWV of Baytown or state TEF (check) _____
Project Study of school districts' counseling and nursing programs.

1. Have you received copies of the following:

Project Director's Report ✓

Financial Report ✓

Publication(s) ✓

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes
3. Do you have suggestions for managing similar projects in the future?
4. Do you have other comments?
5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Barbara McCormick
Signature of Supervisor

June 3, 1985
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

JUN 11 1985

For state use only

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of Baytown

PROJECT: Study of school district's
counseling and nursing programs

Project Supervisor (TEF Trustee) Name: Barbara McCormick

Address: [REDACTED]

INCOME

Requested from TEF: \$62.46

From sales: 0

Other: 0

TOTAL: \$62.46

EXPENDITURES

Printing: \$30.05

Office overhead: 1.25

Volunteers' expenses

Other: Postage 26.16

SUBTOTAL: \$57.46

Additional 5% admini-
stration fee (\$5.00
minimum; \$100 maximum)
to be deducted from
local League account:

5.00

TOTAL COST OF PROJECT \$62.46

5/3/85
Date

Manda L. Brown
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for your files.

Please submit as soon as possible following completion of the project.

JUN 11 1985

A Study of the Counseling and Nursing Programs in the Goose Creek
Consolidated Independent School District

Following a review of the primary health care programs in Baytown, Texas, the members of the League of Women Voters of Baytown felt that the review had omitted an integral part of the programs available, and decided to make an in-depth study of the nursing and counseling programs in Goose Creek Consolidated Independent School District (GCCISD).

The Health Study Committee was divided into the following three groups: one to study the elementary school counseling program, one to handle the secondary school counseling program, and one to research the nursing program. Each group did its own interviewing, research, and reporting. In June, 1984, survey questionnaires were mailed to fifty Texas 5A school districts (districts with more than two thousand students in a high school) with separate question sheets for the counselors and nurses.

It should be noted that in June, 1984, five additional nurses and four additional elementary school counselors were hired by GCCISD. They are not included in the data used in this report.

Nancy Neavel
Health Study Committee Chairperson

Elementary School Counseling Program Committee

Natalie Browne
Barbara Garrett
Pam Schaffer

Secondary School Counseling Program Committee

Margie Hartrick
Frances Mookhoek
Karel Bunce
Wanda Brown

School Nursing Program Committee

Joan Cary, R.N.
Anne Ansell, R.N.

Elementary School Counseling Program

I. Background

A. Financial

Average cost per counselor (including benefits) was \$39,429.00. These figures are for the 1983-84 school year.

B. Historical

Elementary counseling and guidance services have been provided in the Goose Creek Consolidated Independent School District (GCCISD) since 1978-79 when one counselor was hired to serve ten elementary schools. Three counselors were added in 1979-80 and one during each of the next two school years. Thus 1983-84 marked the third year in which six individuals provided counseling and guidance services to students at the elementary level.

The number of elementary schools has increased to thirteen; therefore, five of the counselors were each assigned two schools, and one has had responsibility for three.

During 1983-84, all schools received services of a counselor for a minimum of one day per week. For larger campuses, or those where a greater need was perceived, the counselor was available for two or two-and-a-half days each week. One half day was reserved by each counselor for program development, accountability, in-service activities, and evaluation.

In the summer of 1984 four new counselors were hired when the district learned that Federal funds would be increased because of a sharp rise in the number of low-income families with children eligible for Chapter 1 services. This coincided with the initial development plan for the GCCISD elementary counseling program and gave each of seven campuses a full-time counselor.

Throughout the existence of the elementary school counseling program, it has been monitored, assessed, and evaluated by a consultant from the University of Houston at Clear Lake, Michael Crabbs, Ph.D. Dr. Crabbs has worked directly with Mike Madison, Associate Superintendent for Accreditations and Special Programs in GCCISD, and with the counselors. Each year they have set goals for improving a particular facet of the program (accountability, philosophy, etc.). On-going program monitoring has been carried out through extensive record keeping. End-of-year reports prepared by Dr. Crabbs for the district are available.

C. Standards

The ten counselors in the GCCISD elementary school program exceed the requirements of the Texas Education Agency (three years minimum teaching experience and a master's level degree in counseling) for school counselor certification. All have a minimum of six years teaching experience, and five of the six counselors are Licensed Professional Counselors (license granted by the Texas State Board of Examiners of Professional Counselors).

The standards set for counseling and guidance services in the state of Texas are broad with no mandatory criteria. The TEA guidelines for school district accreditation require that "counseling and guidance services are accessible to students and to assist teachers in working with individual students," and also, "personnel assigned primarily to provide counseling service for students . . . are available commensurate with financial capacity of the district to support such services." Beyond that, the TEA does not set a standard for ideal counselor/pupil ratios, nor does it define the counselor's role beyond stating that, "If counselors are employed, the counselors devote the major portion of their time to conferring with and giving help to students, parents, and/or teachers."

II. Results of the Interviews

Question 1: Does the present counseling program in GCCISD meet the needs of the students?

Despite the increase in the number of counselors from one to six (or perhaps because of it), the counselors have experienced a progressive increase in the number of referrals received. In 1981-82, the first year in which there were six counselors, 1,302 referrals were made (16.1% of the total elementary school enrollment). In 1983-84, there were 2,613 referrals (33.2% of the enrollment).

It was the opinion of all six counselors that they were meeting the needs of the students they saw. However, several counselors stated that a student might wait up to three or four weeks after a referral had been made before seeing the counselor for an initial interview. This appeared to be especially true if it was a self-referral, and these were the most common type. (During the 1983-84 school year, there were 1,146 student referrals; the next highest source of referrals was teachers with 948 referrals.)

The counselors stated they increased their utilization of group counseling and classroom guidance approaches because of the need to become more efficient. From 1982-83 to 1983-84, individual counseling increased by 12.9%, small group counseling jumped 46%, and classroom guidance rose 75%.

There was a dramatic increase (137.3%) in counselor referrals to other professionals within the school, and a 140% increase to community agencies. Whereas this might indicate a greater awareness of community resources, some of the counselors felt that they had to resort to such referrals because they did not have sufficient time to adequately counsel certain children. According to one counselor, referrals to community agencies should be made only when members of the student's family, as well as the child, need services.

In the opinion of Mr. Mike Madison, who supervises the elementary school counseling program, the district needed more counselors, but given the high caliber of the counselors, the program was meeting the needs of the students.

Question 2: Are the available facilities adequate?

The facilities vary from campus to campus. All counselors have a designated area in which to meet students privately. Newer schools (Crockett, Hopper) have rooms that were specifically planned for counseling. At the other extreme (Austin), the counselor has been housed in the school's book room, where privacy is limited at the beginning and end of the school year. At some of the other schools, facilities are shared with another staff member such as the educational diagnostician. Since both are on campus only part-time, schedules have been coordinated so there is no interference.

At no campus do the counselors have private telephone lines. Some have telephones in their offices, but others must go elsewhere on campus to make or receive calls.

Counselors, principals, and administrators appeared to agree that facilities could be better, especially at certain schools, but that they are adequate. As to telephone lines, the counselors were mixed in their opinions; some preferred not to have a private line because of potential interruptions.

Question 3: Are the available supplies adequate?

Counselors and administrators alike were satisfied with the supplies. Counselors coordinate and prioritize their orders each year. Material which is needed on a regular basis is available at each campus, with duplicate sets provided for each counselor so that the material will not have to be transported. Other material is stored at Burnett School and is available to all counselors on a check-out basis. Since counselors meet there once a week, this is convenient.

Question 4: Is the caseload (counselor/pupil ratio) realistic?

In 1983-84, the ratio was 1,274 students and at least two campuses per counselor. Dr. Crabbs stated that there is disagreement among professionals as to what is an appropriate school caseload. He said that Florida, which is considered by many as a leader in the field, has a full-time counselor on every campus, and the number of students per campus is between four hundred and five hundred. He considers this unrealistic for most school districts. However, as a point of comparison, GCCISD's enrollment is almost eight hundred students higher than the upper enrollment number for Florida's school districts.

Without exception, the counselors admitted to being overextended. Several principals remarked on the long hours the counselors worked. One stated, "She often locks up after I've left."

The hiring of four new counselors during the summer of 1984 will make a dramatic shift in the counselor/pupil ratio. Based on 1983-84 enrollment, the new caseload will be 788 students per counselor.

Question 5: Are the counselors being properly utilized?

The GCCISD program, as it was conceived, is a "pure" guidance and counseling program. The counselors do not conduct testing (except as they deem necessary for their own use), are not responsible for special groups, and do not carry extraneous responsibilities within the school setting.

Based on time samples taken in the fall and spring of 1983-84, the counselors' time was divided in the following manner: 63% student contacts, 22% educational staff contacts, and 10% parent contacts. The remainder was spent in preparation (program development, record keeping, professional development) and community contacts. It should be noted that on average the counselors worked a fifty-four hour week, well over required school hours.

It was the opinion of counselors, administrators, and the consultant that the program in the GCCISD was unusual in its focus on developmental guidance and counseling. Dr. Crabbs went so far as to say he felt anyone would be hard pressed to find a program that would compare with it.

Question 6: How does GCCISD compare to other school districts of like size in our area as to caseload and utilization of counselors?

The LNV of Baytown visited Deer Park for comparison purposes. It was found that Deer Park, whose program has been in existence for 25 years, has one counselor on each of its seven campuses. Campus enrollment ranges from five hundred to seven hundred fifty students. Each counselor has a private office and an outside phone line.

The main difference between the Deer Park program and GCCISD was in the utilization of the counselors. At Deer Park, counselors are responsible for placement testing in conjunction with educational diagnosticians and for coordinating the all-school achievement and TAB testing on their campuses. According to Louis Giusti and Norma Minter, principals of Deer Park schools, counselor time is divided approximately 60% for guidance and counseling and 40% for testing.

The counseling of special education students, most of whom are mainstreamed, is another responsibility of Deer Park counselors. In GCCISD, there is a separate program for special education. Deer Park counselors are also encouraged to be sponsors for extra-curricular groups such as the student council. Thus, it appears that although Deer Park has one counselor per campus, their utilization is such that the actual guidance and counseling work is likely to be similar to that conducted by the counselors in the GCCISD.

A questionnaire was sent to fifty school districts across the state, with twenty two replies received. There are no elementary school counselors in four districts; in the others, the counselor/pupil ratio averaged 1/695, with a high of 1/2,300 and a low of 1/468. The least number of schools which had the services of one counselor ranged from one to seven, and the largest number of schools served by one counselor also ranged from one to seven.

III. Options and Alternatives

Base Level (No Increase in Funds)

- A. Keep the present number of counselors.
- B. Keep facilities as they are.

Increased Funds

- A. One counselor for each elementary school.
- B. Improve facilities so that each campus has a private counseling area and a private telephone line.

Sources Of Information

Principles, Standards, and Procedures for the Accreditation of School Districts, Texas Education Agency, AD3 513 01, December, 1982.

Elementary School Counseling Program End of Year Report, Prepared by Michael A. Crabbs, Ph.D., for Goose Creek Consolidated Independent School District, 1983-84, 1982-83.

Interviews with Counselors, Principals, Associate Superintendent Mike Madison, Consultant Michael A. Crabbs, Ph.D., and Deer Park Principals Louis Giusti and Norma Minter.

Secondary School Counseling Program

I. Background

A. Financial

Average cost per counselor (including benefits) was \$39,429.00 for the 1983-84 school year.

B. Historical

Prior to 1942, counseling was done by the classroom teacher.

1942-43 Winnie Brown became a part-time counselor at Lee High School.

1943-44 Part-time counselors in both junior schools. All teachers also did counseling.

1949-50 Winnie Brown became the first full-time counselor in GCCISD, at Lee High School.

1950-51 Winnie Brown was appointed Guidance Director at Lee High School. She started the first guidance program in the state. She went to both junior schools in Baytown, and also, until 1957, to those in Channelview, to discuss schedules in high school. Cumulative records for each child from grades seven to twelve were begun. Group counseling through different school organizations was conducted with the aid of professional people in Baytown. This was the beginning of career counseling.

1951-52 Winnie Brown received one of the first two counseling certificates given in the state of Texas. She was provided a secretary.

1952-53 A full-time boys' counselor was added at Lee High School. Each junior school had full-time counselors for both boys and girls.

1953-54 The counselors at Lee High School had a secretary.

1954-55 The merger of Cedar Bayou School District with GCCISD resulted in the district having three junior schools with two full-time counselors in each school.

1956-57 All teachers and principals received in-service training in counseling.

1958-59 Lee High School had a Director of Guidance, a Dean of Girls, and three counselors.

1965-66 Highlands Junior School opened with two counselors.

1966-67 Sterling High School opened and the ninth grade became part of the high schools. Lee High School had five counselors, a Dean of Girls, and two secretaries; Sterling High School had two counselors, a Director of Special Services, and two secretaries. There were no changes in the number of counselors in the junior schools which now included grades six, seven, and eight.

1968-69 Two counselors were added at Sterling High School.

1970-71 The first Special Assignment Clinic (SAC) in the state was started with a part-time counselor; this is a center in which students in violation of school rules could continue their class work. All teachers at SAC also acted as counselors.

1972-73 A vocational counselor was hired.

1974-75 The male counselors in the junior schools became assistant principals, leaving each junior school with one counselor.

1976-77 An additional vocational counselor was added when Stuart Career Center opened.

1980-81 Kilgore Center opened with two counselors available.

The Alternative Learning Center opened, but had no counselors. All of the teachers did counseling.

1982-83 Two certified counselors were placed at the Alternative Learning Center. Teachers continued to supplement the counseling.

1983-84 A Special Services Counselor was added to each high school to handle crisis situations.

C. Standards

The GCCISD secondary school counselors exceed the criteria set by the Texas Education Agency for school counselor certification. All junior school counselors have masters degrees in counseling and guidance and are certified by the state. Three of the five are also Licensed Professional Counselors. Two counselors are also Certified Educational Diagnosticians, and one of these has certification in speech and hearing therapy. Experience ranges from seven to over twenty years. All high school counselors are certified by the state, and nine of the twelve are Licensed Professional Counselors. Their experience ranges from six to over thirty years in teaching and counseling with an average of sixteen years.

TEA does not set a standard for counselor/pupil ratios. The Southern Association of Colleges and Schools states, "A school that employs at least two counselors may choose to use professional guidance-related personnel, for example, registered nurses, psychologists, psychiatrists to fulfill the required number of counselors above two." Their ratios are:

1-499 students/1/2 counselor

500-749 students/1 counselor

750-999 students/2 counselors

1,000-1,249 students/2 1/2 counselors

over 1,250 students/1 additional counselor for each 250 students over 1,249

II. Results of the Interviews

Question 1: Does the present counseling program in GCCISD meet the needs of the students?

According to the literature and those interviewed, the effectiveness of counseling is difficult to measure. Much depends on the rapport of the individual counselor with the student, parent, and teacher. Also, communication is a major problem. Many counselors mentioned that they could benefit from a greater exchange of ideas and information among themselves. They also felt that both teachers and parents need to be more aware of the many services that the counselors are able to provide. Some teachers stated that the counselors are too protective of the students. They indicated that more interaction with counselors concerning student needs would be helpful. The administrators recognize that the heavy student load of the counselors, especially in the junior schools and in the ninth grade of the senior high schools, limits their effectiveness. No statistical information regarding student referrals was available.

Question 2: Are the available facilities adequate?

According to the counselors, the facilities in the junior schools are adequate, except at Highlands where a more private room is needed. The facilities at Lee High School are excellent. While Sterling High School's facilities are adequate, the student waiting room is very small and overcrowded.

The committee affirmed these findings.

Question 3: Are available supplies adequate?

Counselors state that they are satisfied with the supplies, especially with a computer hook-up with Region IV, used for career guidance as well as other routine matters in the high schools.

Question 4: Is the caseload (counselor/pupil ratio) realistic?

One counselor at each junior school helps students with their schedule planning, personal problems, and improvement of their grades. The counselor also provides nursing care at least three days a week. The counselor/pupil ratio ranges from 1/670 to 1/over 1,000. Each counselor usually sees from eight to twenty-five students each day.

Each senior high school has one counselor per grade level with a caseload varying from five hundred sixty to seven hundred twenty five students. High school counselors maintain up-to-date cumulative record folders for each student, counsel students regarding grades and attitudes, administer standardized tests, interpret standardized test scores for each pupil, guide each student as he makes his four year plan correlating with future career plans, and serve as liaisons between teachers and parents. In the spring the senior class counselors visit junior schools for a day to assist incoming students in course selection and placement. One week each spring is usually spent scheduling all students for the following year.

The Special Services Counselors in the high schools work with referrals from other counselors and the Special Education Department, and assist with scheduling, testing, and conducting large and small group sessions on career education and other topics, such as drug and alcohol abuse.

The two vocational counselors at Stuart Career Center serve students on a district-wide basis, working with students from the junior high schools, both high schools and Kilgore Center. From January through April, they introduce the high school vocational program to eighth graders who have indicated an interest in the classes. They each talk to about 500 students, spending from five to fifteen minutes with each one. They also work with CVAE (disadvantaged) and VEH (handicapped) students throughout the year.

Question 5: Are the counselors being properly utilized?

In the junior schools the counselor may also be required to provide nursing care in the absence of the nurse.

In both junior and senior high schools the majority of the counselor's time is spent dealing with student concerns on a one-to-one basis. No statistical information regarding use of the counselors' time was available.

Question 6: How does GCCISD compare to other school districts of like size in our area as to caseload and utilization of counselors?

Of the fifty questionnaires sent to 5A school districts across Texas in the summer of 1984, twenty two were completed and returned. Among the districts approximating GCCISD in size, the number of counselors ranges from thirteen to twenty six. With the addition of four new elementary school counselors, GCCISD now has thirty counselors. In all school districts the counselors have counseling certificates. In addition, seven districts require counselors to be Licensed Professional Counselors. The number of different schools served by a single counselor ranges from one to three in the high schools, and from one to four in the junior schools. Secondary school counselors in GCCISD serve only one school and elementary school counselors serve one or two campuses.

All the districts reported that the greatest percentage of a counselor's time is spent with the individual student. In thirteen districts, counselors meet monthly for an exchange of ideas and program development; in four districts, they meet once each semester; and in five districts they meet sporadically. In GCCISD elementary school counselors meet twice each month and secondary school counselors meet sporadically.

Counselors are supervised by their principal and also by an administrative director in most districts. This is true in GCCISD.

Counselor/Pupil Ratio

	low	GCCISD average	high
in high schools	1/266	1/374 1/399	1/600
in junior schools	1/310	1/488	1/819 1/939
in special schools	1/45	1/157	1/500

In-Service Hours

	low	GCCISD average	high
all schools	15	35 38	80

III. Options and AlternativesBase Level (No Increase in Funds)

- A. Keep the present number of counselors.
- B. Special Services Counselors could assist with crises in the junior schools.
- C. The Special Services Counselor could be responsible for the ninth grade students each year in order to relieve the ninth grade counselor.
- D. Counselors could receive salary for eleven months, instead of twelve, so that aides for counselors in the junior schools could be hired.
- E. A questionnaire might be given to the high school students for input as to the benefits of the counseling program.

Increased Funds

- A. Reduce the junior school counselor/pupil ratio to 1/500 by hiring more counselors.
- B. Hire counselor aides to assist with clerical work.

Sources of Information

Principles, Standards, and Procedures for the Accreditation of School Districts, Texas Education Agency, AD3 513 01, December, 1982.

Guidance Program: Grades One Through Twelve, Goose Creek Consolidated Independent School District, 1956.

First Five Years of Guidance at Lee High School, Winnie Brown.

Goose Creek Consolidated Independent School District Board Minutes, 1939 to 1963.

Lee High School Handbook, 1956 to 1984.

Sterling High School Handbook, 1966 to 1983.

The School Counselor: Work Environment, Roles and Competencies, Division of Guidance Services, Texas Education Agency, September, 1980.

American School Counselor Association pamphlets.

Interviews with Assistant Superintendent Barry Nettles, Director of Secondary Education James Lewis, Ph.D., Business Manager Jimmy R. Wells, Ph.D., Winnie Brown, and present and former counselors, teachers, and students.

Primary and Secondary School Nurses

I. Background

A. Financial

Average cost per nurse (including benefits) was \$21,857.00. These figures are for the 1983-84 school year.

B. Historical

In 1977-78, GCCISD began a health screening program on five elementary school campuses as part of a pilot program in screening school children for health defects. As a result of this program, five nurses were hired to provide a comprehensive program for all schools in the district, starting with the 1978-79 school year. Beginning in the spring of 1981, a comprehensive end-of-year report on the school health program was prepared by Michael Crabbs, Ph.D., a consultant from the University of Houston at Clear Lake.

During the 1983-84 school year, nine nurses were employed by GCCISD. Of these nine, one nurse, whose salary came from Title VI-B funds, worked full time at Kilgore Center. In the summer of 1984, five additional nurses were hired due to an increase in federal funding. The two high schools, one junior school, and two of the elementary schools have one nurse per campus.

C. Standards

The Texas Education Agency (TEA) 1983 standards for school health programs regard the nurse as an advisor and resource person, who gives health screenings, refers children to appropriate health care facilities, and carefully follows up and records the findings. The nurse also observes safety and sanitary conditions in the school and makes any needed recommendations for improvement. A community health advisory council, composed of health care professionals, parents, and others, is recommended as the best way to locate health care resources, with the nurse serving as liaison for the school.

An adequate facility is described in Section B-1.32 of the TEA Manual as follows:

1. The first aid room should be in a centralized location.
2. A room should be available for isolation and/or rest for ill or injured students.
3. A bed or cot should be available in the first aid room.
4. A lavatory with hot and cold water should be available in the first aid room.
5. The first aid room should be equipped with an adequate amount of the proper first aid supplies based on needs and usages for the particular facility. The equipment should comply with the list in the Red Cross Manual "Standard First Aid and

Personal Safety," and a copy of this manual or its equivalent should be available.

6. First aid supplies should be stored in a locked cabinet, or the first aid room should be locked when unattended. Keys should be readily available with supervised use of supplies.
7. A registered nurse or person trained in first aid should be available in the facility at all times. Training should be provided by a Red Cross instructor or equivalent, licensed physician, or registered nurse.
8. A plan to provide emergency medical treatment to seriously ill or injured persons should be established, and emergency telephone numbers should be posted and readily available.
9. Emergency plans should also be established for weather and fire emergencies.
10. The first aid room and equipment should be kept clean at all times.
11. First aid supplies should be replaced as used so that adequate supplies will be available at all times.
12. Signed permission from parent, guardian, or physician should be obtained before any drugs are administered to a minor, as required by Chapter 35, Title 2 of the Texas Family Code. Records should also be maintained on any medication administered.

II. Results of the Interviews

Question 1: Does the present nursing program in GCCISD meet the needs of the students?

All of the nurses in the program responded "no." The administrators felt that the current situation was not ideal, but that they were "coming close" with the personnel they had. Although registered nurses are on the campuses only part time, no designated person is assigned to meet student health needs or keep statistical records of health visits at other times. Due to heavy case loads, not all follow-ups are completed, nor are all needed screening programs done.

Question 2: Are the available facilities adequate?

Among the nurses, 75% felt the facilities were workable; the rest felt there was a definite need for improvement. They specifically saw a need for locked areas for storing medications, access to ice and/or refrigeration, and a private space for examinations and conferences (including a telephone). The administrators felt that although the facilities varied from campus to campus, they were adequate. A 1982 study by Dr. Crabbs described the facilities and their needs, and few changes have taken place since then.

Question 3: Are the available supplies adequate?

The nurses and the administrators both felt that basic supplies were adequate, with the administrators adding that if something was a "priority need," it had always been provided. In regard to equipment, 75% of the nurses felt that Titmus machines for eye examinations, blood-pressure cuffs, stethoscopes, and scales for height and weight should be provided for each campus. Transporting equipment from campus to campus wastes time and leaves other campuses in need if an emergency should arise.

Question 4: Is the caseload realistic?

All of the nurses responded "no" and the administrators agreed that the nurses were "spread too thin." TEA standards state that "a registered nurse to student ratio of 1:1000 or less is needed to provide quality care for students." A summary of nurses' logs for the 1983-84 school year, obtained from Dr. Crabbs' end-of-year report, indicates that nurses treated 23,593 students for first aid and completed vision screening for 3,547 students and dental inspections for 1,104 students. Nurses also held many conferences and consultations, and examined over 20,000 health records. These logs usually do not include student/health care interactions when the nurse is not on campus, as no one is designated to keep these records.

Question 5: Are the nurses being properly utilized?

All nurses felt they were being properly utilized, but that with a more realistic caseload and some secretarial assistance they could complete needed screening programs, provide more resource input in the classroom, increase individual health teaching, and become part of the "school team." The administrators' answer to this question was "yes and no." It was felt that the new health cards being implemented in the schools would help cut down on paperwork.

Question 6: How does GCCISD compare to other school districts of like size in our area as to caseload and utilization of nurses?

Two members of the LWV of Baytown visited Deer Park School District in the spring of 1984 for comparison purposes.

Eleven registered nurses, all of whom have at least a B.S. degree in nursing education, are employed. Each campus has a full-time R.N., with the exception of Lynchburg (80 students), which has a nurse one-half day per week. Each nurse has a private office and phone access.

Deer Park has a health manual that is updated yearly and approved by the supervisor. It contains a wide range of subjects including disaster/evacuation plans, treatment of insect bites, fractures, burns, etc., and policies regarding immunizations, transportation, etc.

School secretaries are utilized to obtain health records at registration. Truant officers are notified of any delinquency regarding lack of immunizations, and they assist in enforcing school policy, if necessary.

The task of being Head Nurse is rotated yearly, with no change in pay scale. Each nurse works closely with the school principal, but the permanent nursing program

supervisor is an R.N. administrator. Nurses meet monthly for an exchange of ideas with their supervisor.

Due to direct guidelines, policy and procedures, and one nurse per campus, nurses are an integral part of each school team. They assist in direct health teaching and are included on many committees regarding student activities. Each is allowed to attend one state nursing meeting per year for in-service. In addition, nurses keep attendance records for the truant officers.

Questionnaires were sent to fifty 5-A school districts in Texas, and replies were received from twenty-three of these districts. All of the respondents have a written policy and procedures manual and an enforced immunization policy with an average grace period of two weeks. Over 90% have nurses with at least a B.S. degree, and a separate nursing area in their schools with a locked cabinet for medications. More than 60% report having private examination areas and refrigerators, and 89% have telephones. Inservice training ranges from five to fifty-six hours per year, with 70% of the nurses meeting together at least monthly. Over half of these districts have a resource physician, and one school reports a full-time paid M.D., while three others report a part-time one. On average, the nurses spend half their time in health screening and counseling, another one quarter in first aid and emergency care, one tenth in health education, and the remainder in paperwork, meetings, and travel.

III. Options and Alternatives

Base Level (No Increase in Funds)

- A. Utilize volunteers (parents, medical auxilliary, etc.) to assist with completing school health forms.
- B. Assign secretarial assistance for transfer of student health records and other secretarial needs.
- C. Utilize present standardized forms (or design new forms) to cut down on paperwork time.
- D. Assign first-aid trained, designated back-up person to cover the nurse's office in her absence, to meet the student needs and to keep records.
- E. Enforce the present school policy that no one dispense medication to students without written permission from parents or physician.
- F. Enforce the immunization policy.
- G. Provide an ice chest with ice delivered to each first aid area each day for medication storage or first aid treatment.
- H. Clarify and standarize procedures for ordering supplies. Have the supplies delivered to each campus at the beginning of the school year.
- I. Log in and check out stock supplies kept at Burnett School to verify use and prevent abuse.

- J. Have nurses provide more input in the classroom (i.e. pre-natal teaching, health classes).
- K. Improve communications between nurses and administrators.
- L. With administration assistance, establish support systems within the community (physician referrals, social agencies, etc.)
- M. Have monthly pre-planned in-service education appropriate to nursing needs.
- N. Develop a written manual of health policies and procedures.
- O. Review and update the disaster evacuation plan.
- P. Clarify a transportation policy for sick or injured students.
- Q. Provide a locked cabinet or box for medications and supplies on each campus.

Increased Funding

- A. Hire a full-time nursing supervisor with administrative experience and a minimum of an M.S. degree to:

Provide orientation and monthly in-service meetings.
 Organize a manual of policies and procedures.
 Serve as liason for nurses with the administrators, the medical community, the public health department, and volunteer services.
 Standardize hiring and salary policies.
 Provide job evaluations.

- B. Hire additional registered nurses so there is one nurse per campus. At a minimum, meet TEA standards of one nurse/1,000 students, and hire aides or Licensed Vocational Nurses to insure having trained personnel on each campus at all times.

- C. Provide on each campus:

1. A lockable nursing office.
2. Space for private physical examinations, phone conversations, and individual conferences.
3. A small refrigerator.
4. Titmus machines or equivalent screening procedures for eye examinations.
5. Blood-pressure cuffs.
6. Stethoscopes.
7. Scales for height and weight.

Sources of Information

Standards for School Health Programs, Texas Education Agency, 1983.

School Health Program End of Year Report, Prepared by Michael A. Crabbs, Ph.D., for Goose Creek Consolidated Independent School District, 1981-82 to 1983-84.

Interviews with Nurses, Associate Superintendent Mike Madison, and Consultant Michael A. Crabbs, Ph.D.

Table 2

Summary of Health Facilities during Second Semester of 1981-82

School	Physical Facility	Utilities	Supplies/ Resources	Conclusions
Alamo	Shared No writing area. No exam/conf. area. Cots available.	No hot water. Toilet available.	No telephone. No desk. Locking cabinet in office.	Adequate
Ashbel Smith	Shared Waiting area in hall. No exam/conf. area. Cots available.	H/C water added. Toilet available.	Telephone. Desk. Locking cabinet in office.	Adequate
Austin	Moved from lib. to hallway. No actual facility.	No water. No heat or A/C. Poor air circ. No toilet nearby.	No telephone. Locking cabinet in office.	Substandard
Bowie	No exam/conf. area. Little privacy.	No water. No toilet nearby. Poor heating/ ventilation.	No telephone. Locking cabinet.	Substandard
Carver Jones	Adequate location and size. Shared.	No hot water. Toilet nearby.	Locking cabinet available.	Adequate
Crockett	Adequate location and size. New facility.	Private toilet. H/C water available.	Desk and telephone. Locking cabinet.	Excellent
Harlem	Adequate location and size. Waiting area. Privacy area.	No hot water. No toilet nearby.	No telephone. Locking cabinet available.	Adequate
Highlands Elem.	Adequate location and size. No waiting area.	No water. No toilet nearby. Poor ventilation.	Desk and telephone. Locking cabinet.	Adequate
Hopper	Adequate location and size. Exam room. No waiting area.	H/C water available. Toilet nearby.	No telephone and desk. Locking cabinet.	Adequate

Table 2 (Cont.)

Summary of Health Facilities during Second Semester of 1981-82

Lamar	No facility. No waiting area. No exam/conf. area.	No water.	Desk. Telephone nearby. Locking cabinet.	Substandard
Pumphrey	Shared. Size not adequate. Waiting in hall only. Facility divided by hallway.	H/C water nearby. Toilet nearby.	Desk. Shared telephone. Locking cabinet.	Substandard
San Jacinto (1984)	Adequate location and size. Exam area. No testing room.	H/C water available. Toilet available.	Desk and telephone.	Adequate
Travis	Adequate location and size.	H/C water available. Toilet available.	Desk. No telephone.	Adequate
Highlands Jr. (1984)	No privacy.	H/C water.	Desk. No telephone.	Adequate
Sterling High (1984)	Exam room. No easy access for handicapped.	H/C water. Toilet.	Office facilities.	Adequate
Lee High (1984)	Lg. exam room. No privacy.	Water and toilet shared.	Desk. No telephone.	Adequate

Table 3

Summary of Nurses' Logs 1983-84
All Campuses

Type of Service	Elementary	Secondary	Total Year
<u>Student Contacts</u>			
A. First Aid			
Illness	9,083	7,544	16,627
Accidents	899	1,274	2,146
Health Counseling	2,978	1,842	4,820
Total	12,960	10,633	23,593
Exclusions	1,476	2,137	3,613
B. Health Appraisals			
1. Vision Screening			
Service League	3,008	1,756	4,764
Nurse	2,685	862	3,547
Rescreened/Referred	1,647	773	2,420
Care Obtained	235	107	342
2. Dental Screening			
Inspections	954	150	1,104
Referred	208	58	266
Care Obtained	80	7	87
3. Scoliosis Screening			
Inspections	80	552	632
Referred	11	22	33
Care Obtained	2	4	6
4. Pediculosis Screening			
Inspections	8,186	996	9,182
Exclusions Resulting	313	15	328
5. Blood Pressure Screening			
Tested	109	172	281
Referred	3	8	11
Care Obtained	3	7	10
6. Hearing Consultations			
Number	181	16	197

Table 3 (Cont.)

Summary of Nurses' Logs 1983-84
All Campuses

<u>Type of Service</u>	<u>Elementary</u>	<u>Secondary</u>	<u>Total Year</u>
<u>Parent Contacts</u>			
A. Home Visits	239	34	273
B. Conferences			
School	849	336	1,185
Telephone	3,017	2,827	5,844
Written Correspondence	2,544	2,014	4,560
<u>Service to School Personnel</u>			
A. Conferences/Consultations			
Principal	468	370	838
Teachers	1,384	588	1,972
Special Services Personnel	252	245	499
Guidance Personnel	134	338	472
B. Other Services			
Blood Pressure Screening	445	481	926
Health Consultations	245	337	582
Classroom Resource			
No. of Rooms	161	51	212
Students	3,240	767	4,007
<u>Miscellaneous Activities</u>			
A. Consultation with Health Professionals	310	159	469
B. Consultations with Community Agencies	172	101	273
C. Students Transported	246	56	302
D. Inservice Participation	73.5	50.5	124
E. Inservice Conducted	22	5	27
F. Health Records Examined	8,980	11,083	20,063
G. Health Cards Completed	2,306	2,227	4,533
H. Medication Administered	2,106	1,095	3,201

Approved at Jan. 17-19, 85
Inty

1- LWW- Jorant Co. \$370 to
print 5,000 copies of 1985-86
40E. McMahon supervision

2- LWW- Suback to publish
citizens guide - 15 on deposit
+ contribution of \$300 from Helen
Devitt Jones - Commons Supr.

3- LWW- Suback - 759.13
to publish Suback Co. Gov. booklet
Commons Supr.

4- LWW- Midland - 450 to
publish 4,000 40E. Carpenter
Supr.

5- LWW- Richardson - 250
to pay for Dallas for Voter Guide
(no paper work)

Withdrew \$3 LWW- Galington

\$25 + \$100 \$101
+ LWW- Jorant County - 125 \$37
for Family Violence

file

3/3/85

TO: Rowena, Lois, and Joann

FROM: Margie

RE: Two Education Fund Projects of LWV-San Antonio Area.

I received the packet of material on the two outstanding projects-- one for the ground water seminar and the other for Voters Guides for the November election.

After checking them over I felt that the request for the seminar had substantiating forms for the financial report and forwarded one of the copies of the financial report to Jeannette Vanderwater for payment. However the other one for the Voters Guides has a problem. I cannot find the League of Women Voters of Texas Education Fund on the publication anywhere. I tried to call you Rowena, but was not able to reach you. I talked very briefly with Lois and she said it appears that we will have to take this request up at the next board meeting. So I'm holding all that material in the pending file. Rowena, the Handbook states that one copy of the financial report goes to the treasurer. It is to be accompanied with receipts for her records when she issues the check to the local League.

I'm trying to get ready to move March 13 and need to get this off my desk. Pardon the strikeovers. I will call the state office with new phone number next week. Wish me luck.

Jan 23, 1985

Joanne
Hope
recler
on these
Projects
the for

Lois - you may
just want to
ship all of this
& Margie. It's
a bit of a mess.

you have
missing
of

I have
the registration program
for the groundwater conference
attached to the project directors
report. The copy of the canceled
check should be attached to the
Financial Report.

I don't see
these —
↓ Lois

Voters Guide project
should go on the Financial
on that one course,
on to Margie & Jennette
— anyway, I hope
gets together at last.
Thanks — Revere

Jan 22, 1985

Joanne —

Hope by now you have
received what's missing
on these two Ed Fund
Projects from the SA Luv

The first one should have
the registration + program
for the ground water conference
attached to the project directors
report. The copy of the canceled
check should be attached to the
Financial Report. —

The Voters Guide project
receipts should go on the Financial
Report on that one, of course.

Then on to Margie + Jeannette
I guess. — anyway, I hope
it all gets together at last. —
Thanks — Rebecca

a little sticky business:

Uh, yes! Now Margie -
it looks to me like all
this stuff is still miss-
ing the receipts on the
V.G. project that should
be attached to its financial
report. See if you can
straighten it out! Thanks.
Lois

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PROJECT FINANCIAL REPORT

DEC 4 1984

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

LWV of San Antonio Area PROJECT: Voter's Guide

Project Supervisor (TEF Trustee) Name: Rowena Rodgers

Address: [REDACTED]

INCOME

Requested from TEF: \$ 99.70

From fees or sales:

Other:

TOTAL: \$ 99.70

EXPENDITURES

Printing: \$ Donated

Postage: 52.70

Supplies:

Office overhead: 9.00

Volunteers' expenses:

Other: State Guide : 28.00

TOTAL: \$ 94.70

Requested from TEF:

94.50

Administration fee--

5% of above (\$5 minimum;

\$100 maximum)--to be de-

ducted from LL account: 5.00

TOTAL COST OF PROJECT: \$ 99.70

12/3/84
Date

Mary H. Riechley
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

10/83

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

PFR with receipts mailed to TEF
treasurer:

PROJECT FINANCIAL REPORT

DEC 4 1984

Date

By

LWV of San Antonio Area

PROJECT: Voter's Guide

Project Supervisor (TEF Trustee) Name: Rowena Rodgers

Address: [REDACTED]

INCOME

Requested from TEF: \$ 99.70
From fees or sales: _____
Other: _____ : _____

TOTAL: \$ 99.70

EXPENDITURES

Printing: \$ Donated
Postage: 52.70
Supplies: _____
Office overhead: 9.00
Volunteers' expenses: _____
Other: State Guide : 28.00

TOTAL: \$ 94.70

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TOTAL COST OF PROJECT: \$ 99.70

12/3/84
Date

Mary H. Picotley
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.
Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

10/83

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of San Antonio Area or state TEF (check) _____

Project Voters Guides for November 1984 general election

1. Have you received copies of the following:

☒ Project Director's Report

☒ Financial Report

☒ Publication(s)

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

yes

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

would have been a good idea to include the newspaper's estimated cost (which was donated) for printing to have been included on the income side of the financial report.

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

Cathy Lee Scott

In salaried jobs?

Ravena R. Rodgers

Signature of Supervisor

Jan. 17, 1985

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

DEC 4 1984

PROJECT DIRECTOR'S REPORT

LWV of San Antonio Area PROJECT Voters Guide - November

PROJECT SUPERVISOR (TEF trustee) Rowena Rodgers

(Name)

(Address)

1. What was the primary accomplishment of the project:

Publication (please describe):

Voters guide covering local elections, state elections and proposed amendments.

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

Sunday circulation 204,936 of San Antonio Light, plus distribution of 200 Local guides and 1000 State guides to local groups and businesses.

3. Was the project successful? (please describe)

We had many phone inquiries as to when this publication would be available as well as people coming to the office to pick it up. Candidates are especially appreciative of the opportunity to be included.

Cathy Lin Scott
Signature of Project Director

Nov. 28, 1984
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

Rowena Rodriguez

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

SEP 14 1984

PROJECT REQUEST FORM

Distribution: Sec'y (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of San Antonio Area

Proposed Project: Voters Guide for General Anticipated Completion Date: October 28, 1984
Election

Plans for execution, including distribution of any printed material:

Publication in Light newspaper, October 28, 1984

Extra State Copies to membership, libraries and contributors - USAA & Tesoro

Proposed Project Director: NAME Cathy Liu Scott

PHONE: _____

A/C

Address: _____

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL Ed. Fund money on deposit: \$ _____ to cover cost

Printing: \$ 5.00

Anticipated donations to Ed. Fund account from: _____

Postage: 52.70

Supplies: _____

Office Overhead: 9.00

Volunteers' Expenses: _____

Portion from LL general fund: _____

Other: State LWV guide 28.00

From fees or sales: _____

TOTAL 94.70

Other: _____

**Administration fee: 5.00

TOTAL

\$ 99.70

TOTAL COST OF PROJECT: \$ 99.70

[Signature]
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

P. O. BOX 5013
CORPUS CHRISTI, TEXAS 78403

Jan. 1984
2/20/84
#6
FRANK T. MORRILL
ATTORNEY AT LAW
OIL INDUSTRIES BUILDING
AREA CODE 512 883-7141

September 25, 1984

Cathy Liu Scott
[REDACTED]

Dear Cathy,

Your League's Project Request for \$94.70 of the Education Fund money you have on deposit to publish Voters Guides for the November general election was approved by the League of Women Voters of Texas Education Fund Board of Trustees September 21, 1984.

Your Project Supervisor is Rowena Rodgers, 2128 La Honda, San Antonio 78201. She will be overseeing your project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects (1)
2. Project Director's Report (2)
3. Project Financial Report (3)

All publications funded by Education Fund money must carry the full name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LNW-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LNW-TEF Secretary

Encls.

cc: Lois Carpenter, LNW-TEF Chairman
Sally Coughlin, LNW-San Antonio Area President
Rowena Rodgers, LNW-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND

1212 Guadalupe, #109
Austin, TX 78701

Ramona Rodriguez, Secretary

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

SEP 14 1984

PROJECT REQUEST FORM

Distribution: Sec'y (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of San Antonio Area

Proposed Project: Voters Guide for General Election
Anticipated Completion Date October 28, 1984

Plans for execution, including distribution of any printed material:

Publication in Light newspaper, October 28, 1984

Extra State Copies to membership, libraries and contributors - USAA & Tesoro

Proposed Project Director: NAME Cathy Liu Scott

PHONE: _____

A/C

Address: _____

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL Ed. Fund money on deposit: \$ _____ to cover cost

Printing: \$ 5.00

Anticipated donations to Ed. Fund account from: _____

Postage: 52.70

Supplies: _____

Office Overhead: 9.00

Volunteers' Expenses: _____

Portion from LL general fund: _____

Other: State LWV guide 28.00

TOTAL 94.70

From fees or sales: _____

**Administration fee: 5.00

Other: _____

TOTAL COST OF PROJECT: \$ 99.70

TOTAL \$ 99.70

[Signature]
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.



MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

To: Margie
From: Myrtle

Enclosed are the forms for Tarrant County's project that I recently supervised. The other forms were turned into Jeanette, and the bill has been paid. Hope you are filling better. I just finished doing the minutes - rough draft- of the Board meeting. I'm sure they won't begin to measure up to yours. I am sending out the approvals of the three projects that we approved. I already notified the Leagues verbally of the approval.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Tarrant County PROJECT "Your Elected Officials"
PROJECT SUPERVISOR (TEF trustee) Myrtle McMahon 1985-87 pamphlet
[REDACTED]
(Address)

1. What was the primary accomplishment of the project:

Publication (please describe):

6000 copies "Your Elected Officials" in English and Spanish
listing federal, state and county officials. (1000 Spanish)
Conference/workshop (please describe): 5000 English

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

Ongoing - pamphlet to be distributed over a 2 year
period

3. Was the project successful? (please describe)

Yes, always many requests for them.

Georgia B. Kudwell

Signature of Project Director

3-15-85

Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of Tarrant County PROJECT: "Your Elected Officials 1985-87"

Project Supervisor (TEF Trustee) Name: Murtle McMahon

Address: [REDACTED]

INCOME

Requested from TEF: \$ 370.00

From fees or sales: _____

Other: _____

TOTAL: \$ _____

EXPENDITURES

Printing: \$ 285.00

Postage: _____

Supplies: _____

Office overhead: _____

Volunteers' expenses: _____

Other: _____

Typesetting 25.94

TOTAL: \$ 310.94

Requested from TEF: _____

Administration fee--
5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: 15.55

TOTAL COST OF PROJECT: \$ 326.49

18 Mar 1985

Date

Majorie S. Williams

Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

10/83

Murtle McMahon, Supervisor

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Tarrant County or state TEF (check) _____

Project YEO's

1. Have you received copies of the following:

Project Director's Report yes

Financial Report yes

Publication(s) yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes

3. Do you have suggestions for managing similar projects in the future?

no - except that a Supervisor's evaluation form was not sent with the other material.

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Myrtle S. Mabon 4/7/85
Signature of Supervisor Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

YOUR ELECTED OFFICIALS
1985 - 1987

Terms expire in January of year
listed unless otherwise noted.

★ FEDERAL ★

PRESIDENT 4-year term
Ronald Reagan (R) 1989

Address: The President
The White House
Washington, D.C. 20500

VICE PRESIDENT 4-year term
George Bush (R) 1989

Address: The Vice President
United States Senate
Washington, D.C. 20510

UNITED STATES SENATORS 6-year term
Phil Gramm (R) 1991

Address: The Honorable Phil Gramm

Lloyd Bentsen (D) 1989

Address: The Honorable Lloyd Bentsen

UNITED STATES REPRESENTATIVES 2-year term
Jim Wright (D) District 12 1987

Address: The Honorable Jim Wright

Dick Armey (R) District 26 1987

Address: The Honorable Dick Armey

Joe Barton (R) District 6 1987

Address: The Honorable Joe Barton

★ STATE ★

OFFICE
GOVERNOR OF TEXAS 4-year term
Mark White (D) 1987

Address: The Honorable Mark White
State Capitol Building Room 200

LT. GOVERNOR 4-year term
Bill Hobby (D) 1987

Address: The Honorable Bill Hobby

ATTORNEY GENERAL 4-year term
Jim Mattox (D) 1987

Address: Supreme Court Building

COMPTROLLER OF PUBLIC ACCOUNTS 4-year term
Bob Bullock (D) 1987

Address: LBJ Office Building

STATE TREASURER 4-year term
Ann Richards (D) 1987

Address: LBJ Office Building

SECRETARY OF STATE appointed
Myra McDaniel

Address: Capitol Building

COMMISSIONER OF GENERAL LAND OFFICE 4-year term - 1987
Garry Mauro (D)

Address: Stephen F. Austin Building

COMMISSIONER OF AGRICULTURE 4-year term
Jim Hightower (D) 1987

Address: Stephen F. Austin Building

RAILROAD COMMISSION 6-year term
Jim Nugent (D) 1989
Mack Wallace (D) 1991
Buddy Temple (D) 1987

Address: Ernest O. Thomas Building

STATE BOARD OF EDUCATION

Address:

LEGISLATIVE INFORMATION

1-800-451-1111 (TOLL FREE)
IN AUSTIN

STATE SENATORS 4-year term
Bob McFarland (R) District 10 1987

Address: The Honorable Bob McFarland
1000 W. Abram

Hugh Parmer (D) District 12 1987

Address: The Honorable Hugh Parmer

Bob Glasgow (D) District 22 1989

Address: The Honorable Bob Glasgow

Oscar H. Mauzy (D) District 23 1987

Address: The Honorable Oscar H. Mauzy

Mailing Address When in Session for Members of the Texas Senate

STATE REPRESENTATIVES 2-year term
Gibson D. Lewis (D) District 89 1987

Doyle Willis (D) District 90 1987

Bill G. Carter (R) District 91 1987

Charles Evans (D) District 92 1987

Chris Harris (R) District 93 1987

Jan McKenna (R) District 94 1987

Garfield W. Thompson (D) District 95 1987

Mike Millsap (D) District 96 1987

P. O. Box 330307

Bob Leonard, Jr. (R) District 97 1987

Mailing Address When in Session for Members of the Texas Legislature

The Honorable (Name)
House of Representatives

★ TARRANT COUNTY ★

TARRANT COUNTY COURT HOUSE 334-1111

COUNTY JUDGE 4-year term
Mike Moncrief (D) 1987

COUNTY COMMISSIONERS 4-year term
O. L. Watson (R) S.E. Area Pct. 2 1987
B. D. Griffin (D) N.W. Area Pct. 4 1987
R. T. Anderson (D) S.W. Area Pct. 1 1989
Bob Hampton (R) N.E. Area Pct. 3 1989

County Commissioners' Court meets each Monday
9:30 A.M. at the County Court House, corner of
Main and Weatherford Streets.

COUNTY CLERK 1987
Madrin Huffman (D)

COUNTY SURVEYOR 1987
David C. Moak (D)

COUNTY TAX ASSESSOR 1989
June Garrison (R)

SHERIFF 1989
Don Carpenter (R)

DISTRICT ATTORNEY 1987
Tim Curry (D)

INFORMACIÓN DE REGISTRO PARA VOTANTES

Para poder inscribirse, uno debe:

- 1) ser ciudadano de los Estados Unidos
- 2) tener a lo menos 18 años de edad
- 3) ser habitante del estado, condado, ciudad, y distrito donde se conduce la elección

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Si tiene estos requisitos, puede registrarse para votar como sigue:

Por correo (a esta dirección):

Voter Registration Office
Tax Assessor-Collector
Tarrant County Court House
Fort Worth, Texas 76102

En persona (Llame al teléfono, local 334-1115 para localizar el sitio más conveniente):

Tarrant County Sub-Court Houses
Asimismo se puede llamar gratuitamente para conseguir otras localidades al
Election Department
Austin, Texas
Teléfono

★ ★ ★

Si tiene a lo menos 18 años de edad, es ciudadano de los Estados Unidos, y se preocupa por los asuntos del pueblo:

No Demore - Únase
a la Liga de Mujeres Votantes
del Condado de Tarrant con la dirección
512 West Fourth Street
Ft. Worth, Texas 76102
o llame al teléfono de la oficina
local al numero 336-1333

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

Se imprime este folleto con recursos de la Liga de Mujeres Votantes del Condado de Tarrant, y con los Fondos para Educar al Público de la Liga de Mujeres Votantes de Texas.

La Liga de Mujeres Votantes es una organización políticamente imparcial dedicada a promover la responsabilidad política del ciudadano por medio de un público activo y bien informado para participar en su gobierno.

Guía Para
Cuidadanos

los
funcionarios
elegidos

para
1985-1987

★ federal ★ estatal ★ del condado ★

League of
Women Voters
of Tarrant County

YOUR ELECTED OFFICIALS
1985 - 1987



★ **FEDERAL** ★

PRESIDENT
Ronald Reagan (R) 4-year term
1989

Address: The President
The White House
Washington, D.C. 20500

VICE PRESIDENT
George Bush (R) 4-year term
1989

Address: The Vice President
United States Senate
Washington, D.C. 20510

UNITED STATES SENATORS
Phil Gramm (R) 6-year term
1991

Address: The Honorable Phil Gramm
179 Russell Senate Office Building
10

Lloyd Bentsen (D) 1989

Address: The Honorable Lloyd Bentsen

UNITED STATES REPRESENTATIVES
Jim Wright (D) District 12 2-year term
1987

Address: The Honorable Jim Wright
1236 Longworth House Office Building

Address: The Honorable Dick Armev

Joe Barton (R) District 6 1987

Address: The Honorable Joe Barton

★ **STATE** ★

OFFICE
GOVERNOR OF TEXAS 4-year term

Address: The Honorable Mark White
State Capitol Building Room 200
P.O. Box 12428 Capitol Station

LT. GOVERNOR
Bill Hobby (D) 4-year term
1987

Address: The Honorable Bill Hobby

ATTORNEY GENERAL
Jim Mattox (D) 4-year term
1987

Address: Supreme Court Building
P.O. Box 12548, Capitol Station
Austin, Texas 78711
(512) 475-2501

COMPTROLLER OF PUBLIC ACCOUNTS
Bob Bullock (D) 4-year term
1987

Address: LBJ Office Building
Austin, Texas 78774

STATE TREASURER
Ann Richards (D) 4-year term
1987

Address: LBJ Office Building
P.O. Box 12608, Capitol Station
Austin, Texas 78711

SECRETARY OF STATE appointed

Address: Capitol Building

COMMISSIONER OF GENERAL LAND OFFICE
Garry Mauro (D) 4-year term - 1987

Address: Stephen F. Austin Building

Jim Hightower (D) 1987

Austin, Texas 78711
(512) 475-6346

RAILROAD COMMISSION
Jim Nugent (D) 6-year term
1989
Mack Wallace (D) 1991
Buddy Temple (D) 1987

Address: Ernest O. Thomas Building
P.O. Drawer 12967, Capitol Station

Address: 201 East 11th
Austin, Texas 78701
(512) 475-4318

STATE SENATORS
Bob McFarland (R) District 10 4-year term
1987

Address: The Honorable Bob McFarland

Hugh Parmer (D) District 12 1987

Address: The Honorable Hugh Parmer

Bob Glasgow (D) District 22 1989

Address: The Honorable Bob Glasgow

Suite 107
Fort Worth, Texas 76109

Oscar H. Mauzy (D) District 23 1987

Address: The Honorable Oscar H. Mauzy

Suite 201
Grand Prairie, Texas 75050

Mailing Address When in Session for Members of the Texas Senate
The Senate

STATE REPRESENTATIVES
Gibson D. Lewis (D) District 89 2-year term
1987

2300 Race Street
Fort Worth, Texas 76111

Doyle Willis (D) District 90 1987

(817) 336-4409 - (512) 475-5831

Charles Evans (D) District 92 1987

Jan McKenna (R) District 94 1987

Garfield W. Thompson (D) District 95 1987

Mike Millsap (D) District 96 1987

Bob Leonard, Jr. (R) District 97 1987

Mailing Address When in Session for Members of the Texas Legislature

The Honorable (Name)
House of Representatives

★ TARRANT COUNTY ★

TARRANT COUNTY COURT HOUSE 334-1111

COUNTY JUDGE 4-year term
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COUNTY TAX ASSESSOR 1989
June Garrison (R)

SHERIFF 1989
Don Carpenter (R)

DISTRICT ATTORNEY 1987
Tim Curry (D)

VOTER REGISTRATION INFORMATION

To register to vote you must be a citizen of the United States, 18 years of age or older, and a resident of the state, county, city, district or precinct in which the election is held. You may register to vote in the following ways:

★ ★ ★ ★ ★ ★

by mail: Voter Registration Office
Tax Assessor-Collector
Tarrant Co. Court House
Ft. Worth, Texas 76102
in person: Voter Registration Dept.
County Court House
or at one of the
Tarrant County Sub. Court Houses
call [redacted] for locations
Election Dept. Austin, Texas
Toll Free Line [redacted]

★ ★ ★

If you are 18 years of age, a citizen of the United States, and concerned about public affairs:

Don't Wait — Join
The League of Women Voters
Tarrant County
512 West Fourth
Ft. Worth, Texas 76102
or call
LWV/TC Office [redacted]

★ ★ ★ ★ ★ ★

This publication is funded by the League of Women Voters of Tarrant County and the League of Women Voters Texas Education Fund.

League of Women Voters is a non-partisan organization to promote political responsibility through informed and active participation of citizens in government.

A guide
for citizens

your
elected
officials

1985-87

★ federal ★ state ★ county ★

League of
Women Voters
of Tarrant County

Completed

6/7/84 - material at printer

add to June minutes at

January 16, 1984

Justa Walsh

Dear Justa,

Your League's Project Request for use of \$1200 of the Education Fund money you have on deposit to publish and distribute a 2-year study of Kerrville municipal government was approved by the League of Women Voters of Texas Education Fund Board of Trustees on January 13, 1984. The total project cost is listed as \$1390.

9/8/84 Ethel Sturgis
Your Project Supervisor is ~~Rosena Rodgers~~, 2128 La Honda, San Antonio, 78201. She will be overseeing your project and will help you follow the guidelines. Above all she must approve the draft copy before it is sent to the printer.

The IRS requires that a complete record of each TEF project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your information and use in completing this project:

1. The "How To:" for Local League Projects (1)
2. Project Directors Report (2)
3. Project Financial Report (3)

Your promptness in completing these forms will speed up the process and the LWV-TEF treasurer can then make the transfer of your TEF money to your League to cover the costs of the project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Abbie Corey, LWV-Greater Kerrville Prov. President
Rosena Rodgers, LWV-TEF Project Supervisor
State Office

Rodgers supervisor 9/8/84 Hargis supervisor (2) MM -
PROVISIONAL LEAGUE OF WOMEN VOTERS
OF KERRVILLE

P.O. BOX 303
KERRVILLE, TEXAS 78028

JAN 11 1984

1-9-84

To: LWV-T Education Fund Board.

We are asking that this request be expedited as quickly as possible as we are planning to request Local League status at the March State Board meeting.

Our study has been intensive over the last two years and we believe that we are in good shape to proceed with our publication. However, we cannot publish without the funds you hold for us.

The rough draft copy will be in the hands of state board members within a week to ten days.

Since this is our first publication, we will be appreciative of all help.

Justa Walsh, 2nd V.P., has agreed to serve as Project Director. She is a very capable and conscientious individual and performs at a high level. The Executive Board has agreed to act as the Publication Committee for this production along with a subcommittee of writers, typists, artists etc.

Sincerely,

Abbie E. Lorey, Pres.

JAN 11 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

PROJECT REQUEST FORM

FROM: Provisional LWV of GREATER KERRVILLE

Distribution: Sec'y / (2 copies)
Pres. _____ Treas. _____ S.O. _____

Proposed Project:

Anticipated Completion Date Mar. 1-15, 1984

Publication and a distribution of a 2 year study of Kerrville Municipal Government Survey including brief information on other towns within the Greater Kerrville Area (Requirement for local league status)

Plans for execution, including distribution of any printed material: Study information complete, rough draft typing begun, & preliminary conferences with printers held. Rough draft copies to state officials, final copy prepared, to printer. Distribution: members, finance drive donors, city & county officials, school libraries, public libraries & chamber of commerce. Approximately 150-200 copies will be sold at a nominal cost. Also will be used in recruitment & for new members, other leagues, state & nat'l copies.

Proposed Project Director: NAME Justa Walsh, and V.P. PHONE: [REDACTED]

Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 1200

Printing: \$ 1230 est.

Anticipated donations to

Ed. Fund account from:

do not anticipate as 00

Postage: 25.00

Supplies: 25.00

just concluded finances

Office Overhead: _____

drive for this.

Volunteers' Expenses: _____

Portion from LL general fund:

190

Other: graphics : 50.00

From fees or sales: 1500.
at \$1.50

225

TOTAL

Other: _____

**Administration fee: 60.00

TOTAL

\$ 16.15

TOTAL COST OF PROJECT: \$ 1390.00

Abbie E. Loney

Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of ~~XXXXXXXXXXXXXXXXXXXX~~ ~~Kerrville~~ PROJECT Publication of a 2-year study
~~League Director~~ ~~Area~~ of Kerrville Municipal government

1. Have you received copies of the following:

Project Director's Report Yes

Financial Report Yes

Publication(s) Yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? Yes

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

As of this date, the Kerrville Area League still has some copies undistributed--perhaps a third of them. They plan to give away a good many of these, but will sell some as they can. They will send in any money received from sales.

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Signature of Supervisor

January 14, 1984

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT.

10/80

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of KERRVILLE AREA PROJECT Survey of the Kerrville Area
(a citizens handbook)
PROJECT SUPERVISOR (TEF trustee) Ethel Sturgis
(Name) [REDACTED]
(Address) [REDACTED]

1. What was the primary accomplishment of the project:

Publication (please describe):

Publication and disribution of a 2-year study of Kerrville Municipal Government, and brief information on the other town within the Kerrville area.
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

Approximately 150 copies have been distributed free within the community. Since distribution sites were selected for high visibility and sharing with others, it is not possible to anticipate the number of persons to be reached. In addition, several sites have been selected for selling copies to the general public.

3. Was the project successful? (please describe)

The project (publication) has been well received by schools, donors, members, the business community and individuals. We feel it is very successful and the completion of a worthwhile project.

Justa Z. Shaler
Signature of Project Director

October 8, 1984
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PROJECT FINANCIAL REPORT

For state use only

PFR with receipts mailed to TEF
treasurer:

10/15/84
Date

EEJ
By

LWV of KERRVILLE AREA

PROJECT: Survey of the Kerrville Area
(a citizens handbook)

Project Supervisor (TEF Trustee) Name: Ethel Sturgis

Address: [REDACTED]

INCOME

Requested from TEF: \$ 529.02
From fees or sales: unknown at present
Other: _____

TOTAL: \$ 529.02

EXPENDITURES

Printing: \$ 495.20
Postage: 19.45
Supplies: 7.77

Office overhead: _____

Volunteers' expenses: (donated)

Other: Xerox of : 6.60
pre-publication
copies for Project
Director/State Board

TOTAL: \$ 529.02

500 copies printed

Requested from TEF: _____

Administration fee--
5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: 26.45

TOTAL COST OF PROJECT: \$ 555.47

8 October 1984
Date

Elma E. Hermis
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.
Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

JAN 11 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND

1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____ Date _____

PROJECT REQUEST FORM

FROM: Provisional
LWV of GREATER KERRVILLE

Distribution: Sec'y ✓ (2 copies)

Pres. _____ Treas. _____ S.O. _____

Proposed Project:

Anticipated Completion Date Mar. 1-15, 1984

Publication and a distribution of a 2 year study of Kerrville Municipal Government Survey including brief information on other towns within the Greater Kerrville Area (Requirement for local league status)

Plans for execution, including distribution of any printed material: Study information complete, rough draft typing begun, & preliminary conferences with printers held. Rough draft copies to state officials. Final copy prepared, to printer. Distribution: members, finance drive donors, city & county officials, school libraries, public libraries, & chamber of commerce. Approximately 150-200 copies will be sold at a nominal cost. Also will be used in recruitment & for new members. Other leagues, state & nat'l copies.

Proposed Project Director: NAME Justa Walsh, 2nd V.P PHONE: [REDACTED]

Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 12.00

Printing: \$ 12.30 est.

Anticipated donations to
Ed. Fund account from:

do not anticipate as 00

Postage: 25.00

Supplies: 25.00

just concluded finance

Office Overhead: _____

drive for this.

Volunteers' Expenses: _____

Portion from LL general
fund:

1.90

Other: graphics : 50.00

From fees or sales: 150c.
at \$1.50

22.5

TOTAL

Other: _____

**Administration fee: 60.00

TOTAL

\$ 16.15

TOTAL COST OF PROJECT: \$ 1390.00

Abbie E. Lorey

Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

JAN. 19 1985

November 5, 1984

Dear Margie,

The enclosed should complete the Arlington Know Your Schools project. The other project for which I am the supervisor--the Office Voters Service Hotline--is not yet complete; they have not yet sent me the bills or the PRR. Now, of course, I will not be able to close it out until the end of this month since I will be out of town until Thanksgiving. I'll contact them if I have not received their paperwork by then

Re: Kerrville Know Your Community project. They have been paid by Jeanette, but the PDR has not come in because they are trying to sell a batch to the Chamber of Commerce. If they do this, their report will come with a check, but if the C. of C. does not buy them then Kerrville will give them all away. They are holding up on their final report until they know the answer to this question. I'll contact them again after Thanksgiving if I have nothing awaiting me when I get home.

HASTILY,

1/14 -

Margie - re Kerrville

Sale to Chamber of Commerce did not go through.

Even tho' not all copies have been disposed of as of this date -- see #4 on the Proj. Supervisor's Evaluation -- I think we should go ahead & close this out -- after we check with Jeanette V. to see if she concurs.

Off by Ted Vandewater
at Jan. 1985 BDMtz

2 the 1

**SURVEY OF THE KERRVILLE
AREA**

a citizens handbook

**THE LEAGUE OF WOMEN VOTERS OF
KERRVILLE AREA, TEXAS**

SURVEY OF THE KERRVILLE AREA
a citizens handbook

Published by the League of Women Voters of Kerrville Area
and partially funded by the League of Women Voters Texas
Education Fund.

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CITY OF KERRVILLE

History

The city of Kerrville began as a shingle-making camp established on the banks of the Guadalupe River in 1846 by Joshua D. Brown and a group of ten men.

By the time Kerr County was established in 1856, Brown had purchased the land where the county seat of the newly established Kerr County was to be located. He donated four acres for public structures and streets in the new settlement first known as Kerrsville and later changed to Kerrville.

Groups moving into the area were Anglo-American settlers and German immigrants, most of them ranchers and merchants. Prior to the Civil War there were approximately fifty slaves in the area. They established homesteads after the war and some of their descendants still reside in Kerrville. A small group of Mexican natives settled in the area in 1870. Many of them worked on the ranches, and were the foundation of the Kerrville Hispanic population.

The first government was formed in May 1856 and was in the form of Kerr County Commissioners Court. In 1889 when the city of Kerrville was incorporated, some city and county functions and expenses were shared. This is still true today. In 1925 the city elected the home rule system of government which authorizes five city council members elected at-large with the council choosing one of its own as mayor. In 1928 Kerrville adopted the city manager plan and in 1973 the city charter was updated to meet the needs of the citizens of Kerrville. At the present time the charter has again been updated to meet current needs.

Community Characteristics

Kerrville is located in the valley of the Guadalupe River in the foothills of the Edwards Plateau sixty-four miles northwest of San Antonio. The area is hilly and rocky. The altitude varies from 1400 to 1800 feet above sea level. The average rainfall is 31.5 inches.

From its beginning the Kerrville area was recognized as having an exceptional climate. People with respiratory disease came to the area from all over the nation because of its healthful climate, beautiful scenery, and the picturesque charm and recreational opportunities of the Guadalupe River.

The city of Kerrville covers an area of approximately 15.5 square miles. Most of the city lies between the Guadalupe River and Interstate Highway 10. The portion of the city south of the river is a relatively narrow band opposite the downtown business section. Spoke annexation along Texas State Highway 27 to the west extends for three and one-half miles to the radio station, KERV. To the east off S. H. 27 the city includes the Oak Park area, the Veterans Administration Medical Center and Louis-Schreiner Municipal Airport which is about five miles east of downtown Kerrville. Additional acreage and residential developments are frequently being annexed to extend the city limits.

The early businesses in Kerrville were located on the original four acres of land. As the city grew over the early years, the main business concentration was between the courthouse square and the river in a five block area. In the past eighteen years businesses have been established along Junction Highway to the west. The past ten years brought concentrations of businesses along Sidney Baker Street to the north as far as Interstate 10 and to the south across the river where a covered shopping mall has been constructed and surrounding businesses have opened.

In the early years of the city, a number of very fine large homes were built on the high north bank of the river. As the city expanded more modest homes were built along Town Creek and the area surrounding Tivy Elementary School.

Following World War II residential construction boomed along West Water and West Main streets north of Junction Highway. Residential construction has continued in the north, northwest, northeast and east sections of the city. There is currently a mix of single family houses, apartment units, and townhouses within the city limits.

The People

According to the 1980 census, the city of Kerrville has a population of 15,276. This represents a 20.6 percent increase since 1970. The population is largely Anglo with 14 percent Hispanic and 3 percent Black. Other minorities are statistically insignificant and include Chinese, Japanese, Philipinos, Koreans, American Indians and a few others.

In 1980, 45 percent of the population was male and 55 percent was female. The median age for males was 39.4 years and for females 49.6 years. Twenty-eight percent of the population was age 65 or over, and approximately one-third was age 55 or older.

The city continues to grow. It is estimated that the population was 17,500 by March 1984. Most newcomers are retirees and families moving into the area from the colder states of the nation. The median age of the population is slowly dropping as more families with children move into the city.

There is one identifiable interracial community located in the area around Town Creek. This is of long-standing duration but as a result of the integration of our schools and housing over the past twenty years, minorities now live in all areas of the city.

The Economy

The local economy is growing as exemplified by an increase in city revenue for the past ten years based on increased property evaluation, retail sales taxes and the hotel/motel tax.

The chief industries in Kerrville are tourism, the hospitals, light industry and construction. Numerous summer camps add seasonally to the economy, and hunting contributes during the fall and winter seasons.

Financial institutions include four banks and three savings and loan associations.

Commercial interests are primarily small businesses in retail trade or service. There are some outside corporations such as chain store operations, franchise fast food restaurants, and chain motels. The three shopping malls are owned mainly by corporations outside of Kerrville. The trend in the past five years has been for outside corporations to move into the city and open businesses or invest in existing businesses and real estate.

Employment figures for the city only are not currently available but Kerr County in 1982 had a median family income of \$15,896 and a per capita income of \$10,187. In February 1984 the unemployment rate was 2.4 percent and total labor force in the county was 11,766. Many young families in the area must depend upon more than one income as salaries tend to be low. A large percentage of the older population is on fixed incomes (pensions and social security), but there are also quite wealthy families and individuals in the community.

The housing pattern of Kerrville shows modest modern homes on almost every street. The percentage of "high-cost" residences is estimated at twenty-five percent; "moderate-cost" at fifty-five percent; and "low-cost" at twenty percent. There are many well kept old homes in the city and very few are left to deteriorate.

There are four pockets of substandard dwellings in the city. The largest section is north of Town Creek, between Town Creek Road and Paschal Avenue. The second largest cluster is in the Legion area on the far east side of the city, an area recently annexed. The other two areas are scattered around the Tivy Elementary School and the neighborhood where Center and Guadalupe streets meet.

Kerrville has a relatively low percentage of rental property. The range of rents in older housing is between \$45 and \$250 per month. Newer units range from \$200 to \$1,000 per month. There is a dearth of low-cost rental housing except for a few relatively small multiple-unit projects that are federally subsidized.

Community Life

Residents of Kerrville are involved in an active community life. There is an excellent public library, Butt-Holdsworth Memorial, which offers a variety of services for all age groups, in addition to books. The Kerrville Music Foundation brings performers to the municipal auditorium and school bands provide community concerts. There is a community chorus which has toured internationally.

A number of sports groups promote active use of the two public swimming pools, the public tennis courts, and the ball fields. There is a public golf course within the city limits.

An old home in downtown Kerrville has been restored as the Hill Country Museum. There are two other museums, the Cowboy Artists of America and the Classic Cars/Wax Museum, both located just outside the city limits.

The Hill Country Arts Foundation provides theater as well as instruction and exhibits in all types of arts and crafts at its facilities in the nearby community of Ingram. Many Kerrville residents participate in these activities.

Kerrville citizens worship in approximately thirty churches including at least sixteen denominations. Most of the churches take an active part in community affairs. There are three parochial elementary schools and a number of day care centers associated with churches.

Numerous civic and service clubs and organizations are active in a wide variety of services within the community. There are also many social groups and professional organizations involved in community activities.

A Senior Citizens Center, the Dietert Claim, provides a variety of programs, recreational activities and services to persons aged 55 and older. The Dietert Claim offers a program of nutrition for the aged under the auspices of the Texas Department of Mental Health and Mental Retardation Outreach and Volunteer Council. This program is partially supported by the Kerrville State Hospital and partially by the community.

Two local newspapers, the Kerrville Daily Times and the biweekly Kerrville Mountain Sun serve the community. In addition, two San Antonio and one San Angelo papers are home delivered and found on news racks throughout the city. They also carry some local news items.

One radio station, KERV-AM and FM, serves the area and includes local news and public service notices in its programming.

The local television station is a subsidiary of an out-of-town cable television. It carries a variety of programs on its thirteen channels including some local news, advertising and weather.

Kerrville is the home of Schreiner College. Established in 1923 as a school for boys it is now a four-year co-educational college. There are one high school, one junior high school, and four elementary schools in the Kerrville Independent School District. All of these educational facilities involve and are involved in community activities. The school system provides adult educational opportunities and some vocational training.

There is also a Special Opportunity Center involved in developing skills which enable mentally retarded individuals to function in the community. This center is a cooperative effort of the community and the Texas Department of Mental Health and Mental Retardation. It is financially supported by the Austin State School, United Way, and private donations. Mentally retarded individuals 22 years of age or older are eligible for the day program which provides skills for getting along and working in the community. The Special Opportunity Center has a contract with the Kerrville Independent School District to provide classroom space for special education students ages 16 to 22 years of age. The school system provides the instructors. A sheltered workshop is provided for clients of the Center but excessive or too advanced workloads are subcontracted to the Kerrville State Hospital.

The United Way conducts the main community-wide fund drive to support ten local agencies which help improve the quality of life for our citizens and develop citizenship among our youth. Several health related groups also conduct fund drives which provide assistance to the community.

STRUCTURE AND FUNCTIONS OF GOVERNMENT

Authority of Local Government

The legal authority for local government is in the charter of the city of Kerrville under Home Rule which entitles the city to have and exercise all powers of self government and all powers enumerated in Chapter 13, title 28, article 1175 of the Revised Civil Statutes of the State of Texas of 1925, and later amendments. The authority of local government is limited where actions or functions are prohibited by the constitution and laws of the State of Texas or restricted by the city charter.

The primary functions and services for which the local government is responsible are: to sue and to be sued; to acquire property within or without its boundaries for municipal purposes; to sell, lease, hold, manage and control such property; to pass such ordinances as may be expedient for maintaining authority of local government; to promote the peace, government and welfare of the city and for the performance of the functions thereof.

Changes in the structure and functions of the local government are made by amendment to the charter. Amendments may be submitted to the electorate by the Charter Commission, by a city council ordinance, or by petition signed by not less than ten percent of the number of voters who voted in the last regular municipal election. Each such proposed amendment, if approved by the majority of the qualified voters shall become a part of the charter. The amendment is considered adopted when the council has entered an official order into the city's records. In 1973 and 1984 the charter was amended to revise portions in order to adjust to the changing needs of the citizens of Kerrville.

The city has jurisdiction over the area of the prescribed city limits of Kerrville plus one mile extraterritorial jurisdiction beyond the city limits. The city limits may change yearly as the city, under the state municipal act of 1963, is allowed to annex a maximum of ten percent of the city size each year.

Organization of Government

Kerrville is governed by a five-member city council elected at large in a non-partisan election. To serve as a council member one must be a qualified elector of the city. The term of office is two years and the member receives \$25.00 per meeting. The council meets a minimum of once a month although special meetings may be called by the city clerk at the request of the mayor, the city manager or a majority of the members of the council. All meetings of the council are open to the public except executive meetings. Minutes of regular sessions are available to the public at city hall and there is opportunity for input from citizens at council meetings. As elected representatives of the electors, the council is responsible for making policy to be submitted for approval or disapproval by the people. The powers and duties of the council are delineated in the city charter.

The city manager and his assistant are employed by the city council and are responsible to it. The city manager is required to have executive and administrative qualifications with emphasis on or knowledge of the duties of the office, to be a resident of the city during tenure of office and may not have served as a city council member for one year prior to appointment.

The city manager functions as chief conservator of the peace within the city. He also supervises the administrative affairs of the city, enforces city ordinances and state laws, makes recommendations to the council on city affairs, advises the council of the financial condition and future needs of the city, prepares and submits the annual budget estimate or other required reports to the council, and performs other duties prescribed by the charter or required by ordinance or resolution. He has the power to appoint, remove, or dismiss all officers or employees in the administrative service of the city without council interference. He may attend council meetings but has no power of vote or veto.

A city clerk, appointed by the city manager, reviews initiated ordinances, certifies and submits them to the city council, reviews, certifies and submits ordinances subject to referendum, and publishes contents of ordinances and amendments submitted to the voters.

All local governmental departments are headed by appointed officials. (Figure 1)

Personnel

The Personnel Department is organized under the Division of Finance and Services. The director of this division functions as chief personnel officer responsible directly to the city manager. Recommendations for promotion are made by the director to the city manager. There is a probationary period of two months for new employees.

Several years ago, with the assistance of the Alamo Council of Governments, the city developed a comprehensive manual covering job classification and compensation. Municipal salaries are submitted by the city manager, as part of the budget, to the city council. All permanent non-managerial employee salaries are reviewed for possible revision once a year. A merit increase program has been initiated.

In-service training for directors and department heads is the responsibility of the city manager. The department heads in turn provide training for their staffs. Local residence requirements apply only to city employees who are on twenty-four hour call.

Kerrville is an equal opportunity employer. The city charter provides for a Personnel Advisory Committee to be activated at the discretion of the city manager. Grievances are submitted by letter through the employee's supervisor, thence through channels to the city council, if necessary, for a satisfactory solution. Municipal employees have no union or bargaining organization but they do enjoy such benefits as hospitalization insurance, a retirement program, vacation and sick leave, workman's compensation coverage, and maternity leave for female employees.

City Properties

Kerrville city hall, built in 1937, as well as the Butt-Holdsworth Memorial Library, the municipal auditorium, two fire stations, a golf course clubhouse, and utility buildings at the ball parks are all publicly owned buildings. The city has recently purchased the former Lower Colorado River Authority building on the Junction Highway and plans to remodel it to serve as a new city hall.

The city manager has the responsibility for space procurement or allocation and for maintenance of city properties. There is also a continuing inventory kept of these properties.

Although there is no cooperative use of such equipment as vehicles with other local governmental units there is some intra-departmental cooperative use.

Record Keeping and Record Management

All city public records and documents are filed and stored in a vault at city hall. The city clerk has the responsibility of recording minutes of city council meetings and for storing contracts and other public documents.

Interlocal Relations

Tax appraisal of properties in Kerrville is a municipal service administered by another local governmental unit, the Kerr County Appraisal District. Established by state legislation the District appraises properties in both the city and county and provides valuations for tax rates.

The city has a contract agreement with the county to house city prisoners and pays a per diem for each prisoner while held there.

Kerrville receives services by contract with Upper Guadalupe River Authority which supplies surface water to the city, Lower Colorado River Authority which supplies electricity, and Lone Star Gas Company which supplies natural gas. The city council has power by ordinance to grant, amend, renew, and extend all these franchises and to regulate all public utilities within the city.

Kerrville provides fire protection for unincorporated areas by contract between

the city and the county commissioner's court. Water and sewer service outside the city limits may be authorized on agreement by the property owner to immediate annexation. The city establishes standards for areas in its extraterritorial jurisdiction.

State-Local Relations

The city of Kerrville is a member of the Alamo Area Council of Government. Eleven counties comprise this group which has headquarters in San Antonio. Its legal responsibilities include making studies and plans to guide the unified development of the area, elimination of duplication and promotion of economy and efficiency in coordinated area development. The council makes recommendations to its member governments and may, upon request, assist in implementation of these recommendations. Financing is provided by the local governments, the state and the federal government.

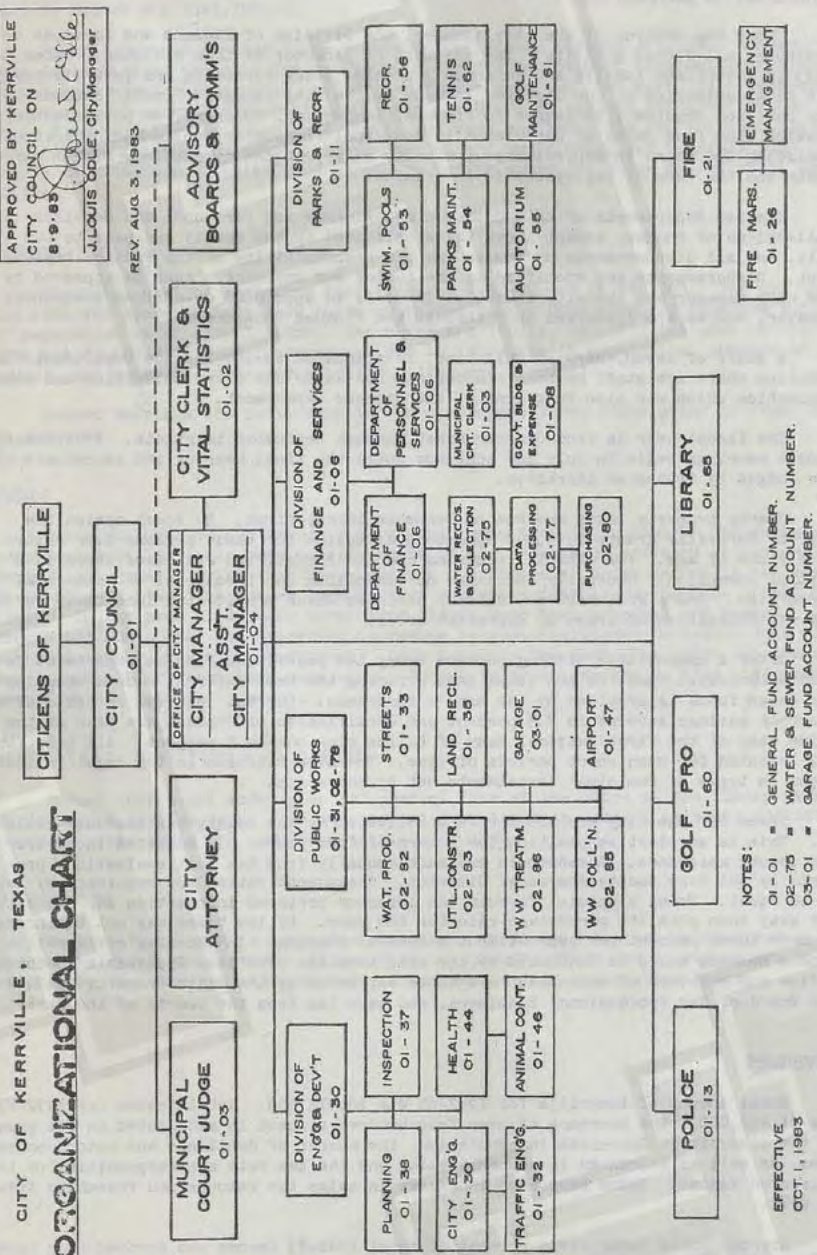


Figure 1

FINANCING LOCAL GOVERNMENT

Financial Organization

Under the control of the city manager, the Division of Finance and Services coordinates all fiscal activity. The position of director of this division created in 1983 is advertised locally and in trade journals. After screening and interviewing, the final selection of the director is made by the city manager. Qualifications for the position require a BA degree in finance, accounting, business, or public administration plus five years of experience in municipal finance or public administration, including two years in supervisory work. The salary of the director is \$2,297 per month and the term of employment is indefinite.

The two departments of this division are Finance and Personnel and Services. All collections of monies, except those taxes collected by the county and paid to the city, and all disbursements of monies are the responsibility of the Finance Department. Disbursements are specified in the budget and any others must be approved by the city manager and the city council. There is an appointed ex-officio treasurer; however, monies are disbursed only through the Finance Department.

A staff of seven, serving full time, is allocated to the Finance Department. In addition there are staff members responsible for water and sewer collection and data collection which are also functions of the Finance Department.

The fiscal year is from October first through September thirtieth. Preliminary budget hearings begin in July and continue until the final hearing and acceptance of the budget by September thirtieth.

Yearly property taxes are due on December thirty-first. By local option the city of Kerrville grants a \$3,000 homestead exemption for those persons over sixty-five years of age. For disabled veterans and their qualified relatives there is a partial exemption. Generally there are no exemptions for industrial or commercial properties. There are, however, special statutes which provide tax incentives for the revitalization of urban or depressed areas.

After a competitive bidding process every two years, the Finance Department deposits municipal funds in the local bank offering the best interest rates. Security for these funds is provided by the bank's insurance. Current interest on the city's passbook savings account is 8.3 percent and certificates of deposit are paid at the prime rate of the First National Bank of Dallas plus one-half percent. All idle funds are invested for even short periods of time. The city conforms to the legal limitations on types of municipal investments set by the state.

Taxes for the city are assessed and collected by the county tax assessor-collector. This is an elective position for a term of four years. In addition there are ten deputy assessors. Assessments are made annually from tax roll evaluations prepared by the Kerr County Appraisal District. Assessment ratios are required, by law, to be equal. Using a special formula the assessor prepares information for the city. The city then sets its percentage rate for the year. By law taxes may not be increased over three percent per year without a special hearing. In the city of Kerrville such a hearing would be conducted by the city council. The laws applicable to the office and practice of assessment are those set forth by the State Property Tax Board, the Board of Tax Professional Examiners, and case law from the courts of the state.

Revenues

Total income of Kerrville for 1982-83 was \$6,413,500. Total income for 1972-73 was \$1,442,000. The increase of over four hundred percent is attributed to the growth of the community. Increases in population, the number of dwellings and water connections, as well as increases in property value and the tax rate are responsible for the increased income. There have been increases in sales tax returns and franchise fees as well.

Approximately forty-seven percent of total 1982-83 income was derived from taxes, about fifty-three percent came from non-tax sources, and a small percentage from user's fees. Local taxes include property, sales and use, mixed beverage and hotel-motel occupancy. The property taxes are collected by the county and paid to the city. Sales and mixed beverage taxes are collected by the state and reimbursed to the city.

The maximum rate for property taxation is set by the state constitution. The city's rate for 1982-83 was \$0.536 per \$100 assessed value of real and personal property based on 100% of market value. The rate for 1983-84 was \$0.57 per \$100. The total taxable value of all real and personal property as presented in the Kerrville 1983-84 budget was \$363,795,633.

Federal revenue sharing funds received for 1982-83 totaled \$212,285. These funds were designated by the city for use in such capital improvement programs as the airport master plan, public works, police department cars and equipment, fire department equipment, and parks and recreation. Funds allocated to special purposes include those for the water and sewer fund, hotel and room occupancy tax for tourism attraction, revenue sharing for capital improvements, and the sinking and interest fund for bonded indebtedness. Limitations placed on taxing power are those of the state upon cities.

Expenditures

The total cost of operating Kerrville for 1982-83 was \$6,768,903. The per capita cost was approximately \$400 based on United States Department of Commerce estimate of population as of July 1, 1982. Ten years previously, in 1973, the cost of operation was \$1,442,000. The increase was due to increases in population, numbers of personnel, and costs of labor and supplies. (Figures 2 and 3)

Budget hearings are publicized in the newspapers three times prior to final budget approval.

Debts

Texas statutes do not impose a debt limit upon the city. However, by custom a practical debt limit has been considered to be ten percent of assessed valuation. Revenue and general obligation bonds are the only types of bonds Kerrville may issue. On October 1, 1983, the bonded indebtedness was approximately two percent of the debt limit. In the past nine years three bond issues have been proposed and passed. Although the state does not supervise borrowing by municipalities, Kerrville does not borrow to cover current expenditures. Only twice in the past nine years has the city availed itself of short term borrowing. Recent interest charges on city indebtedness were five and one-half percent.

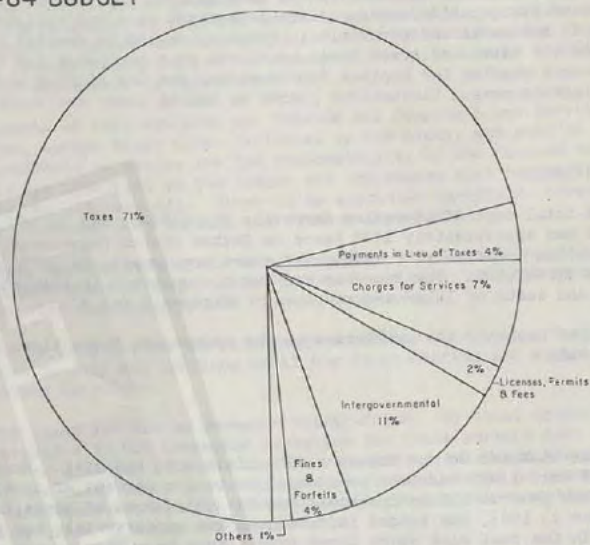
Accounting, Auditing, Reporting

Annual audits are made by an independent firm at the close of the fiscal year. On October 1, 1983 a local firm was appointed by the city council to audit 1982-83 records. This audit was completed in November 1983.

Purchasing

Central Purchasing is under the Department of Finance and is administered by a purchasing agent who controls all purchases. Specifications for purchases are developed by the city and bids are received on an open and competitive basis.

REVENUES 1983-84 BUDGET



EXPENDITURES 1983-84 BUDGET

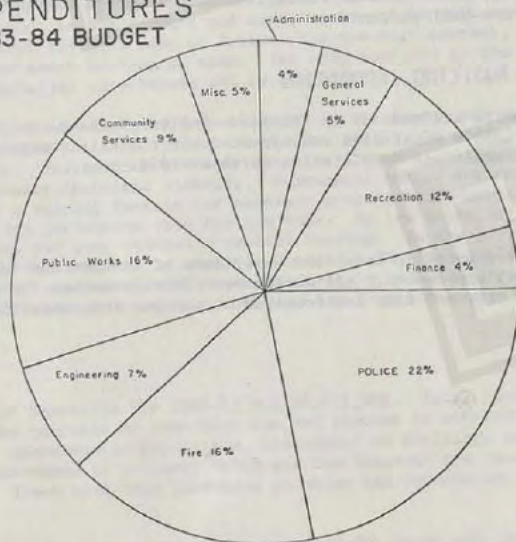


Figure 2

Amounts Used for Pie Chart-1983-84 Budget General Fund

Revenues

Taxes	3,186,331	71%
Payment in lieu of taxes	196,985	4%
Fines & Forfeits	178,800	4%
Other	32,900	1%
License permits & fees	122,068	2%
Charges for Services	323,826	7%
Intergovernmental Revenue	477,109	11%
TOTAL	4,518,019	100%

Expenses

Administration	170,680	4%
General Services	230,366	5%
Recreation	546,502	12%
Finance	187,103	4%
Police	1,015,974	22%
Fire	703,642	16%
Engineering	301,856	7%
Public Works	735,519	16%
Community Service	415,087	9%
Miscellaneous	211,290	5%
TOTAL	4,518,019	100%

Figure 3

PUBLIC PROTECTION

Fire Protection

The Kerrville fire department is under the direct control of the fire chief who is accountable to the city manager. If there is a vacancy of this position it is usually advertised in the magazine *Town and Cities*. The chief is hired by the city council after having been recommended by the city manager. The required job qualifications are five years of experience in either firefighting or supervisory positions. The base salary is \$16,000 annually.

There are presently two stations equipped with two 1,000 gallons per minute pumpers, one 1,250 gallons per minute pumper, an 85 foot aerial ladder truck, a rescue vehicle and a brush-fire rough-terrain vehicle. The city planning department projects a future station on Loop 534 near State Highway 27 and another near Interstate 10.

The fire department numbers twenty-four firefighters, six administrative personnel, one training officer, an assistant chief, the Fire Marshall, and two secretaries.

Fire fighters must pass an agility examination and both written and oral tests before being hired. Their driving records and Federal Bureau of Investigation records, if any, are also checked. Base salary is \$839 paid monthly. Two years of experience are required before a firefighter becomes eligible for promotion to lieutenant and an additional two years for promotion to captain. All employees of the department are covered by the Texas Municipal Retirement System to which each employee contributes \$1.00 and the city \$2.00 every other week. There is continuous in-service training. After 335 hours (1 year) of training a firefighter can be certified by the state. Hours of work for the administrative staff are from 8 A.M. to 5 P.M. Firefighters are on call 24 hours a day. The schedule calls for being on duty twenty-four hours then off duty for forty-eight hours.

A fire prevention program is administered by the Fire Marshall in cooperation with the schools. He provides literature for high school students and conducts a program for Fire-Prevention Week in which all schools participate. In addition there is periodic inspection of businesses.

Kerr County pays the city of Kerrville \$2,000 per month for fighting county fires. Nearby unincorporated areas have autonomous volunteer fire departments.

Police Protection

The chief of police is hired by the city manager and is responsible to him. The main qualification for this position is five years experience in law enforcement. The salary for the chief is \$18,000 annually.

The Kerrville Police Department has three divisions: Patrol, Traffic, and Criminal Investigation. Each division is directed by a lieutenant with a minimum of three years of law enforcement experience. The salary is \$15,000 annually.

There are thirty-two sworn officers and seven civilian employees. The base pay for patrolmen is \$1,006 per month, with an increase to \$1,056 at the end of six months. Longevity pay is \$4.00 per month for each year's service with the department. The retirement plan is with the Texas Municipal Retirement System, with five percent of salary being deducted after ninety days, earning interest at the rate of seven percent per annum. A small life insurance policy is paid for by the city. Major medical group insurance is available covering the employee and his family. The police department is an equal opportunity employer.

There is one police station with seven marked vehicles and seven unmarked vehicles. The teletype is tied into the Austin and Washington, D.C. police departments. Using its four radio frequencies the Kerrville Police Department can communicate with other county, city and state police departments. The Kerrville Police Department does all photography work for the department and for the Kerr County Sheriff's Office. Limited riot control gear is maintained in the department.

The Kerrville Police Department has in-service training with the sheriff's department and with the San Antonio Police Academy, which is state financed and serves thirteen surrounding counties. The police department also participated in Law Enforcement Assistance Administration programs which are presently state funded.

A traffic safety program was begun three years ago. School zones are clearly marked with reduced speed limits, and traffic safety programs are presented within the school system.

The Kerrville Police Department has a Crime Stop telephone (257-3222) where the caller may remain unidentified if so desired. The department does surveys of homes and businesses for safety lighting and other crime prevention measures. It provides crime prevention programs for many groups within the community.

Jails and Corrections

Until legal action is taken, city law violators are incarcerated in the Kerr County jail located in the relatively new courthouse annex. Convicted felons are sent to the State Department of Corrections at Huntsville. Juveniles may be committed to the Texas Youth Commission facilities at Brownwood. Adult Class A misdemeanor offenders serve time in the Kerr County Jail.

Kerrville lacks facilities for care of juvenile offenders and for delinquent or neglected children. The Juvenile Probation Officer sometimes takes a neglected child to the Hill Country Youth Ranch near Ingram or the family of a policeman cares for a neglected child until the Texas Department of Human Resources personnel can arrange for care.

The chief administrator of the Kerr County Jail is the county sheriff. The jail is financed by the county; however, \$15.00 per day is charged for each prisoner held for the city or for other counties. The staff includes a chief jailer and four dispatcher-jailers. To qualify for the position of jailer the applicant must have attended a dispatcher-jailer school, or similar training for one year and must have completed a correspondence course presented by a state certification board in Austin. The salary of the chief jailer is \$11,000 annually. Medical services for prisoners are provided by a doctor on a contract basis. He regularly visits each prisoner once a week and is on call as needed. The jail has a library for prisoners use. Prisoners are entitled to three hours of sunlight and open air per week. Classes are being offered within the jail to assist prisoners to obtain a General Educational Development diploma.

Separate wings are provided within the jail for juveniles and for up to four adult women. First offenders and misdemeanor offenders are separated. When alcoholics and persons with mental problems are recognized action is initiated to transfer them to the Kerrville State Hospital for care.

The length of stay in jail is variable. Usually a person stays no longer than 120 days; however, for those awaiting trial the length of time is frequently three to six months. Trustees may be permitted to work in the jail kitchen.

Courts

There is a uniform and unified system of courts in force in Texas. The court of general jurisdiction is the State District Court. There are two such courts for Kerr County located in Kerrville. The district courts have jurisdiction of civil cases involving more than \$10,000, and of felony criminal cases. These courts hold sessions in Kerrville approximately every other week throughout the year. There is a backlog of cases, especially civil cases. It is taking six months to a year to get a trial in a civil case. The County Court has jurisdiction of cases involving \$250 to \$1,000 and class B misdemeanor cases. This court holds sessions year round in Kerrville. Those who cannot afford legal services are provided with an attorney at county expense. Texas Rural Legal Aid, Incorporated, an agency of the state and federal government, provides service to indigents in civil cases only.

There is one Municipal Court, sometimes called Traffic Court, and three Justice-of-the-Peace Courts which handle civil cases involving less than \$250, and class C misdemeanor cases. Justice-of-the-Peace courts and the municipal court are not courts of record. The Small Claims Court in Kerrville is a Justice-of-the-Peace

Court. The litigants do not need an attorney.

District Court cases and County Court cases are appealed to a state Court of Appeals. Justice-of-the-peace courts and municipal court cases are appealed to the County Court.

The city attorney is appointed by the city council. The attorney is currently licensed in the State of Texas and represents the city in legal matters. The assistant city attorney prosecutes in municipal court. Instead of a salary, charges are based on an hourly rate for work done for the city.

The district clerk and the county clerk are elected. The district clerk has three assistants. Each justice -of-the-peace court and municipal court has one clerk. There are two court reporters.

Names of registered voters are placed in a "Jury Wheel" for random selection of potential jurors. Jurors are paid \$20.00 per day.

The State Board of Pardons and Paroles District Office in San Antonio serves the Kerrville area.

There are two local probation officers for adult cases and one for juveniles. Probation officers are hired by the 216th Judicial District Court Judge. The case load is around 870 adult probationers who must report at regular intervals to the probation officers and secretary. The lengthy probation regulations are available from the probation office. A Bachelor of Arts degree with one year of experience or a Masters degree qualifies an applicant for the position of probation officer.

The community more than the local government helps those released or on probation to reenter society by assisting them in finding jobs and by accepting them at face value with the assumption they will be productive and lead a useful life. Driving while intoxicated parolees are sometimes sent to safe driving schools and they are given support by local Alcoholics Anonymous groups. Drug abuse parolees can receive help from the Kerrville State Hospital.

Judges

All judges are nominated by political parties and then elected, except for the municipal court judge who is appointed by the city council. They are all licensed attorneys. District court judges receive a salary of \$55,000 annually.

The Justices-of-the-Peace are the judges of the small claims courts and are elected. They receive a salary, and, although not required by law, some are licensed attorneys.

Other Public Protection Services

Kerrville-Kerr County Emergency Management Agency administers the local civil defense program. It is coordinated with the guide lines of the Federal Emergency Management Agency (FEMA). The local administrator is the fire chief. He is aided by the assistant fire chief and the fire chief of Ingram, who is also a county commissioner. The agency is financed fifty percent by FEMA, twenty-five percent by the city of Kerrville, and twenty-five percent by Kerr county. After major disasters funding is available from the state, which is then reimbursed by FEMA.

Providers of food services and food and drink vendors must have a license from the city health department. They are periodically inspected by the city health inspector.

Emergency medical services and ambulance service are provided by Cynro Incorporated on a contract basis with the city and county which subsidizes the service. The cost of the subsidized ambulance service per city and county resident is currently \$3.04 annually. At the present time the company has four ambulances. Its personnel are trained as Emergency Medical Technicians. They have trained some Kerrville police as emergency medical technicians to assist them if necessary.

MUNICIPAL SERVICES, TRANSPORTATION, AND UTILITIES

Streets and Highways

City street construction and maintenance are the responsibility of the city Division of Public Works. Maintenance of those streets which are part of the Texas highway system (Highways 16, 27, FM783, Spurs 98 and 100, and Loop 584) are the responsibility of the Texas State Highway Department.

Prior to the 1980 census when Kerrville exceeded 15,000 population, all traffic lights along the highway system within the city were installed and maintained by the state highway department. The one exception was the light at the intersection of Water Street and Earl Garret. Since the 1980 census the city has been required to assume maintenance responsibility for all traffic lights within the city limits.

A city ordinance sets the specifications for the width of city streets, curbing, and on-street parking. Sidewalks are not required in the residential areas, but if installed, their maintenance is the responsibility of the property owner.

There are no municipal expressways within the city but a city ordinance designates two truck routes through the city. These are Sidney Baker Street (Highway 16) north and south, and Main Street/Junction Highway east and west. Regulations for the control of rush hour traffic are the same as for regular traffic and are limited to prohibition of left turns at Water and Sidney Baker Streets, and traffic-light-controlled left turns at the busiest intersections. An inside left turn lane running along Main Street and Junction Highway from Earl Garret to Arcadia Loop to the west also assists in controlling traffic along this very busy corridor. Reduced speed zones with flashing lights have been established in the vicinity of schools.

The only municipal parking lot is at the city auditorium. Several organizations and businesses maintain parking lots primarily for their employees or customers. The metering of on-street parking was abolished a few years ago in the central business district. City ordinance has established on-street parking limitations of two hours in the downtown business area. Police monitor this area and issue parking tickets for violations. Fines collected go into the city's general fund. As the population increases, parking downtown is becoming an increasing problem.

The state highway department is responsible for construction and maintenance of the bridges and low-water crossings of the highway system. Other crossings and bridges are the responsibility of the city.

City ad valorem tax revenues and/or voter-approved bonds are used for streets within the city.

Transportation

Privately owned taxi service is available to city residents. It is a franchise operation with fares subject to approval by city council and publication in an ordinance. The Dietert Claim provides transportation for senior citizens in the Kerrville area on a no-pay basis. Twice a week they provide transportation to San Antonio including neighboring towns on their route.

Intercity transportation is available through regularly scheduled routes of Greyhound and the Kerrville Bus Company.

The municipal airport on the east edge of the city is owned and operated jointly by the city and county with a five member advisory board appointed by the county and the city. The actual operation of the airport is by contract with an aviation company. At the present time the airport is not self-supporting. Part of the operating funds come from lease of space to businesses. The city and county provide some support and federal grants have been obtained for major construction and equipment. Only private aircraft use the airport at this time. Transportation between the airport and the city is by private auto, taxi, or rental car.

Public Utilities

Electricity is supplied by the Lower Colorado River Authority. Rates are negotiated between the supplier and the city council using recommendations established by the Texas Public Utilities Commission. Citizen input regarding rates is possible through appearance at the public hearings scheduled before rates are approved by the city council. Users of electricity are billed directly by the Lower Colorado River Authority.

Natural gas is supplied by Lone Star Gas Company. Rate setting goes through the same procedure as for electricity. Consumers are billed by Lone Star Gas.

Water production and delivery is the responsibility of the city. The Kerrville water supply came entirely from deep wells until February 1981 when the Upper Guadalupe Lake was created by a dam just upstream from the center of the city. Since that time almost all of the water supply needs have been provided by this surface water. The Upper Guadalupe River Authority owns and maintains a water treatment plant on the south side of the lake near the dam and feeds treated water directly into the city's water mains. There are ten water storage tanks maintained by the city with central control of valves capable of moving water between the five pressure planes represented by these storage tanks. In addition to surface water from the lake, the city owns and operates thirteen deep water wells. Four of them are large wells. Rates charged water users are set by the city council to provide funds for water production and distribution. Consumers are billed by the city. The contract between the Upper Guadalupe River Authority and the city calls for the city to pay for a minimum of three million gallons of water per day. The city may buy more water if it is needed and available. The city has been told by an engineering firm that even though the combination of surface water and well water is adequate for the next few years, the city must plan now to develop new water reserves. This planning process has already begun.

Sewer services are also the responsibility of the city. The sewage treatment plant on the east end of the city provides primary and secondary treatment of sewage. Treated waste water effluent has been sprayed over 135 acres of city owned land and produces a lush stand of grasses. This land has been leased for cattle grazing. Recently the city council approved a plan for the city to raise cattle on the City Farm, 500 acres in the eastern section of Kerrville that is the site of the sanitary land fill, waste water treatment and effluent disposal operations. It is anticipated that up to forty calves can be sold annually thus generating considerable income. This income, plus sewer fees collected from customers, provides the funds for maintenance of the system. Customer rates are set by the city council and collected by the city. Waste water effluent disposal must meet the standards of the Environmental Protection Agency and the Texas Department of Water Resources. Long-range planning points to the need for sewage treatment facilities on the west side of Kerrville. Preliminary planning has been initiated at this time.

Garbage and solid waste collection is by contract with a private firm. Residential pickups are twice a week and commercial pickups are arranged individually with the contractor. The city maintains a sanitary landfill operation. Open burning of refuse is prohibited in the city and on the landfill site. Pickup charges are set by mutual agreement of city council and the contractor. The fees paid by residents are collected by the city. Individuals may take refuse of a household nature to the landfill without charge. Long-range planning has identified the need for expansion of the landfill within a very short time. Action has been initiated by the Kerrville-Kerr County Landfill Development Committee to develop ongoing plans for landfill expansion.

A tentative plan for adequate storm sewers or a drainage system exists at the present time. As the city expanded too little thought was given to adequate drainage and the problem is worsening every year. During periods of heavy rain the sewer system becomes overloaded and there is serious flooding in many areas of the city. Lack of proper drainage has led to excessive street maintenance requirements in some areas as well as damage to homes and businesses. The city budget for 1982 allocated \$40,000 for preparation of a master storm drainage plan. A considerable increase in taxes or a drainage bond election will be required to meet what has been projected as a twenty to thirty million dollar comprehensive city-wide system.

EDUCATION

Administrative Organization

The public school system is the Kerrville Independent School District. Cooperative administrative and financial relationships exist with Reach, a special education center which includes seven school districts in Bandera and Kerr Counties, with the Visually Handicapped Cluster, in Bandera, Kerr, Gillespie and Kendall counties, and with the Kerr County Tax Appraisal District.

The local school board members, called trustees, are elected. There are seven members whose terms alternate on a 3-2-2 year basis. To qualify, a person must be eighteen years old, a United States citizen, a qualified voter, a resident of the district for six months, and a resident of the state for one year. Trustees receive no salary and meet monthly. The duties of the board include selecting the school superintendent, providing the necessary physical facilities, formulating and defining the purposes and goals of the district, evaluating the achievements of the district, and exercising final authority on recommendations made to them by the superintendent. The board reports to the public through the news media and anyone wishing to speak at the monthly meetings can arrange to do so.

The school superintendent must have a certificate from the Texas Education Agency predicated on degrees including education and administration, plus some work experience. The current salary is \$55,000 per year; other specific terms of the contract are set by the board. The superintendent has the authority to administer and maintain a positive educational program designed to meet the needs of the community. Duties include recommending the number and type of personnel required, defining their duties and evaluating their performances, supervising preparation of the annual budget; and keeping the school board informed of all aspects of school administration. The superintendent also administers the policy governing the use of school property by other than school personnel.

The school system must operate within guidelines and regulations established by the Texas Education Agency in compliance with public school law.

There are 324 employees in the Kerrville Independent School District system. The ratio of professionals to non-professionals is 72 to 22.

School Finance

The local source of revenue for the district is the ad valorem tax. Additional monies come from state grants-in-aid and from federal sources. There are provisions for increasing funds by school bond issues to the limit of ten percent of the evaluation of the district; the bonding limit can be increased to sixteen percent in case of a natural disaster or fire. The state grants-in-aid are made on the basis of the Texas Education Code and the Texas constitution. State control includes financial reports and auditing of school district fiscal accounts.

The proportion of the total cost of education made by the state during the year 1982 was a little less than fifty percent of the costs of the Kerrville Independent School District. Federal aid received that year was \$588,173 for elementary and secondary education.

The total operating budget for the 1983-84 school year was \$9,874,833.

Expenditures	Amount	Percentage
Administrative	\$ 560,849	5%
Instruction	5,322,122	54%
Operation & Maintenance	1,040,998	11%
Pupil Services	1,256,170	12%
Capital Outlay	660,000	7%
Debt Service	964,000	9%
Ancillary Services	70,694	1%

Average per-pupil expenditure in our school system last year was \$2,608, halfway between the lowest and the highest in other localities in the state. There are variations in expenditures from school to school within the district. For example, in high school the per-pupil expenditure is higher since some high school educational

needs such as laboratories, teachers' salaries, and books are more expensive.

Teaching Staff and School Enrollment

To qualify as a school principal one must have a certificate from the Texas Education Agency predicated on degrees including Master of Education. Salaries range from \$27,000 to \$31,000. There are 280 teachers including 40 special education teachers in the Kerrville Independent School System.

Teachers must have a certificate from the Texas Education Agency, references, and a Bachelor's Degree. Even with no recruiting program, there has been a ready source of applicants whose applications are kept on file for a year. When a need arises for a new teacher, the applications on file are used to recruit one. Salaries for teachers are \$1,000 more than the state minimum, however, this is lower than in many localities. Increases are given on a step basis. The teachers do have a retirement system which costs them \$5.00 a year to join, and to which they contribute 6.5 percent of their salary while the state contributes 8.5 percent.

The six schools within the Kerrville Independent School District include a kindergarten, three elementary schools, a junior high and a high school with a total enrollment of 3,367 students for the district. The teacher-to-student ratio is about 1 to 17. This ratio is not the same throughout the school system, it is lower in some classes in the high school.

The school population is about eight percent black and eighteen to twenty percent Hispanic. Racial integration in the schools has not been a problem in Kerrville in the past twenty years. An effort is made to send black children moving into the district to an elementary school with a small number of black students.

School Buildings and Attendance

School facilities are adequate for the present enrollment. The school libraries have been brought up to standard since renovations and new construction in 1982. School facilities are used by the community without charge except for a maintenance fee.

The projected school attendance is figured using census figures and utility hookups. The Kerrville Chamber of Commerce assists in arriving at an estimate of future classroom needs.

Transportation

Bus transportation is provided to children living more than two miles from school. Busses owned by the district have been used to transport minorities to Starkey Elementary school. The school busses meet legal safety requirements and are inspected regularly. Drivers must take thirty hours of training, have a character reference, and a good driving record.

Special Programs

The Kerrville school system operates a public kindergarten, but has no separate vocational school. Vocational education in the school system includes courses in vocational agriculture, building trades, homemaking, marketing and distributive education, health occupations, auto mechanics, home economics, cooperative education, ornamental horticulture, vocational food services, office duplications practice, vocational office education, and industrial cooperative training. Homemaking courses offered include: interior design, child care, foods, home and family living, sewing, and fashion design. Marketing and computer lab is a relatively new course in the distributive education program. Innovative programs have included home building and building of a pressbox at Antler Stadium by the building trades students.

There are forty special education teachers to provide for physically and mentally handicapped children, and there is a contract with the Special Opportunities Center for the mentally retarded. Classroom space is furnished by the Center but teachers are from the school district. There is a program for gifted students, Kindergarten through twelfth grade. They leave the regular classroom several times a week for special projects with two separate teachers. Principals handle any disciplinary problems in their own schools using communication, parental help, cooperation and suspension.

A food program provides breakfast and free or low-cost lunches for those who qualify. There are two registered nurses and one licensed vocational nurse in the school system.

The mental health program in the schools has two phases. One is a required class on health which covers basic areas related to the health of the human body such as nutrition, substances that modify behavior, mental health, prevention of disease, chronic health conditions, environment and community health, accident prevention, and family life and sexuality. Each student completing the course is certified in First Aid and Cardiopulmonary Resuscitation. The other phase includes the Reach program, special education for the physically or emotionally handicapped student and special instruction for the retarded child.

There are two academic counselors and one vocational counselor in the high school who provide career counseling, post high school counseling (trade school and course selection), plus counseling on personal problems. The counselors have contact with the Juvenile Probation Officer and the Outreach Center of Kerrville State Hospital.

Library services provided in the schools include: a story hour, a reading program, printed materials including magazines, video tape players and recorders, television for classroom use, information micro-filmed on cards called microfiche. The library also provides training in research skills, transparency and slide production and help in lesson planning for teachers.

There is also an adult education program. It includes the graduate equivalency diploma program (GED) and a literacy program which teaches basic reading, mathematics skills and English as a second language. In 1983, the adult education program served 192 persons ranging in age from 17 to 81 years of age. A volunteer literacy council will be added this year to provide one-on-one help in teaching literacy skills. There is also a community education program serving children and post high school adults. It offers recreational and personal growth classes to the community.

There is a Parent Teacher Organization in each of the elementary schools. They support each other in annual fund raisers and use the money to buy play equipment for the school and support other special needs. The Parent Teacher Organization publishes the school directory each year and trains leaders for the Great Books Programs in the schools. There is no Parent Teacher Organization in high school.

Parents are welcomed and encouraged to get involved with the schools. There is a volunteer program of parents and others who help in the schools in nurses' stations, offices and in other ways.

LIBRARIES AND MUSEUMS

Kerrville's public library is the Butt-Holdsworth Memorial Library located in the center of the city overlooking the Guadalupe River. City and county governments share equally in the operating expenses of this library. The current operating budget is \$230,000.

The library is a member of the Texas State Library System. State funds to augment local funds come to the library through District Ten, the San Antonio Multiple Resource Center. The center also provides a wide variety of services to the local library.

Kerrville's library has an advisory board composed of five members appointed by the city council which they serve as an advisory body. They support the library's needs for budget considerations and act as a liaison between the library and the public.

The director of library services is employed by the city council upon recommendation of the city manager. Qualifications for the position include a Masters Degree in library science and five years of library experience. The salary is \$22,000 per year.

The library has over 49,200 volumes representing both adult and children's books including reference books. It also has magazines and newspapers. Services include records, books for the blind, large print books for the visually impaired, cassette tapes (music, history, etc), 35mm slides, sound film strips and 8mm and 16mm films. Patrons may check out audio-visual articles along with listening and viewing equipment or they may use them in the library. Numerous reference questions are received and answered by telephone.

Services of the library are used extensively by the community. Film programs are offered weekdays at noon, and new book displays are provided twice a month during the noon hour. A concert hour of recorded music is presented every Sunday afternoon in the main area of the library. A puppet, film and story hour for children is offered on Saturday afternoons during the school year and Wednesday afternoons during the summer vacation. Pre-school children from kindergarten and day care centers are bused to the library on a scheduled basis for a story time during the school months. There are normally three of these sessions each week. Books are mailed to shut-ins within the county and book deposits have been placed in Hunt and Center Point schools. High school and Schreiner College students frequently use the services of the library. Audio-visual materials are available to churches, schools, institutions and many other groups and are in almost constant use.

Library facilities are available to the community for such other purposes as art shows, special displays and exhibits, and meetings. There is an active genealogical study group using a section of the library.

Money from Friends of the Library, which conducts a used book and magazine sale each Thursday in the library basement, and memorial donations supplement the purchase of books for the library's collection. Library cards are free to residents of the county but there is a five dollar fee per year for patrons living outside the county and a five dollar deposit for temporary residents in the community. Fines collected for overdue books go directly to the city general fund.

Within this past year the library has established computerized control of its inventory of books and check-out and return of books.

There are no public museums within the city. However a private institution the Hill Country Museum, is located in downtown Kerrville. It is an historic residence restored to house the memorabilia of over a century of living in the Hill Country of Texas. It is sponsored and operated by the Hill Country Preservation Society, Incorporated, and is open to the public for an admission fee.

The Cowboy Artists of America Museum, located on Bandera Highway, is a showcase for paintings, sculpture and other works created by members of the Cowboy Artists of America depicting the wonder of the American frontier. It is open to the public and an admission fee is charged.

The Classic Showcase, located at the intersection of Harper Road and Interstate 10, is a private museum showing antique cars and life-size wax figures of famous film

stars, war heroes and inventors. Hours are subject to change and an admission fee is charged.

PUBLIC HEALTH

Administration

The city employs a city health inspector under the division of engineering. The position includes inspecting and advising within the city limits. Food establishment inspection is based on state law and the last inspection report. Ordinances also authorize the inspector to keep vacant lots cleaned, allow no burning, observe for animal control and check for sewage leaks and swampy or poor drainage areas that may be hazardous to health or safe food consumption. Public facilities found to have sewage leaks or refrigeration problems are closed immediately and remain so until the problem is solved. If citations are served in other areas, citizens are given forty-eight to seventy-two hours to remedy the situation before a fine is issued by the municipal court. The inspector must be qualified as a licensed physician, dentist or veterinarian.

Facilities and Programs

A county health officer, hired by the county commissioners, is responsible for reporting certain communicable diseases to the Texas Department of Health for statistical purposes and may be required to post quarantine restrictions on persons who refuse to be hospitalized. The office also serves as a source of information about some diseases or foreign travel immunizations.

A dog pound is a cooperative effort of city and county, has a staff of two, and is open five days a week.

Annually local veterinarians and the county extension agent's office vaccinate animals for rabies in a public clinic at a reduced rate.

Other public health services available to Kerrville residents are extensions of state and/or federal programs, or voluntary community programs.

Mental health programs come under the umbrella of the Texas Department of Mental Health and Mental Retardation. Services provide nutrition, socialization and activities for the elderly (Dieterl Claim), active inpatient treatment for geropsychiatric clients (Kerrville State Hospital) and screening, treatment and crisis intervention for outpatients (Kerrville State Hospital Outreach Center). Treatment for chemical dependence is on an inpatient or outpatient basis. Halfway houses are provided for men and women following treatment. Diagnosis, evaluation and referral services for crippled children with physical disabilities or mental retardation are conducted in Fredericksburg. Under the auspices of the Austin State School skill training and a sheltered workshop program for mentally retarded persons twenty-two years of age or older are provided by the Special Opportunities Center of Kerrville during the day. The Kerrville community, groups and individuals, volunteer time and money to the above programs.

Problems related to reproduction are served by the federally funded Family Planning Clinic. Diagnosis and treatment for infections and venereal disease, pregnancy tests, physical examinations for birth control devices, breast cancer screening, counseling and referral services for prenatal care, sterilization and abortion are available. Two local doctors rotate for the clinics which are held on Wednesday afternoon from 2 PM until all patients are seen. Preliminary information and laboratory tests must be completed prior to clinic visits. Federal guidelines provide for payment on a sliding scale.

Screening, diagnosis, treatment and follow-up for chest diseases is provided by a mobile unit based in San Antonio, complete with a physician from the Texas Department of Health. Visits are twice monthly and seventy-five to one hundred persons are served without charge.

Preschool immunizations are given two days a month in the local office by public health nurses from the Texas Department of Health, Region 9, based at Uvalde. Children enrolled in the school system may be referred for immunization by school nurses. Cooperation between public health nurses and school nurses, both public and private, provides hearing and vision screening, and films on dental hygiene, nutrition and reproduction. Referrals from private physicians to public health nurses are increasing and include monitoring of hypertensive and diabetic patients as well as follow-up on

patients discharged from the hospital.

The Salvation Army, supported by United Way and other contributions, runs a limited medical and dental clinic on Wednesdays from noon until 2 PM. The clinic is staffed by volunteer doctors and nurses.

Most referrals of medical indigents are to clinics in San Antonio. Community Services, a federally funded agency, provides transportation for referrals. The Dieterl Claim provides transportation for the elderly to San Antonio on Thursdays and Fridays weekly.

All above mentioned agencies are listed in the Kerrville telephone directory.

Hospitals

Hospitals in Kerrville include one private acute care hospital, currently expanding; a state hospital for geriatric psychiatric patients from an eleven county catchment area; and a veterans hospital for eligible veterans.

There are four privately owned nursing homes. Medicaid assistance to patients is available if criteria are met. The closest level four nursing home is located in Fredericksburg, in Gillespie county.

Environmental Health

Kerrville's Public Works Division is responsible for street drainage, solid waste management, water distribution, waste water treatment and other associated duties. City water is purchased by contract with the Upper Guadalupe River Authority (UGRA) at the rate of three million gallons per day. Capacity of the UGRA is four and one-half million gallons per day and excess water when needed is drawn from thirteen city wells. Maximum water use capacity for Kerrville is nine and one-half million gallons per day with a maximum sustaining rate of seven million gallons per day. The population served is approximately twenty-two thousand which is well above the city's census figure. A recent city policy restricts future water service to dwellings inside the city limits.

The UGRA is responsible for regular testing and treatment of water and works with governing bodies or individuals to solve problems that occur. Water testing and treatment and sewage disposal conform to state standards.

Long range planning for an increased surface water supply and increased sewage treatment facilities is presently being addressed by the city and the UGRA.

Solid waste disposal is a city-county cooperative effort. The disposal land is owned by the city and collection and landfill operations are by contract with a private company. Residents pay a collection fee and commercial enterprises pay a dumping fee by truck or tonnage. No income is provided to the city and no hazardous wastes may be dumped. A permit has been obtained for an additional ninety-seven acres adjacent to the present site. This addition is expected to provide for the next twenty-five years with the projected population growth. The city sets the guidelines for the operation.

The city council accepts only non-polluting industries and so far provisions for noise and air pollution have been unnecessary.

Vital Statistics

Vital statistics collected by the city clerk include marriages, births and deaths. The county health officer keeps a record of communicable diseases reported to his office. Such cases may also be reported directly to the Texas Department of Health.

Health Education

The county extension agent's office, under the Texas Agricultural Extension Service, United States Department of Agriculture, has provided the impetus for groups

to become involved in health education for a particular disease, i.e. diabetes, emphysema, cancer, asthma, heart disease, obesity and aging. Some general health education also takes place within the school system.

PUBLIC WELFARE

Administration

In Kerrville only federal and state agencies handle welfare on a continuing basis. The state government in cooperation with the federal government assists individuals who are unable to meet their financial, medical and social needs.

The state Department of Human Resources (DHR) is headed by a three member board appointed by the governor, with senate consent, for six year overlapping terms. The board appoints a commissioner. The department maintains an office in Kerrville through which it provides financial and medical assistance and social services to those individuals and families meeting federal and state requirements. The state department is responsible for licensing child care facilities and child placement agencies and for inspecting nursing homes. It also administers assistance programs approximately sixty percent of which are federally matched. These programs encompass aid to families with dependent children (AFDC), the food stamp program, surplus commodity distribution, child and adult protective services, Medicaid, state disaster relief and refugee assistance.

Interagency Cooperation

Locally the Department of Human Resources office works with private welfare and social agencies such as the Council of Churches, Salvation Army, Red Cross and the Social Agencies Coordinating Unit located at the Dietert Claim which is funded in part by United Way. These agencies provide temporary or emergency assistance for Kerrville residents and/or for transients needing help.

Other Public Assistance Programs

In addition to the Department of Human Resources, other state assistance in Kerrville includes the Texas Rehabilitation Commission, the Texas Employment Commission, the Texas Commission for the Blind, and Texas Rural Legal Aid.

HOUSING AND URBAN RENEWAL

Housing Programs

Within Kerrville there are two housing projects available to low income families: one has eighty units and the other forty units. The larger apartment complex was purchased from the federal government and is now privately owned, but operated under a contract with the federal government within the policies of the Department of Housing and Urban Development (HUD). Of the eighty units, thirty percent are reserved for the lowest income tenants for whom the federal government pays full rent, sixty percent receive some government subsidy, and ten percent of the tenants pay full rent. The government sets the rent and determines the ability of a tenant to pay. The other apartment complex is also owned by a private corporation and operated under the same HUD policies and rules. Both complexes have one, two, and three bedroom apartments. Both have waiting lists of six months to a year or longer. Site selection for low housing is restricted more by subdivision requirements or by deed restrictions than by exclusionary zoning.

In Kerrville about seventy percent of the residences are owned by the occupants, and about thirty percent are rental properties. The rental properties include one-family homes, apartments, townhouses, and condominiums.

Kerrville has recently received a federal urban renewal grant to upgrade the Oak Park area (commonly called the Legion area) which was annexed by the city this year. The grant covers primarily water and sewer lines and street improvements. Work is in progress on this project.

Building Standards

Public buildings are inspected once a year by the city's Building Inspection Department. New homes are inspected during the building process, and other homes are inspected at the time of a utility hookup or exterior remodeling. The Southern Standard Building Code International, Incorporated, is the standard used by the city.

Builders and real estate brokers abide by the requirements of HUD and the Southern Builders Code. All codes are current and are revised yearly. The health department of the city is responsible for inspections of sanitary conditions. Both the city's Building Inspection Department and its Health Department have the power to warn, fine, or take to court any individuals or companies not in conformity with the standards of the municipality.

There is a standard plumbing code derived from the Texas State Plumbing Code, and an electrical code derived from the National Electrical Code of the National Fire Protection Association. There is also a Standard Gas Code covering natural gas and butane gas hookups. The city has augmented these codes with additional requirements for this area.

Mobile homes are inspected initially by the state and new hookups must meet city standards. Such codes are uniform within the city. Mobile home parks within the city limits are limited to those already in existence. Specifications for mobile homes permitted in existing parks are at the discretion of the park manager or owner.

PLANNING AND ZONING

In Kerrville there is a Planning and Zoning Commission under the jurisdiction of the Engineering and Development Department of the city. The commission meets twice a month and its meetings are open to the public. There are five unpaid members appointed by the city council for an unspecified term of office, one of whom serves as chairman. The city manager and one councilman are ex-officio members. The commission makes recommendations on zoning or planning matters to the city council for action.

A comprehensive master plan for land use within the city does not exist at the present time. Efforts are made, however, to avoid encroachment of commerce or industry on residential areas or main traffic arteries. Zoning includes provision for open spaces, lot sizes for private dwellings, set back requirements, parking requirements for businesses, and determination of proper zoning for residential, commercial and industrial areas. From time to time there have been land use studies made of the city. For example the Goals for the 80's Committee, appointed by the city council, made some recommendations which are receiving ongoing review. Within the area of extra-territorial jurisdiction, plans for new developments must include provision for open spaces or parks and must meet specific provisions relative to streets before being considered for annexation by the city.

Zoning ordinances have undergone recent changes to provide for cluster housing and modular homes.

RECREATION AND PARKS

Administration

Kerrville has a Department of Parks and Recreation. The staff consists of a professionally trained director, a non-professional assistant, and six other employees. The director must hold a degree in Parks and Recreation, have five years of experience in the field, and three years in management. The director administers the use and maintenance of parks, swimming pools, the auditorium, and oversees recreational programs.

A citizen's advisory board of eight members is appointed by the city council to serve for two years. The board meets monthly with the director. It serves as a liaison between the public and the city council. The meetings are open to the public and citizen input is welcomed. The board functions as a sounding board, may hear grievances, and may make recommendations to the director. Minutes of the meetings go to city council.

Facilities and Programs

The primary city parks in Kerrville are Louise Hayes Park and Singing Wind Park. Lytle Park, Carver Park, and Webster Park are smaller area parks. There is an olympic-size swimming pool, a somewhat smaller pool, a tennis center, a municipal golf course, and three neighborhood parks -- Travis, Schultz and Westland. In addition there are seven small open areas maintained by the department. All of these recreational facilities are maintained by the city and are used by a cross section of the population.

The city maintains a two-league softball program with seventy-seven teams of seventeen players per team. During the summer, two week periods of swimming instructions in three separate sessions are available and over six hundred children participate in the program. There are ten aerobic exercise classes and a tennis league.

The Kerrville State Park, just outside the city limits, is under the direction of the state. Kerrville residents make frequent use of its facilities. The Upper Guadalupe River Authority is planning a park near its dam on the river and will be responsible for the park's maintenance.

The only specific facilities for hikers and joggers are ten acres of trails near Singing Wind Park. Citizens may rent meeting rooms at the auditorium and may roller skate at the pavilions at Louise Hayes Park and at Westland and Carver parks. There is a privately owned bowling and family sports center within the city limits. Citizens make good use of these facilities.

Financing

Funds for Parks and Recreation are budgeted by the city chiefly from ad valorem taxes. User fees are added to the budget. Fees are charged for use of the swimming pools, tennis courts, golf course, and the auditorium, but no charge is made for the use of the baseball diamonds. Fees represent only two percent of overall Parks and Recreation revenue except in the case of the golf course where fees represent about seventy-five percent of revenue in the total golf course budget.

Although at the present time there are no funds budgeted for open space acquisition, there are plans for the development of parks and recreational facilities to meet future needs. These include additional fields for softball and soccer and upgrading of present facilities.

THE COUNTY

Kerr County is situated in the beautiful hill country of Texas, approximately sixty miles northwest of San Antonio and ninety miles west and slightly south of Austin, the State Capitol.

The population in 1980 was 28,780 and the estimate for 1984 is in excess of 30,000. Kerr County covers 1,101 square miles. Many miles of paved highways and well kept lateral roads interlace the area providing scenic drives from the Guadalupe River to majestic hilltops. The 500 acre state park is an outstanding attraction.

County governments in Texas perform two basic functions: (1) they carry out the administrative and judicial responsibilities for the state, and (2) they carry out local government responsibilities. In Texas, all counties, regardless of population or land area, have exactly the same form of government except for minor differences in some urban counties where additional offices and courts have been permitted by the state.

The Commissioners Court is the governing body. The county is divided into four commissioners' precincts. The voters of each precinct elect one commissioner. The four commissioners, with the county judge who is elected by all county voters as presiding officer, constitute the court. Other major county offices provided for in the state constitution are County Clerk, Sheriff, County Tax Assessor-Collector, and County Treasurer. These offices are elective with terms of four years. In addition, Kerr County, since it exceeds 10,000 inhabitants, by law has a County Auditor appointed for a two year term by the District Judge. The auditor's primary duty is to oversee record keeping and the accounting system used by various county offices.

Kerr County has a total of one hundred six employees, including elected officials, and a budget for 1983-84 of \$5,959,121. A \$3,000 homestead exemption is granted by the county for flood control and lateral roads. The fiscal year is October first through September thirtieth.

CITIES AND TOWNS

Kerrville

Kerrville is the largest city in Kerr County, the county seat and the natural trade center. It is incorporated as a Home Rule city.

Ingram

Ingram was incorporated on June 6, 1981 as a General Law city. The governing body is composed of five elected city councilmen and an elected mayor. Terms of office are for two years and elections are staggered. All are elected at large. There are two paid employees: a city marshal and a part-time secretary. Street maintenance is by contract with an independent contractor.

The council holds open meetings twice a month. Newspaper coverage of meetings has been good in both the local paper and the Kerrville papers. The fiscal year is October first through September thirtieth.

Population of Ingram is 1,345 and the area encompassed is less than two square miles. A current map of boundaries is on file in the mayor's office. The city is granted one-half mile extra territorial jurisdiction. The economy of the city is dependent on small businesses. A municipal court system is currently being activated with a judge and a city attorney recently appointed.

Initially donations from the community provided income to the city. In November 1981, the voters approved a one percent sales tax levy to provide revenue. By April 1984, \$70,000 had been realized from the tax. A formal budget will be developed for 1984-85.

All powers of a General Law city are specified in state statutes.

Hunt, Mountain Home and Center Point are unincorporated small towns within the county.

SCHOOL DISTRICTS

Independent School Districts are Kerrville, Center Point and Ingram. The Mountain Home area is part of the Divide Common School District #12. A few residents at the east end of Kerr County come under the Comfort Independent School District of Kendall County.

POPULAR CONTROL OF GOVERNMENT

Election Machinery

The county tax assessor-collector's office handles all voter registration in the county. Voters must be 18 years of age, a citizen of the United States, and a resident of Texas. Voters must be registered at least thirty days before an election in which they will vote.

Each voter must vote in the precinct of residence as established by the county. Precinct numbers are assigned and appear on each voter registration certificate. There are eighteen voting precincts within Kerr county and nine of them include portions of the city of Kerrville. Information on precinct boundaries may be obtained from the county tax assessor-collector's office. Polling (voting) places are listed by precinct numbers in the local newspapers immediately before an election. Kerrville city and school board elections are held in the city auditorium for all voters in the city or school district. Polls are open from 7 AM to 7 PM on the day of election.

To vote in a local election a voter must be a resident of the city or district holding the election. Provision is made in all elections for absentee voting.

Partisan Elections

The Democratic and Republican political parties are the only parties organized and active in Kerrville. Since voters in Texas are not required to register as a member of a specific political party, identification in those parties takes place only if a voter chooses to vote in a May party primary election.

The parties conduct and fund the primary elections, including any runoff elections. The primaries are held on the first Saturday in May in even numbered years, and runoff primaries follow on the first Saturday in June. Voters may vote in the primary and subsequent runoff election of only one political party.

Party precinct conventions are held immediately after the May primary polls close and are usually held at the precinct polling place. Their purpose is to organize the precinct, to elect delegates to senatorial district or county conventions and to consider proposals relating to the party organization and platform. The process of selecting nominees of the party for president begins in the precinct convention. Only those who have voted earlier in the day are eligible to participate, and voters may participate only in the precinct and party in which they voted.

The general election is held on the first Tuesday after the first Monday in November. Any proposed amendments to the state constitution are also included on the ballot.

Nonpartisan Elections

City council members and school board trustees are elected in nonpartisan elections held the first Saturday in April each year. Candidates for city council must file with the city clerk and present a nominating petition signed by not less than twenty-five qualified voters of the city. To be on the ballot candidates for school board trustee must sign a petition in the school superintendent's office before a notary public. There are no filing fees for either election.

The city clerk, who is appointed, is responsible for the administration of election laws for city elections. The process for determining the registered voters for city elections requires that the city clerk obtain precinct voter registration lists from the county tax assessor-collector's office and delete anyone not residing within the city limits.

The school district appoints its own election officials. They must go through a similar process to delete anyone not residing within the school district.

Provisions for initiative and referendum are provided in the city charter but have seldom been used.

Participation in Elections

As of February 1984 there were 14,890 registered voters in Kerr county. Voter registration drives are held regularly (by a variety of organizations) to register more voters. Over the past ten to fifteen years there has been a steady increase in the number of registered voters as the population of the area has increased. Over the same period of time there has been wide variation in the number who actually voted in various elections. In the 1983 city council election only 818 voted while in the 1982 election, when there was marked interest in one council seat, 1880 voted. Both figures represent a low turn out of eligible voters in the city.

The local newspapers are sources of information on local candidates and local ballot issues.

Navigation by Starlight

For the purpose of this study, there were two main groups of stars: the stars that were visible to the naked eye and the stars that were visible to the naked eye but not to the naked eye. The stars that were visible to the naked eye were the stars that were visible to the naked eye but not to the naked eye. The stars that were visible to the naked eye were the stars that were visible to the naked eye but not to the naked eye.

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Acknowledgements

**The League of Women Voters of Kerrville Area
wishes to thank its members and the community for
contributions which made this publication possible.**



From the desk of

MARGIE MORRILL

Rachel did this letter

EN VOTERS OF TEXAS EDUCATION FUND
ape, #109, Austin, Texas 78701

*3/6/85
completed*

SUBJECT DIRECTOR'S REPORT

PROJECT

*Printing of 4000 Guide to
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(Name)

(Address)

ishment of the project:

*1): Guide to Elected Officials - 4000 copies
officials, voter registration info)*
describe):

ject reach? How was this accomplished? *4000 or more*

*Distribution points are: banks, Public Library,
City Hall, County Court House, Major Companies
They will be mailed individually to League members + contributors*

3. Was the project successful? (please describe)

*Yes, they are very much welcomed by the
community.*

Pat Stanley, Jr.

Signature of Project Director

2-21-85

Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

3/6/85
Completed

PROJECT DIRECTOR'S REPORT

LWV of Midland PROJECT Printing of 4000 Guide to
PROJECT SUPERVISOR (TEF trustee) Lois Carpenter Elected Officials
(Name) [REDACTED]
(Address) [REDACTED]

1. What was the primary accomplishment of the project:

Publication (please describe): Guide to Elected Officials - 4000 copies
(including administrative officials, voter registration info)
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished? 4000 or more
Distribution points are: Banks, Public Library,
City Hall, County Court House, Major Companies
they will be mailed individually to League members & contributors

3. Was the project successful? (please describe)

Yes, they are very much welcomed by the
community.

Pat Stanley, sc
Signature of Project Director

2-21-85
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

**MIDLAND
INDEPENDENT SCHOOL DISTRICT**

Midland, Texas 79701

Board of Trustees:

President - Parker Humes

Vice President - Bill Jackson

Secretary - Joyce Sherrod

Ron Britton

Joseph L. Golding

Fred Newman

A. Joseph Reed

Meets **2nd & 4th Tuesday, 1:30 p.m.**

School Administration:

Superintendent - Dr. Joseph Baressi

Business Manager - Donald Ferguson

MIDLAND COLLEGE

3600 N. Garfield

Midland, Texas 79705

Board of Trustees:

President - Kenneth Peeler

Vice President - Wm. H. McCright

Secretary - Mrs. Gloria Hinojosa

Ralph Way

Fred Wright

John W. Cooper

Reagan H. Legg

William Kleine

Jack Huff

Meets **3rd Tuesday, 4:00 p.m.**, board room

**PERMIAN BASIN
REGIONAL PLANNING COMMISSION**

P. O. Box 6391

Midland, Texas 79711

Executive Director - Ernie Crawford

Meets **2nd Wednesday each month, 1:30 p.m.**
Conference Room in Terminal Office Building

IMPORTANT ELECTION DATES

April 6, 1985 - City, MISD, Hospital District

VOTER REGISTRATION INFORMATION

WHO — Any U. S. citizen 18 years or older
residing in Midland County.

WHEN — Any time, year around, but you must
be registered 30 days prior to the
election in which you plan to vote. A
change in name or address must be
reported 30 days prior to the election.

WHERE — Election Administrators Office
709 W. Washington
Monday thru Friday
8:00 a.m. to 5:00 p.m.

Voter Registrar - Janeice Buita

VOTING INFORMATION

- ★ To vote in any election, each voter must
have a current Voter Registration certificate
issued by Midland County.
- ★ Your correct voting precinct is listed on the
certificate.
- ★ Precinct polling places are listed in the
newspaper prior to each election.
- ★ You may vote absentee by mail or in per-
son. Absentee ballots may be obtained not
more than 20 days nor less than 4 days
prior to an election. To vote absentee by
mail, ballots may be requested not more
than 60 days prior to the election.
- ★ Polls are open from 7:00 a.m. to 7:00 p.m.

As a public service this pamphlet was funded by
The League of Women Voters of Texas Education
Fund.

YOUR GUIDE TO

- ★ **elected officials**
- ★ **administrative officials**
- ★ **voter registration**
- ★ **voting information**
- ★ **1985 election dates**



**LEAGUE OF WOMEN VOTERS
OF MIDLAND**

P. O. Box 7437, 79708

**"...a non partisan organization open to all
persons of voting age who believe in repre-
sentative government."**

**"...to promote political responsibility through
informed and active participation of citizens
in government."**

**"...may endorse or oppose issues and may
take action. Never endorses or opposes polit-
ical parties or candidates."**

UNITED STATES ELECTED OFFICIALS

President

Ronald Reagan (R)
address: The President
The White House
Washington, D. C. 20500

Senators

Lloyd Bentsen (D)
Phil Gramm (R)
address: The Honorable...
United States Senate
Washington, D. C. 20510

Representative (Congressional District 19)

Tom Loeffler (R)
address: The Honorable...
House Of Representatives
Washington, D. C. 20515

local: [REDACTED]

TEXAS ELECTED OFFICIALS

Governor

Mark White (D)
address: The Honorable...
State Capitol Building
Austin, Texas 78711

Lt. Governor

William P. Hobby, Jr. (D)
address: The Honorable...
State Capitol Building
Austin, Texas 78711

Senator

Bill Sims (D)
Senatorial District 25
address: Room 421
State Capitol Building
[REDACTED]

Representative

Tom Craddick (R)
Representative District 68
home address: [REDACTED]

CITY OF MIDLAND

P. O. Box 1152
Midland, Texas [REDACTED]
[REDACTED] 1

ELECTED OFFICIALS

Mayor: G. Thane Akins

City Council:

Place 1 - Jesse Hatfield
Place 2 - Gordon G. Marcum, Jr.
Place 3 - David Godfrey
Place 4 - Steve Davidson
Place 5 - Bart Hotchkiss

Meets **2nd & 4th Tuesday, 10:00 a.m.** at
City Hall, 300 N. Loraine

City Administration:

City Manager - James W. Brown
Deputy Manager - Fred Poe
Ass't. City Manager - Mike McGregor
City Secretary - B. C. Clanton
City Attorney - David Reagan
Planning Director - Richard Hennessy
Public Works Director - Fred Baker
Parks & Recreation Director -
George Logan

Tax Assessor-Collector -
Roland Wilkinson

Chief of Police - Wayne Gideon
Fire Chief - James Roberts
Municipal Court Judges - Robin Smith
Michael Abrams

Building Inspector Official - J. B. Keaton
Finance Director - Troy Gifford
Aviation Director - Victor White

Housing Authority:

Chairman - Gene Abbott
Vice Chairman - Doug Henson
Members -
Mrs. August Wenck Joe Chaves
Steven Kiser

HILLCREST MANOR

700 West Scharbauer

Donald Craig, executive director and secretary
of Housing Authority

Meets **First Wednesday, 2 p.m.**, City Hall
Conference Room

COUNTY OF MIDLAND ELECTED OFFICIALS

County Courthouse
Midland, Texas 79701
[REDACTED]

County Judge: William B. Ahders
County Court-At-Law: Willie DuBose

County Commissioners:

Precinct 1 - Durward Wright
Precinct 2 - C. Wallace Craig
Precinct 3 - Scott Welch
Precinct 4 - Winfree Brown

Meets **2nd & 4th Monday, 10:00 a.m.** at
County Courthouse

County Clerk: Rosenelle Cherry
Tax Assessor-Collector: Frances Shuffield
County Attorney: Mark Dettman
Justices of the Peace:

Place 1 - Charlie Sprayberry
Place 2 - Robert H. Pine

Constable: Tom McGinnis
Treasurer: Dee Thompson

District Officials:

Judge 142nd District Court - Pat Baskin
Judge 238th District Court - Vann Culp
Judge 318th District Court -
Barbara Culver

District Attorney - Al Schorre
District Clerk - Vivian Wood
Sheriff - Gary Palinter
[REDACTED]

HOSPITAL DISTRICT

[REDACTED]
Midland Memorial Hospital

Directors:

President - Tevis Herd
Vice President - Wanda Mohr
Secretary - Pat Estes
Frank Cahoon
Walter Parks, M.D.

Meets **last Thursday, 2:00 p.m.** at Midland
Memorial Hospital

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

3/6/85

PROJECT SUPERVISOR'S EVALUATION

LWV of Midland or state TEF (check) _____

Project Update and print Guide to Elected Officials

1. Have you received copies of the following:

Project Director's Report YES

Financial Report YES

Publication(s) YES

Conference invitation N/A

Other printed material. Please list. N/A

2. Was the project implemented as planned? YES

3. Do you have suggestions for managing similar projects in the future? NO

4. Do you have other comments? NO

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects? NO

In salaried jobs?

Lois Carpenter
Signature of Supervisor

3-1-85
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

3/6/85
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of midland

PROJECT: Printing of Guide to Elected Officials

Project Supervisor (TEF Trustee) Name: Lois Carpenter

Address: [REDACTED]

INCOME

Requested from TEF: \$ 450.⁰⁰

From fees or sales: _____

Other: _____

TOTAL: \$ 450.⁰⁰

EXPENDITURES

Printing: \$ 443.⁹⁰

Postage: _____

Supplies: _____

Office overhead: _____

Volunteers' expenses: _____

Other: _____

TOTAL: \$ 443.⁹⁰

Requested from TEF:

\$ 450.⁰⁰

Administration fee--

5% of above (\$5 minimum;

\$100 maximum)--to be de-

ducted from LL account: _____

TOTAL COST OF PROJECT: \$ _____

Feb 21, 1985

Date

Barbara W. Bolden

Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

sent financial report to gv for payment
3/2/85

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of San Antonio Area or state TEF (check) _____

Project Registration fee for groundwater conference Oct. 29-31, 1984

1. Have you received copies of the following:

☒ Project Director's Report

☒ Financial Report

Publication(s)

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

yes

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

Ruth Loggins

In salaried jobs?

Rowena R. Rodgers

Signature of Supervisor

Jan 17, 1985

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

DEC 4 1984

RR

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of San Antonio Area PROJECT Attend Conference

PROJECT SUPERVISOR (TEF trustee) Rowena Rodgers

(Name)

(Address)

1. What was the primary accomplishment of the project:

Publication (please describe):

Conference/workshop (please describe):

Groundwater - the Unseen Crisis

October 29-31 in San Antonio

Sponsored by Texas A & M and UT Austin

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

Delegate Ruth Lofgren, PhD

Dr. Lofgren has been water chairperson for the San Antonio League and attends and represents the League at many related meetings.

3. Was the project successful? (please describe)

Dolly Coughlin

Signature of Project Director

for Ruth Lofgren

12/3/84

Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PROJECT FINANCIAL REPORT

DEC 4 1984

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

LWV of San Antonio Area

PROJECT: Symposium on Groundwater

Project Supervisor (TEF Trustee) Name: Rowena Rodgers

Address: [REDACTED]

INCOME

Requested from TEF: \$ 75.00

From fees or sales: _____

Other: _____

TOTAL: \$ 75.00

EXPENDITURES

Printing: \$ _____

Postage: _____

Supplies: _____

Office overhead: _____

Volunteers' expenses: _____

Other: _____

Registration Fee 75.00

TOTAL: \$ 75.00

Requested from TEF: _____

Administration fee--
5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: none

TOTAL COST OF PROJECT: \$ 75.00

12/3/84
Date

Mary H. Ruerley
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

10/83

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND

1212 Guadalupe, #109
Austin, TX 78701

PROJECT REQUEST FORM

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

Angela Rodgers, 11
Project Engineer

SEP 25 1984
SEP 25 1984

Distribution: Sec'y / (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of San Antonio Area

Proposed Project:

Anticipated Completion Date October 29-31

Symposium on groundwater sponsored by A & M and UT Austin. Registration fee of \$75.00 requested to send one delegate to 2 day conference.

Plans for execution, including distribution of any printed material:

Proposed Project Director: NAME Ruth Lofgren

PHONE:

[REDACTED]

based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.



LEAGUE of WOMEN VOTERS

of the San Antonio Area

SEP 25 1984

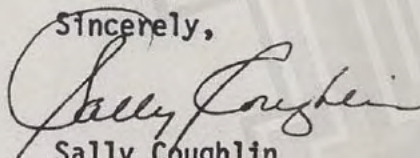
September 25, 1984

League of Women Voters of Texas Education Fund
1212 Guadalupe, #109
Austin, Texas 78701

At the September 20th Board of Directors meeting of the San Antonio Area of the League of Women Voters, an agreement was reached to send Ruth Lofgren, PhD. to the groundwater conference to be held in San Antonio October 29-31. We wish to use Education Fund money to cover the \$75.00 registration fee.

Information about this conference was received from a state mailing from Catherine Perrine. Because our board meeting coincided with the state board meeting, we apologize for sending this request in after the full board has met.

Sincerely,


Sally Coughlin
President

for Ireland
don't #5

? for Lois to quarter 10/11/84
915-685-3388
gtm#5

October 4, 1984

Dear Margie - a message from Lois about the TEF project pending (San Antonio). If we don't notify you on the 10th that a majority of the trustees object to their proposal, could you please let San Antonio know that it's been approved?? 10/11/84

1- Thanks.

? Supervisor called Louma on this - said okay

2- Include Mary Portillo's report about
in Pres. report in the TEF-T minutes

3- ? on notation for emergency meeting
to inform board members of TEF minutes
by Feb 25 in TEF minutes?

in these
notes & use Burk TEF permit

STATE UNITS



LEAGUE OF WOMEN VOTERS OF TEXAS
1212 GUADALUPE, #109
AUSTIN, TEXAS 78701

P. O. BOX 2013
CORPUS CHRISTI, TEXAS 78403

FRANK T. MORRILL

ATTORNEY AT LAW
OIL INDUSTRIES BUILDING

AREA CODE 512 883-7141

October 11, 1984

Ruth Lofgren
434 W. Hermine
San Antonio, Texas 78212

Dear Ruth,

Your League's request for use of \$75 of the Education Fund money you have on deposit to pay the registration fee for a ground-water conference sponsored by ASW/UT Austin on October 29-31, was approved by the LWV-TEF Board of Trustees on October 10, 1984.

Your Project Supervisor is Rowena Rodgers, 2126 La Nonda, San Antonio 78201. She will be overseeing your project. Contact her if you need any help.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects (1)
2. Project Director's Report (2)
3. Project Financial Report (3)

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Sally Coughlin, LWV-San Antonio Area President
Rowena Rodgers, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

PROJECT REQUEST FORM

SEP 25 1984
SEP 25 1984

Distribution: Sec'y _____ (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of San Antonio Area

Proposed Project:

Anticipated Completion Date October 29-31

Symposium on groundwater sponsored by A & M and UT Austin. Registration fee of \$75.00 requested to send one delegate to 2 day conference.

Plans for execution, including distribution of any printed material:

Proposed Project Director: NAME Ruth Lofgren

PHONE: [REDACTED]

A/C

Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ _____

Printing: \$ _____

Anticipated donations to
Ed. Fund account from:

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general
fund:

Other: Registration fee 75.00

TOTAL

From fees or sales: _____

**Administration fee: none

Other: _____

TOTAL COST OF PROJECT: \$ 75.00

TOTAL

\$ _____

[Signature]
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.



LEAGUE of WOMEN VOTERS

of the San Antonio Area

SEP 25 1984

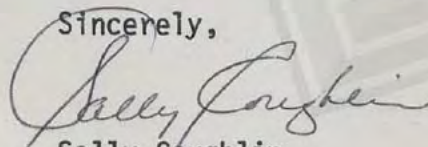
September 25, 1984

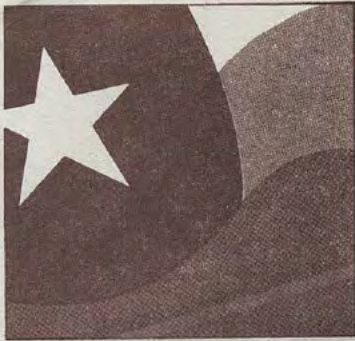
League of Women Voters of Texas Education Fund
1212 Guadalupe, #109
Austin, Texas 78701

At the September 20th Board of Directors meeting of the San Antonio Area of the League of Women Voters, an agreement was reached to send Ruth Lofgren, PhD. to the groundwater conference to be held in San Antonio October 29-31. We wish to use Education Fund money to cover the \$75.00 registration fee.

Information about this conference was received from a state mailing from Catherine Perrine. Because our board meeting coincided with the state board meeting, we apologize for sending this request in after the full board has met.

Sincerely,


Sally Coughlin
President



*Jan. Prep
stem # 307*

MEMORANDUM

DEC. 20 1984

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

December 17, 1984

TO: Margie Morrill
FROM: Sondra Ferstl

As you will note from the attached correspondence, LWV-Arlington has decided not to pursue two of the projects to which I had been assigned as project supervisor. Will you note their decision in your records and delete them from your "pending projects" list? Thanks.

*with drawn
1/17/85*

*Request for withdrawal
submitted to Bd at Jan 1985 mtg.*

DEC. 20 1984

November 29, 1984

DEC. 20 1984

Sondra,

I will not be submitting further reports for the Candidates Forum or the Voters Guides. The LWV-A has decided not to follow up our request for TEF money. We understood that this was our prerogative even after making the initial request. Thank you for your correspondence.

Susan Morris
Voter Service Chair
LWV-A

*Jan DuBois
item #3 a)*

September 25, 1984

Susan Morris
505 Eldero Drive
Arlington, Texas 76011

Dear Susan:

Your League's Project Request for use of \$225 of the Education Fund money you have on deposit to hold a candidates forum on October 18, was approved by the League of Women Voters of Texas Education Fund Board of Trustees on September 21, 1984.

Your Project Supervisor is Sondra Ferstl, 1505 Victoria, Denton 76201. She will be overseeing your project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects (1)
2. Project Director's Report (2)
3. Project Financial Report (3)

All publications funded by Education Fund money must carry the full name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Joyce Morgan, LWV-Arlington President
Sondra Ferstl, LWV-TEF Project Supervisor
State Office

*7 Sept 1984
Project
Approved*

SEP. 10 1984

SEP 6 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____
Disapproved _____
Supervisor: _____ Date _____

PROJECT REQUEST FORM

Distribution: Sec'y ✓ (2 copies)
Pres. _____ Treas. _____ S.O. _____

FROM: LWV of Arlington

Proposed Project:

Anticipated Completion Date Nov. 7

Candidates Forum - October 18

Plans for execution, including distribution of any printed material:

*We will send letters of invitations to the candidates.
We will rent the facility. We will copy background
information on each candidate to distribute to those who
attend the forum.*

Proposed Project Director: NAME Susan Mous PHONE: [REDACTED]

Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL
Ed. Fund money on deposit: \$ 225.00

Copying
Printing: \$ 75.00

Anticipated donations to
Ed. Fund account from: _____

Postage: 50.00

Supplies: _____

Office Overhead: _____

Portion from LL general
fund: _____

Volunteers' Expenses: _____

From fees or sales: _____

Other: rent : 100.00

Other: _____

TOTAL 225.00

TOTAL \$ 00.00

**Administration fee: 11.25

TOTAL COST OF PROJECT: 236.25

[Signature]
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

League of Women Voters of Arlington

P.O. Box 127
Arlington, Texas 76010

Sept. 13, 1984

Ethel Sturgis
[REDACTED]

Dear Ethel,

The L WV - Arlington recently submitted three project request forms which inadvertently incorrectly listed \$0 as the income figure. The figures should have been for the project on Voters Guides \$105 from the Local League Ed. Fund money on deposit, for the project on supplies for Voter Service, \$106.05 from the Local League Ed. Fund money on deposit, and \$236.25 for the Candidates Forum also from the Local League Ed. Fund money on deposit. We have not budgeted income from any other source.

We apologize for the confusion and error and hope that you will be able to solve this problem for us.
Thank You!

Most Sincerely,
Ruthann Gee,
Treasurer

Fourth, Sugrue

SEP. 10 1984

SEP 6 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

PROJECT REQUEST FORM

Distribution: Sec'y ☒ (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of

Arlington

Proposed Project:

Anticipated Completion Date

Nov. 7

Candidates Forum - October 18

Plans for execution, including distribution of any printed material:

We will send ~~letters of~~ invitations to the candidates. We will rent the facility. We will copy background information on each candidate to distribute to those who attend the forum.

Proposed Project Director: NAME

Susan Nowi

PHON

Address:

Proposed budget:

INCOME

Portion budgeted from LL

Ed. Fund money on deposit: \$ 225.00

\$ 75.00

Anticipated donations to
Ed. Fund account from:

Postage:

50.00

Supplies:

Office Overhead:

Volunteers' Expenses:

Portion from LL general
fund:

Other: rent : 100.00

TOTAL

225.00

From fees or sales:

**Administration fee: 11.25

Other:

TOTAL COST OF PROJECT

Susan L. Nowi
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

September 25, 1984

Susan Morris
[REDACTED] [REDACTED]

Dear Susan:

Your League's Project Request for use of \$225 of the Education Fund money you have on deposit to holdhascandidates forum on October 18, was approved by the League of Women Voters of Texas Education Fund Board of Trustees on September 21, 1984.

Your Project Supervisor is Sondra Ferstl, 1505 Victoria, Denton 76201. She will be overseeing your project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects (1)
2. Project Director's Report (2)
3. Project Financial Report (3)

All publications funded by Education Fund money must carry the full name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

mm

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Joyce Morgan, LWV-Arlington President
✓ Sondra Ferstl, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Arlington or state TEF (check) _____

Project Candidates Forum Oct. 18, 1984

1. Have you received copies of the following:

Project Director's Report

Financial Report

Publication(s)

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Signature of Supervisor

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

*Jan Preboard
Item #3*

September 25, 1984

Susan Morris
505 Eldoro Drive
Arlington, Texas 76011

Dear Susan:

Your League's Project Request for use of \$200 to purchase Veterans Guides from newspapers to be distributed to the public to be taken from the Education Fund money you have on deposit was approved by the League of Women Voters of Texas Education Fund Board of Trustees on September 21, 1984.

Your Project Supervisor is Sondra Ferstl, 1505 Victoria, Denton 76201. She will be overseeing your project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated.

1. Project Director's Report (2)
2. Project Financial Report (3)

All publications funded by Education Fund money must carry the full name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Joyce Morgan, LWV-Arlington President
Sondra Ferstl, LWV-TEF Project Supervisor
State Office

SEP. 10 1984

SEP 6 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

PROJECT REQUEST FORM

Distribution: Sec'y ☒ (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of Arlington

Proposed Project:

Anticipated Completion Date Nov. 7Purchase and Distribution of Voters Guides

Plans for execution, including distribution of any printed material:

We will purchase local newspapers in which the V.G.s appear. We will distribute newspapers with the V.G.s to libraries, our office, and to people who request them.Proposed Project Director: NAME Susan Morris PHONE: [REDACTED]Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 100.00

Printing: \$ _____

Anticipated donations to

Ed. Fund account from: _____

Postage: _____

Supplies: 100.00

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general

fund: _____

Other: _____

TOTAL

From fees or sales: _____

**Administration fee: 5.00

Other: _____

TOTAL COST OF PROJECT: \$ 105.00

TOTAL

\$ 100.00[Signature]
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

September 25, 1984

Susan Morris
[REDACTED] [REDACTED]

Dear Susan:

Your League's Project Request for use of \$100 to purchase Voters Guides from newspapers to be distributed to the public to be taken from the Education Fund money you have on deposit was approved by the League of Women Voters of Texas Education Fund Board of Trustees on September 21, 1984.

Your Project Supervisor is Sondra Ferstl, 1505 Victoria, Denton 76201. She will be overseeing your project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated.

1. Project Director's Report (2)
2. Project Financial Report (3)

All publications funded by Education Fund money must carry the full name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Mm

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Joyce Morgan, LWV-Arlington President
✓ Sondra Ferstl, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Arlington or state TEF (check) _____

Project \$100 to purchase Voters Guides from newspapers to distribute
to the public.

1. Have you received copies of the following:

Project Director's Report

Financial Report

Publication(s)

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would
recommend for future TEF projects?

In salaried jobs?

Signature of Supervisor

Date

Please fill out this form as soon as possible after completion of the project
and mail to the TEF secretary, along with one copy each of the PROJECT
DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a
second copy of this report for your files.)

CORPUS CHRISTI, TEXAS 78403
P. O. BOX 2013

you forward
them 4
WALL TA VERNOTTA
ATTORNEY AT LAW
OIL INDUSTRIES BUILDING
1117-1141 883-7141
withdrawn by national
1/18/85

September 25, 1984

Susan Morris
[REDACTED]

Dear Susan,

Your League's Project Request for use of \$101 of the Education Fund money you have on deposit to operate an office Voters Service Hotline was approved by the Board of Trustees of the League of Women Voters of Texas Education on Sept. 21, 1984.

Your Project Supervisor is Ethel Sturgis, 3813 Wooten Drive, Fort Worth 76113. She will oversee your project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. Project Director's Report (2)
2. Project Financial Report (3)

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Joyce Morgan, LWV-Arlington President
Ethel Sturgis, LWV-TEF Project Supervisor
State Office

Sturgis
LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

SEP. 10 1984

SEP 6 1984

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

PROJECT REQUEST FORM

FROM: LWV of Arlington

Distribution: Sec'y / (2 copies)

Pres. _____ Treas. _____ S.O. _____

Proposed Project:

Voter Service
Office Hotline

Anticipated Completion Date November 7th

Plans for execution, including distribution of any printed material:

Volunteers will answer questions from voters. In order to answer questions we will purchase Precinct lists and an updated Street Guide.

Proposed Project Director: NAME Susan Morris

PHONE: [REDACTED]

Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 101.00

Anticipated donations to
Ed. Fund account from:

Portion from LL general
fund:

From fees or sales:

Other: _____

TOTAL

\$ 101.00

Printing: \$ _____

Postage: _____

Supplies: 101.00

Office Overhead: _____

Volunteers' Expenses: _____

Other: _____

TOTAL

101.00

**Administration fee: 5.05

TOTAL COST OF PROJECT: \$ 106.05

Loyce L. Morgan
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

for margin
ethel things
LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND

1212 Guadalupe, #109
Austin, TX 78701

SEP. 10 1984

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

SEP 6 1984

JAN 19 1985

PROJECT REQUEST FORM

FROM: LWV of Arlington

Distribution: Sec'y ✓ (2 copies)

Pres. _____ Treas. _____ S.O. _____

Proposed Project:

*Voter Service
Office Hotline*

Anticipated Completion Date

November 7th

Plans for execution, including distribution of any printed material:

Volunteers will answer questions from voters. In order to answer questions we will purchase Precinct lists and an updated Street Guide.

Proposed Project Director: NAME

Susan Morris

PHONE:

[REDACTED]

Address:

[REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 101.00

Printing: _____

\$ _____

Anticipated donations to

Ed. Fund account from:

Postage: _____

Supplies: _____

101.00

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general fund:

Other: _____

From fees or sales: _____

TOTAL

101.00

Other: _____

**Administration fee: _____

5.05

TOTAL COST OF PROJECT: \$

106.05

TOTAL

\$106.00

*for cancel Susan's
she said they
could not get total
street guide. total
cost only about
\$15 - therefore, will
pay this locally.
Please cancel
this project
end.*
Loyce L Morgan
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

September 25, 1984

Susan Morris
[REDACTED] [REDACTED]

Dear Susan,

Your League's Project Request for use of \$101 of the Education Fund money you have on deposit to operate an office Voters Service Hotline was approved by the board of Trustees of the League of Women Voters of Texas Education on Sept. 21, 1984.

Your Project Supervisor is Ethel Sturgis, 3613 Wooten Drive, Fort Worth 76113. She will oversee your project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. Project Director's Report (2)
2. Project Financial Report (3)

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

mm

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Joyce Morgan, LWV-Arlington President
✓ Ethel Sturgis, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Arlington or state TEF (check) _____

Project Office Voters Guide Hotline for general election

1. Have you received copies of the following:

Project Director's Report

Financial Report

Publication(s)

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned?

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Signature of Supervisor

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

From the desk of...

1-14-85

CAROL HOLTGREN

JAN 18 1985

Dear Lois,

Just rec'd your letter of 12/21
(out of town on 2 trips).

Thank you for the consideration
of our case. We've learned
our lessons better now.

Sincerely,

Carol Holtgren
LWR-Richardson

Margie

completed

approved
by Board
Jan 18, 1985
letter written
by computer &
check sent by
Vondemaster

JAN 10 1985

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____ Date _____

PROJECT REQUEST FORM

Distribution: Sec'y / (2 copies)
Pres. _____ Treas. _____ S.O. _____

FROM: LWV of Richardson

Proposed Project:

Anticipated Completion Date Oct. 22, 1984

Purchase Voters Guides from the League of Women Voters of Dallas Education Fund for distribution in Richardson.

Plans for execution, including distribution of any printed material:

Local distribution to libraries, civic groups, YMCA, YWCA, schools and contributors.

Proposed Project Director: NAME Nancy Pickford

PHONE: [REDACTED]

A/C

Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 250.00

Printing: \$ _____

Anticipated donations to
Ed. Fund account from:

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general
fund:

Other: Purchase VG's: 250.00

TOTAL 250.00

From fees or sales:

**Administration fee: _____

Other: _____

TOTAL COST OF PROJECT: \$ _____

TOTAL \$ _____

X Carol J Holgren

Signature of LL President

Carol J Holgren

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

*See preboard sent
info for Jan 85 board mtg.*



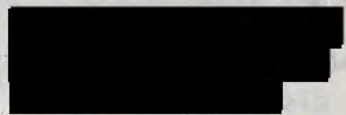
Margie

DEC. 31 1984

*Full Project Aired
1/18/85*

League of Women Voters of Texas • League of
1212 Guadalupe Suite 109 • Austin, Te. Education Fund
512/472-1100

*Margie -
Joann sent me
the reports (fin. &
proj. director's) they
had done & this
was the best way
I could think to
handle it. Lois*



*correction
wrote letter
of explanation
& see other
request for
for 250 -
to LWW - Dallas*

Carol J. Holgren, President
LWV of Richardson
P.O. Box 831811
Richardson, Texas 75083

Dear Carol:

The state board will give the LWV-Richardson Voters Guide project request its due consideration at our January 17-19 board meeting.

Let me assure you that we too are sorry for the confusion over the necessity of obtaining approval for Ed Fund projects before they are undertaken. This happens all too often due to new people serving on local League boards and being unfamiliar with the Ed Fund handbook, especially pp. 5-10. With state convention coming up in April and many new presidents taking over, we plan to take steps to ensure that local Leagues will better understand the system.

Thank you for filling out and sending in all the required forms. It helped me to understand the total request--I think! The \$250 you mentioned in your cover letter for purchase of Guides from LWV-Dallas Education Fund was included in the \$388.49 amount budgeted for printing cost, was it not? There was no receipt for this purchase in the financial report, but the report did include a statement in the amount of \$138.49 from Ready Print. The difference comes to \$250, and all other expenditure requests were accounted for by receipts.

Because approval for purchase of LWV-TEF publications (including Voters Guides for distribution only) is automatic, I do not think the board will have any problem with approving the \$250 expenditure of your TEF funds on deposit for purchase of LWV-Dallas Ed Fund Voters Guides which included the TEF Voters Guide. In fact we should probably consider adding a provision to our policies that automatic approval is granted for purchase of VG's published by a local League education fund in accordance with IRS regulations. I know the LWV-Bay Area regularly purchases VG's from the LWV-Houston Education Fund.

over →

However, I must warn you that approval of the rest of the project may not be granted. Please refer to the enclosed sheet reprinted from the Ed Fund handbook entitled "The 'How To' for Local Projects." Not only did you proceed to execute the project before obtaining approval, but policy #7 was completely ignored, albeit unintentionally. Both the green (I love the flashy color!) Richardson Residents Guide to the General Election and the black and white Voters Guide for Collin County were shown as being published only by the LWV's of Plano and Richardson. You and your Voters Service people need to be especially aware of policies #3, #6, #7, and #8 on the "How To" sheet.

A time or two in the past we have granted TEF approval for a publication not yet distributed, but which met Ed Fund requirements except for the TEF credit line. Then a rubber stamp was used to apply a statement indicating TEF funding. In your case, however, the VG's and Election Guides have of course already been distributed.

I cannot see a way to resolve this problem, but we will discuss it at the board meeting. We really do not like to deny a local League the use of money that has been donated specifically for its use. At the same time, we have to abide by established procedures, and we do not wish to have any problems with the IRS!

In anticipation of our not being able to approve your entire request I am enclosing two copies of a suggested revised Project Request Form asking only for funding for the purchase of VG's from LWV-Dallas Ed Fund. If this is satisfactory, please sign it and return it to the state office as soon as possible before January 17. If it is not satisfactory, call or write me at home.

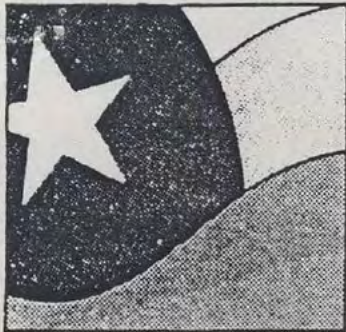
Here's hoping everything else is going well for you and the LWV-Richardson. Happy holidays.

Sincerely,

Lois Carpenter
Chairman, LWV-TEF

cc: Jeanette Vanderwater
Margie Morrill
Mary Porter
State Office

Enclosures: 3



NOV 26 1984 DEC 5 1984

League of Women Voters of Richardson

P.O. Box 831811 Richardson, Texas 75083

November 20, 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, # 109
Austin, TX 78701

JV
LCA
MM
SO

Dear Jeannette:

Enclosed is our request for distribution of Education Fund money to cover expenses incurred in publishing our Voters Guide for the November general election. The Project Request Form, Project Financial Report and Project Director's Report are also included.

We regret that this request is being made after publication. Unfortunately, both the President and Voters Service Chair are new to the League and did not realize in time that our request should have been made before publication. We had included Education Fund money in our budget for publication of the Voters Guide. Please deduct the \$250 (two hundred fifty dollars) cost of purchasing Guides from the Dallas LWV from our Education Fund and transfer it to the Dallas account.

We would appreciate your consideration in granting this request and again apologize for our tardiness.

Sincerely yours,

Carol J. Holgren
President
LWV-Richardson

VOUCHER FOR LEAGUE OF WOMEN VOTERS OF RICHARDSON

PAY TO: Dick Sloos
 ADDRESS: [REDACTED]

CHECK NO. 5
 AMOUNT: [REDACTED]
 DATE: 11/1/80
 FOR BOOKKEEPING USE

BOARD MEMBER AUTHORIZATION: [REDACTED]

RECEIPTS ATTACHED No

FOR:	ACCOUNT TO CHARGE:	AMOUNT:
Copy labels for Voters	F. 3. b. ^{V.S.} Postage	
Guides 20 x .04		.80
Copy labels for Finance		
Drive 100 copies		
@.04	B. 5. 2. Finance	4.00

DATE: 10-18-80

TOTAL: 4.80

In Kind Donation

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND

1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____ Date _____

PROJECT REQUEST FORM

Distribution: Sec'y / (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of Richardson

Proposed Project:

Anticipated Completion Date Oct. 22, 1984

Voters Guide
General Election, 1984

Plans for execution, including distribution of any printed material:

State guides and Dallas Co. guides were purchased from LWV Dallas. Those races in Collin Co. which effect Richardson were printed separately as well as a single sheet for Richardson residents listing the appropriate Dallas Co. races for Richardson and voting information and polling sites. Guides were distributed to local libraries, civic groups, YMCA, YWCA, schools and contributors.

Proposed Project Director: NAME Nancy Pickford PHONE: [REDACTED]

Address: [REDACTED] A/C

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 477.44

Printing: \$ 388.49

Anticipated donations to

Ed. Fund account from:

Postage: 46.33

Supplies: 19.88

Already Received

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general fund:

Other: _____

From fees or sales:

TOTAL 454.70

Other: _____

**Administration fee: 22.74

TOTAL \$ 477.44

TOTAL COST OF PROJECT: \$ 477.44

Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____
Disapproved _____
Supervisor: _____ Date _____

PROJECT REQUEST FORM

Distribution: Sec'y ☒ (2 copies)
Pres. _____ Treas. _____ S.O. _____

FROM: LWV of Richardson

Proposed Project:

Anticipated Completion Date Oct. 22, 1984

Voters Guide
General Election, 1984

Plans for execution, including distribution of any printed material:

State guides and Dallas Co. guides were purchased from LWV Dallas. Those races in Collin Co. which affect Richardson were printed separately as well as a single sheet for Richardson residents listing the appropriate Dallas Co. races for Richardson and voting information and polling sites. Guides were distributed to local libraries, civic groups, YMCA, YWCA, schools and contributors.

Proposed Project Director: NAME Nancy Pickford

PHONE: _____

Address: _____

A/C

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 477.44

Printing: \$ 388.49

Anticipated donations to
Ed. Fund account from:

Postage: 46.33

Supplies: 19.88

Already Received

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general
fund: _____

Other: _____

TOTAL 454.70

From fees or sales: _____

**Administration fee: 22.74

Other: _____

TOTAL COST OF PROJECT: \$ 477.44

TOTAL

\$ 477.44

Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

NOV. 7 1984

Completed

PROJECT SUPERVISOR'S EVALUATION

LWV of Arlington or state TEF (check) _____

Project Purchase of 300 copies of LWV-Arlington's Know Your Schools

1. Have you received copies of the following:

Project Director's Report Yes

Financial Report Yes

Publication(s) Yes

Conference invitation Does not apply

Other printed material. Please list. Does not apply

2. Was the project implemented as planned? Yes

3. Do you have suggestions for managing similar projects in the future?

This option--of a LL buying its publication from their TEF account--is not explained in the TEF handbook. It is somewhat complicated and perhaps should not be covered there, but the state treasurer needs something in writing about this.

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

Ruthann Geer, Arlington LWV treasurer, is very good.

In salaried jobs? --

Ethel E. Turgen
Signature of Supervisor

November 5, 1984
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

NOV. 7 1984

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Arlington PROJECT Purchase of 300 copies of
LWV-Arlington's Know Your Schools
PROJECT SUPERVISOR (TEF trustee) Ethel Sturgis
[REDACTED]
(Address)

1. What was the primary accomplishment of the project:

Publication (please describe): KNOW YOUR SCHOOLS IS A STUDY OF THE
ARLINGTON INDEPENDENT SCHOOL DISTRICT COVERING ALL ASPECTS OF THE
DISTRICT FROM FUNDING TO CURRICULUM, STRUCTURE, ETC.
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

FREE COPIES WERE GIVEN TO THE FOLLOWING GROUPS: 80 TO ARLINGTON
INDEPENDENT SCHOOL DISTRICT, 25 COPIES TO CITY COUNCIL & SCHOOL BOARD
MEMBERS, 85 COPIES TO LEAGUE MEMBERS, 10 COPIES TO LOCAL LIBRARIES,
AND 100 COPIES HAVE BEEN GIVEN TO LOCAL CONTRIBUTORS.

3. Was the project successful? (please describe)

yes. This publication has been well received by our
community leaders and has been praised for its
thoroughness and objectivity.

[Signature]
Signature of Project Director

10/15/84
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PROJECT FINANCIAL REPORT

For state use only

PFR with receipts mailed to TEF
treasurer:

9/21/84
Date

EE Sturgis
By

LWV of ARWINGTON PROJECT: Know Your Schools
Project Supervisor (TEF Trustee) Name: Ethel STURGIS
Address: [REDACTED]

INCOME

Requested from TEF: \$ 767.71
From fees or sales: _____
Other: _____ : _____
TOTAL: \$ 767.71

EXPENDITURES

Printing: \$ 755.70
Postage: _____
Supplies: 6.01
Office overhead: _____
Volunteers' expenses: _____
Other: Copyright : 6.00
TOTAL: \$ 767.71

Total of receipts 2559.04
 $3/10 \times 2559.04 = 767.71$

Receipts attached represent costs
for 1000 copies. Request from
T.E.F. covers 300 copies.

Requested from TEF:

767.71

Administration fee--
5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: 38.39

TOTAL COST OF PROJECT: \$ 806.10

8/30/84
Date

Ruth Ann Sturgis
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.
Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

new copy to
come
10/15/84

PROJECT DIRECTOR'S REPORT

LWV of ARLINGTON PROJECT KNOW YOUR SCHOOLS
PROJECT SUPERVISOR (TEF trustee) Ethel STURGIS
(Name) [REDACTED]
(Address) [REDACTED]

1. What was the primary accomplishment of the project:

Publication (please describe): *A factual, unbiased informational booklet describing the ARLINGTON INDEPENDENT School System has been printed and is ready for distribution.*
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

300 copies of this booklet will be given away free of charge to governmental offices, contributors, libraries, and league members. 700 copies will be sold on consignments to realtors, book stores, DIA's etc.

3. Was the project successful? (please describe)

Yes. We have received many compliments on the quality of this publication and the need for such in our community.

Ruthann Beer
Signature of Project Director

8/30/84
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

Ethel Sturges, Supervisor
SEP. 6 1984

SEP 4 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

PROJECT REQUEST FORM

Distribution: Sec'y / (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of ARLINGTON

Proposed Project:

Anticipated Completion Date

To purchase 300 copies of LWV ARLINGTON booklet Know Your Schools at cost. The booklet is a factual and unbiased study and does not draw conclusions.

Plans for execution, including distribution of any printed material:

The 300 copies to be distributed free of charge to contributors, league members, selected governmental officials and to be placed in public places. The appropriate LWV Texas Ed. Fund credit statement will be stamped in these booklets.

Proposed Project Director: NAME Ruthann Geer

PHONE: _____

Address: _____

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 767.71

Printing: _____

\$ 755.70

Anticipated donations to
Ed. Fund account from:

Postage: _____

Supplies: _____

6.01

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general
fund:

Other: copier/print : _____

6.00

TOTAL

767.71

From fees or sales: _____

**Administration fee: _____

38.39

Other: _____

TOTAL COST OF PROJECT: \$ 806.10

TOTAL

\$ 767.71

Joyce Morgan
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

completed
11/7/84

September 25, 1984

Ruthann [REDACTED]
[REDACTED] [REDACTED] [REDACTED]

Dear Ruthann,

Your League's Project Request for use of \$767.71 of the Education Fund money you have on deposit to purchase 300 copies of LWV-Arlington's booklet Know Your Schools was approved by the League of Women Voters of Texas Education Fund Board of Trustees on Sept. 21, 1984.

Your Project Supervisor is Ethel Sturgis, 3613 Wooten Drive, Fort Worth 76113. She will be overseeing your project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects (1)
2. Project Director's Report (2)
3. Project Financial Report (3)

All publications funded by Education Fund money must carry the full name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Joyce Hargan, LWV-Arlington President
Ethel Sturgis, LWV-TEF Project Supervisor
State Office

Stungis, Supervisor

SEP. 6 1984

SEP 4 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____ Date _____

PROJECT REQUEST FORM

Distribution: Sec'y ☒ (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of ARLINGTON

Proposed Project:

Anticipated Completion Date _____

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Plans for execution, including distribution of any printed material:

The 300 copies to be distributed free of charge to contributors, league members, selected governmental officials and to be placed in public places. The appropriate LWV Texas Ed. Fund credit statement will be stamped in these booklets.

Proposed Project Director: NAME Ruthann Geer

PHONE: [REDACTED]

Address: [REDACTED] A/C

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 767.71

Printing: \$ 755.70

Anticipated donations to

Ed. Fund account from:

Postage: _____

Supplies: 6.01

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general fund:

Other: copyright : 6.00

TOTAL 767.71

From fees or sales: _____

**Administration fee: 38.39

Other: _____

TOTAL COST OF PROJECT: \$ 806.10

TOTAL \$ 767.71

Joyce Morgan
Signature of LL President

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MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

NOV 7 1984
November 5, 1984

Dear Margie,

The enclosed should complete the Arlington Know Your Schools project. The other project for which I am the supervisor--the Office Voters Service Hotline--is not yet complete; they have not yet sent me the bills or the PDR. Now, of course, I will not be able to close this out until the end of this month since I will be out of town until Thanksgiving. I'll contact them if I have not received their paperwork by then.

Re: Kerrville Know Your Community project. They have been paid by Jeanette, but the PDR has not come in because they are trying to sell a batch to the Chamber of Commerce. If they do this, their report will come with a check, but if the C. of C. does not buy them then Kerrville will give them all away. They are holding up on their final report until they know the answer to this question. I'll contact them again after Thanksgiving if I have nothing awaiting me when I get home.

HASTILY,

Ethel

NOV. 7 1984

KNOW YOUR SCHOOLS

A STUDY OF THE
ARLINGTON INDEPENDENT SCHOOL DISTRICT



The League of Women Voters of Arlington

KNOW YOUR SCHOOLS
A STUDY OF THE
ARLINGTON INDEPENDENT SCHOOL DISTRICT



**THIS MATERIAL IS INTENDED TO BE A FACTUAL AND UNBIASED
STUDY AND DOES NOT DRAW CONCLUSIONS OR SUGGEST
CHANGE AND WAS NOT INTENDED TO DO SO.**

**Funded by a grant from the League of
Women Voters of Texas Education Fund.**

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PUBLIC SCHOOLING IN ARLINGTON: A BRIEF HISTORY

Public schooling in Arlington began in 1878, two years after the town was founded. The first school was located at the southeast corner of South and Mesquite Streets. It was a two-story frame building; the upper floor was used as a lodge hall. A wing was added to the building before 1902, and by then the faculty had grown from one to three teachers.

Arlington was officially recognized as an independent school district by an Act of the Texas Legislature on July 1, 1903. H. Tarplay was the first superintendent, and Frank McKnight was the first president of the Board of Trustees. One of the School Board's first acts was setting the school year length at six months.

The original frame building was partially destroyed by a windstorm on July 26, 1903, and on August 8, the building was sold at auction to Mrs. Carrie Rogers for \$345. The 1903 term began on November 2 in what was known as the Reed Building, just east and across South Street from the original school. The teaching staff increased to six teachers including the principal, J.H. Johnson and the instructional budget was \$1,730.

A new school, the South Side School, opened for the 1904-05 school term. The land had been purchased at a price of \$1,250, and the building had cost \$11,200. The first graduating class from this school had five students, all girls. The next graduating class was in 1907 with only two students.

An eleventh grade was added to the curriculum in 1908, and the Legislature ordered that the course of study be planned to meet the entrance requirements for the University of Texas. The first nine-month term was taught in 1909-10. The high school, still contained in the same building with the grade school, gained its first affiliation with the University by granting eight credits for graduation. By 1910, there were 12 graduates.

Electric lights were installed January 5, 1914, and electrical heating in 1915. Beginning in 1915, teachers were required to have a minimum of two years teaching experience. Students no longer had to pay for their diplomas as had been required in earlier years.

The grade school and high school were separated in 1921. Bonds amounting to \$100,000 were approved for the construction of a new high school. The site of the new building was just off Abram Street at Cooper and still stands today on the University of Texas at Arlington campus.

The school district has grown from its one building staffed with six teachers and an instructional budget of \$1,730 to the present 43 campuses, special services school, administration building, tax office, and a service center/warehouse complex with 3,264 faculty and staff personnel, and a 1983-84 total operating budget of \$83 million.

Traditionally, elementary schools are named for teachers; C.B. Berry was the first name chosen for an elementary school. Junior high schools are named for members of the Board of Trustees or administrators; of the four high schools, two are named for Texas heroes, one for a former superintendent, and one for the city. Students are made aware of how their individual school was named and when possible, are able to meet surviving namesakes.

SECTION ONE: THE SCHOOL SYSTEM

CHAPTER I. STATE-LOCAL ORGANIZATION

Texas Education Agency¹

Provisions for establishing and maintaining free and appropriate public education for the more than three million students in Texas are stated in Article VII, Sections 1-6a and 8 of the State Constitution. Section 1, support and maintenance of a system of public free schools, states:

A general diffusion of knowledge being essential to the preservation of the liberties and rights of the people, it shall be the duty of the Legislature of the State to establish and make suitable provision for the support and maintenance of an efficient system of public free schools.

The Texas Education Agency (TEA), created by the Gilmer Aiken Law in 1949, administers public education at the state level by directing the daily operation of the local independent school districts through its regulatory authority. The Texas State Constitution gives most of the authority to local districts. The interest in equalizing and upgrading the quality of education across the state has led to an increased role for the state Legislature.

The TEA is a three-part administrative framework providing leadership, service, and the necessary regulation of the state's public school system.

State Board of Education

Consisting of one elected member from each of the United States congressional districts (27 in 1983), the State Board of Education (SBOE) sets policy for the State Department of Education. The SBOE reviews the educational needs of the state, adopts plans to meet those needs, and evaluates the achievements of the educational program. It establishes accreditation regulations, appoints members to the State Textbook Committee, and executes contracts for purchasing instructional aids. It directs the investment of the Permanent School Fund (see Chapter VII. FINANCE), and sets policy for state public school finance. The members also serve on the State Board of Vocational Education. Here they cooperate with the federal government by administering federal funds for vocational education to the local districts. The SBOE holds six regular meetings and four called meetings each year. All meetings are in Austin on the second Saturday of the month and are open to the public.

Commissioner of Education²

Appointed by the State Board of Education, with the consent of the Senate, to a four-year contract, the commissioner is the chief executive officer for the Texas Education Agency as well as the executive officer of the State Board of Education. The commissioner is responsible for promoting efficiency and im-

provement in public education, and for providing information needed by the State Board for its deliberations.

State Department of Education

Eight deputy commissioners and nine associate commissioners provide staff support to the office of the commissioner, the State Board, and to local districts regarding professional development, agency administration, planning, research, curriculum, school support, finance and program administration, and investments.

State Law

The Texas Education Code is the compilation of the state statutes governing the public schools. The *Texas School Law Bulletin*, containing current laws and other statutes pertinent to the operation of public schools in this state, is available through the Texas Education Agency to school districts and citizens. Official distribution includes superintendents, school boards, libraries, and other educational offices.

The Sixty-Seventh Texas Legislature amended the Texas Education Code by enacting House Bill 246 in 1981. This law directed the revision of the state approach to public school curriculum by repealing all previous laws requiring courses or subjects to be taught, and established 12 subject areas that will constitute a well-balanced curriculum for each school district that offers kindergarten through grade 12. The State Board was charged with designating the essential elements of each subject and requiring each school district to provide instruction on those elements at appropriate grade levels. In order to achieve full accreditation status, a district must provide instruction in the essential elements specified by the Board. Following two years of public hearings, adoption of rules to implement the law took place March 10, 1984. Implementation of the new Board rules begins with the fall semester of 1984 to be fully in place by the 1985-86 school term.

Accreditation

The TEA has established an accountability/renewal-based accreditation plan. The statutory mandate enacted by the Sixty-Fourth Texas Legislature, Sections 16.051 and 16.053 of the Texas Education Code, require that "beginning with the 1977-78 school year each school district must be accredited by the Central Education Agency as a condition for . . ." receiving state funding.

Continuous five-year cycle of the accreditation process for all independent school districts involves three basic steps. First, student learning goals are developed or updated through a process of review by citizens, school board members, and school district staff. Next, a self-study is conducted to identify where those goals are and are not being met. Finally, a five-year educational plan to meet goals and objectives is developed and implemented by school district staff and the Board of Education. Progress is evaluated and submitted for review by the accreditation staff at the TEA.

The Arlington Independent School District has received full accreditation from the Texas Education Agency since 1977. The AISD secondary schools also receive accreditation from the Southern Association of Colleges and Schools. This second accreditation ensures that credits of AISD graduates will be accepted at institutions of higher education of their choice.

¹Texas Education Agency, "TEXAS EDUCATION AGENCY: LEADERSHIP FOR THE PUBLIC SCHOOL SYSTEM," TEA, GEO 40206, 1980.

²Ibid.

Textbook Adoption

Under the Texas Education Code, school districts are required to use textbooks adopted by the State Board of Education. Texas Education Agency (TEA) specialists in subject areas design an annual textbook proclamation to meet specific needs projected over several years. The Commissioner of Education recommends outstanding teachers and administrators for appointment to the 15-member State Textbook Committee. Public hearings provide opportunities for citizen comment on proposed materials. The commissioner submits the list of books recommended by the textbook committee to the State Board for adoption. The Board and commissioner may delete books from the list but may not add to it. The State Board negotiates contracts with publishing firms and arranges for storage and shipment of the new material. The commissioner makes the purchases with the consent of the State Board. No contract can run longer than six years unless new material is unavailable, in which case extensions can be made. The State Board may adopt no fewer than three or more than five books unless fewer than three are available in a particular area. The list of approved books is sent to local districts for adoption. (See Addendum I.1 for local timeline.) The annual purchase of textbooks is financed by the State Textbook Fund, a regular appropriation set aside by the Legislature from the Available School Fund, at no cost to the students or local districts.

Addendum I. 1

TIMELINE: LOCAL TEXTBOOK ADOPTION

November	<p>The Superintendent names a 15-member Central Textbook Committee and forms subcommittees.</p> <p>By law, the Central Committee is chaired by the superintendent and includes a minimum of eight teachers. Parents and other educators are included. Subcommittees involve teachers whose field of study is in the area of the text adoption. The texts are read and an opinion is put in writing and submitted to the Central Committee.</p>
November and December	<p>Meetings with consultants, directors and coordinators from each building are scheduled to arrange for the distribution of sample texts and inclusion of parent reaction.</p> <p>Subcommittee meetings include a formal textbook hearing with publishers, and discussions on how the various texts will be used in the AISD curriculum.</p>
January	<p>Local newspapers announce that the samples of the textbooks approved by the State Board of Education are available in the main library and in the libraries of each school for inspection by PTA committees, parents, and other interested individuals.</p>
February	<p>Subcommittees make a final report to the Central Textbook Committee.</p> <p>The superintendent takes all letters from the subcommittees as well as from the public regarding the proposed texts and submits them to the 15-member committee to help in the decision-making process.</p>
March	<p>Formal textbook adoption by the AISD Board of Trustees is scheduled to take place at a regular Board meeting.</p> <p>All texts from the list are "adopted" but only one text per subject matter is ordered. This facilitates a change of text should a problem arise with the first text ordered.</p>
April	<p>Notification of formal adoption of texts is sent to the Texas Education Agency and the books are ordered for use the following fall semester.</p>

CHAPTER II: BOUNDARIES AND SIZE

The legal boundaries of the Arlington Independent School District are the Fort Worth city limits on the West, Trinity River on the North, Tarrant County Line on the East and the Mansfield and Kennedale school districts on the South. The AISD encompasses 94 square miles and includes the municipalities of Arlington, Pantego, Dalworthington Gardens, and the western part of Grand Prairie that lies in Tarrant County. The boundaries can be changed by an annexation process prescribed by law, but cannot be organized across county lines.

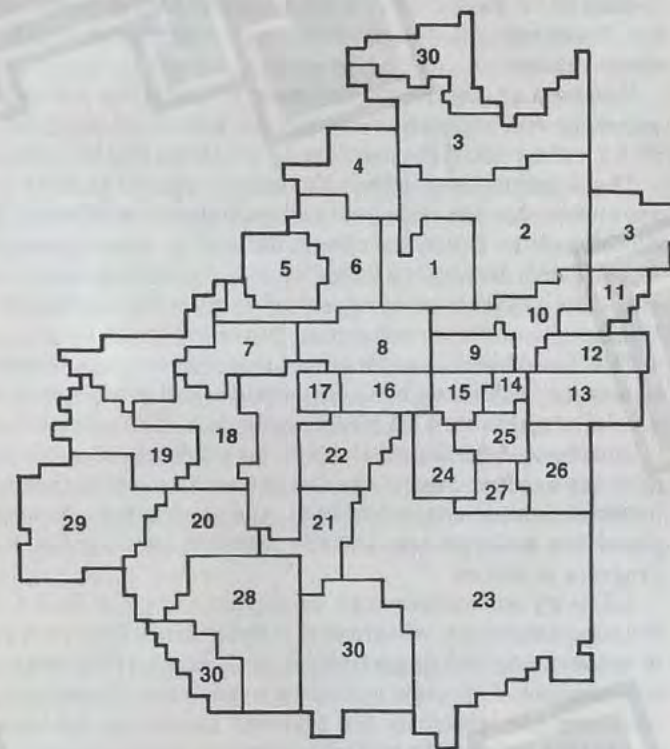
The population of Arlington, approximately 185,000 has an average family size of 2.6 people. According to the League of Women Voters of Tarrant County *City Study*, the population in Arlington is younger than that of the rest of Tarrant County with a median age of 26.3 years. Thirty-five percent of the residents have an effective buying income greater than \$25,000 annually. The student population, approximately 34,000 in 1982-83, is 19 percent of the total. It reflects the ethnic composition of the community — two percent Asian, five percent Black, four percent Hispanic, and 89 percent White. Minority students comprise 18.5 percent of the Sam Houston High School student body, 4.5 percent of Arlington High School, 9.1 percent of Lamar High School, and 5.5 percent of James Martin High School.

The City of Arlington has been growing at an annual rate of approximately 10 percent since 1970, but the AISD student population growth is much slower at an average annual growth rate of 3.77 percent during the same period. The student population is redistributing, allowing the central part of the district to stabilize. The North and Northeast have grown at a somewhat slower rate than the South and Southwest. The redrawing of secondary school boundary lines to reflect the population shift occurred in the spring of 1983. School boundaries are reviewed each spring and usually have been changed to accommodate the opening of a new school. Due to the construction of two new elementary schools in the southeast and southwest sections of the city, elementary school boundaries will again be redrawn.

ADDENDUM II.1

MAP OF THE SCHOOL DISTRICT BY ELEMENTARY SCHOOL BOUNDARIES

1. Speer
2. Roquemoire
3. Sherrod
4. Butler
5. Pope
6. Wimbish
7. Duff
8. Swift
9. Crow
10. Berry
11. Roark
12. Thornton
13. Johns
14. Rankin
15. Blanton
16. South Davis
17. Hill
18. Dunn
19. Ditto
20. Little
21. Key
22. Short
23. Foster
24. Morton
25. Goodman
26. Atherton
27. Amos
28. Wood
29. Miller
30. Balance of City



Arlington Initiative, "Arlington Initiative Movement," *Arlington Citizen-Journal*, September 18, 1983. Reprinted with permission.

CHAPTER III: BOARD OF EDUCATION

Organization and Duties

The local Board of Education is composed of seven trustees who are elected on a non-partisan ballot by plurality for three-year overlapping terms. Candidates run at large by place number. Should a vacancy occur, the position is filled by a majority vote of the Board until the next regular trustee election. The legal requirements for the position of trustee are stated in the Texas Education Code, Section 23.19: Each trustee must qualify by taking an oath of office, reside within the boundaries of the district, be a registered voter, and serve without compensation.

Members of the Board organize by electing a president, vice-president, secretary and assistant secretary for a term of one year. This is done at the first meeting after the election by majority Board vote.

The Board of Education is the legal agent of the state to govern the district and ensure that the state laws and guidelines are followed. The roles and responsibilities of the Board are clearly defined by state statute and local policy. The *Board Policy Manual* is a compilation of all policies that govern the district. This manual is available on every school campus and in the administration building for any citizen to review during business hours.

The Board hires by contract bid independent consultants such as lawyers, accountants, architects, bond consultants, and other specialists when needed for special projects such as building plans or fiscal matters.

Members of the Board are reimbursed for reasonable travel expenses when carrying out functions of the district such as attendance at state, regional, and national conventions, workshops, and conferences. Research regarding a proposed new program may include travel to another district to review a similar program in action.

Advisory committees may be appointed by the Board, with the approval of the superintendent, whenever it is determined that such groups may be helpful in determining and implementing policies. In 1983, two such committees were in operation. The superintendent's Advisory Committee, composed of seven members nominated by the trustees and seven school district professionals nominated by the administration, met to discuss matters of program and procedure throughout the district. During the spring, a special committee appointed by the Board was charged with the responsibility of assisting in the redrawing of secondary school boundary lines to accommodate growth and student population shifts within the district. The administration frequently includes advisory committees for special program planning such as the volunteer program, the gifted and talent program, special education, etc. These committees are not appointed by the Board.

In matters of controversy within the district, a hearing by the Board can be scheduled upon request. Should the decision be unsatisfactory, the next avenue of appeal is the State Board of Education and/or the courts.

The Board is a member of the Texas Association of School Boards (TASB), which reviews local policy in terms of statutory requirements, lobbies the Legislature, and publishes the *Book of Texas School Governance*. Before formal presentation of a recommendation by the administration to the Board, the legalities of such recommendations are reviewed by the TASB. Updates of the state policy are sent to the Board and are adopted monthly.

School Board Meetings

Regularly scheduled School Board meetings are held the first and third Tuesdays of each month at 7:00 P.M. The meetings are held in the Board Meeting Room of the administration building at 1203 West Pioneer Parkway. All meetings are open to the public, and the agenda for each meeting is posted on the front of the administration building 72 hours in advance. The local newspapers also are notified about scheduled meetings. Citizens may request that the agenda be mailed to them by calling the office of the superintendent. Emergency meetings require only a two-hour prior notice.

Citizens may, by written request, be placed on the agenda to address the Board. They may also speak on any subject for up to five minutes during the "open forum" period at the beginning of each meeting. Cards to be filled out are made available for this purpose before the meetings begin. Two members of the Board, constituting a motion and a second, may request an item to be included on the agenda. Four members constitute a quorum for the purpose of conducting business, and all decisions require a majority vote.

Special "called meetings" can be scheduled for conducting business or for discussion and/or work sessions. These can be called by the Board at any time and are held in the same room as the regularly scheduled meetings. All called meetings are open to the public and the same method of notification mentioned above is used. Work sessions are often scheduled immediately before or after business meetings. Media are usually represented at the meetings.

In accordance with the Open Meetings Act, the Board may adjourn into closed session to discuss legal matters, real estate transactions, personnel, or discipline considerations. This closed session is termed an "executive session" and may come at any point on the agenda. Official minutes, not a transcript, of each meeting are kept on file in the office of the superintendent and may be reviewed during regular office hours.

Trustee Election

As prescribed in the Texas Education Code, Section 23.08a, the date for the election of school board trustees is the first Saturday in April. Voting machines are used and the polls are open from 7:00 A.M. to 7:00 P.M.

To qualify as a candidate for the election, one must file for office in writing with the superintendent's secretary at least 30 days before the election, reside within the state 12 months and within the district six months before the filing deadline, be a registered voter, and have signed and notarized a loyalty oath. There is no filing fee in Texas.

The election official for the Arlington Independent School District is the assistant superintendent for finance. The role of election official is to ensure a well-organized and smoothly run election following the guidelines set forth in the Texas Election Code. To do this, polling places are coordinated with the other governmental entities that may have scheduled elections on the same day, i.e., the City of Arlington or the Tarrant County Junior College District. It is also the election official's responsibility to hold a school of instruction for the election judges and clerks who will be assigned to each polling place. Should there be any difficulties or irregularities at a polling place, the election official is notified.

CHAPTER III: BOARD OF EDUCATION

Organization and Duties

The local Board of Education is composed of seven trustees who are elected on a non-partisan ballot by plurality for three-year overlapping terms. Candidates run at large by place number. Should a vacancy occur, the position is filled by a majority vote of the Board until the next regular trustee election. The legal requirements for the position of trustee are stated in the Texas Education Code, Section 23.19: Each trustee must qualify by taking an oath of office, reside within the boundaries of the district, be a registered voter, and serve without compensation.

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The Board of Education is the legal agent of the state to govern the district and ensure that the state laws and guidelines are followed. The roles and responsibilities of the Board are clearly defined by state statute and local policy. The *Board Policy Manual* is a compilation of all policies that govern the district. This manual is available on every school campus and in the administration building for any citizen to review during business hours.

The Board hires by contract bid independent consultants such as lawyers, accountants, architects, bond consultants, and other specialists when needed for special projects such as building plans or fiscal matters.

Members of the Board are reimbursed for reasonable travel expenses when carrying out functions of the district such as attendance at state, regional, and national conventions, workshops, and conferences. Research regarding a proposed new program may include travel to another district to review a similar program in action.

Advisory committees may be appointed by the Board, with the approval of the superintendent, whenever it is determined that such groups may be helpful in determining and implementing policies. In 1983, two such committees were in operation. The superintendent's Advisory Committee, composed of seven members nominated by the trustees and seven school district professionals nominated by the administration, met to discuss matters of program and procedure throughout the district. During the spring, a special committee appointed by the Board was charged with the responsibility of assisting in the redrawing of secondary school boundary lines to accommodate growth and student population shifts within the district. The administration frequently includes advisory committees for special program planning such as the volunteer program, the gifted and talent program, special education, etc. These committees are not appointed by the Board.

In matters of controversy within the district, a hearing by the Board can be scheduled upon request. Should the decision be unsatisfactory, the next avenue of appeal is the State Board of Education and/or the courts.

The Board is a member of the Texas Association of School Boards (TASB), which reviews local policy in terms of statutory requirements, lobbies the Legislature, and publishes the *Book of Texas School Governance*. Before formal presentation of a recommendation by the administration to the Board, the legalities of such recommendations are reviewed by the TASB. Updates of the state policy are sent to the Board and are adopted monthly.

School Board Meetings

Regularly scheduled School Board meetings are held the first and third Tuesdays of each month at 7:00 P.M. The meetings are held in the Board Meeting Room of the administration building at 1203 West Pioneer Parkway. All meetings are open to the public, and the agenda for each meeting is posted on the front of the administration building 72 hours in advance. The local newspapers also are notified about scheduled meetings. Citizens may request that the agenda be mailed to them by calling the office of the superintendent. Emergency meetings require only a two-hour prior notice.

Citizens may, by written request, be placed on the agenda to address the Board. They may also speak on any subject for up to five minutes during the "open forum" period at the beginning of each meeting. Cards to be filled out are made available for this purpose before the meetings begin. Two members of the Board, constituting a motion and a second, may request an item to be included on the agenda. Four members constitute a quorum for the purpose of conducting business, and all decisions require a majority vote.

Special "called meetings" can be scheduled for conducting business or for discussion and/or work sessions. These can be called by the Board at any time and are held in the same room as the regularly scheduled meetings. All called meetings are open to the public and the same method of notification mentioned above is used. Work sessions are often scheduled immediately before or after business meetings. Media are usually represented at the meetings.

In accordance with the Open Meetings Act, the Board may adjourn into closed session to discuss legal matters, real estate transactions, personnel, or discipline considerations. This closed session is termed an "executive session" and may come at any point on the agenda. Official minutes, not a transcript, of each meeting are kept on file in the office of the superintendent and may be reviewed during regular office hours.

Trustee Election

As prescribed in the Texas Education Code, Section 23.08a, the date for the election of school board trustees is the first Saturday in April. Voting machines are used and the polls are open from 7:00 A.M. to 7:00 P.M.

To qualify as a candidate for the election, one must file for office in writing with the superintendent's secretary at least 30 days before the election, reside within the state 12 months and within the district six months before the filing deadline, be a registered voter, and have signed and notarized a loyalty oath. There is no filing fee in Texas.

The election official for the Arlington Independent School District is the assistant superintendent for finance. The role of election official is to ensure a well-organized and smoothly run election following the guidelines set forth in the Texas Election Code. To do this, polling places are coordinated with the other governmental entities that may have scheduled elections on the same day, i.e., the City of Arlington or the Tarrant County Junior College District. It is also the election official's responsibility to hold a school of instruction for the election judges and clerks who will be assigned to each polling place. Should there be any difficulties or irregularities at a polling place, the election official is notified.

CHAPTER IV: ADMINISTRATION

Superintendent

The superintendent is appointed directly by and is responsible to the Board of Education. The state requires that the superintendent hold a master's degree and a valid superintendent's certificate issued by the Texas Education Agency (TEA). Local qualifications are determined by the Board and include prior teaching and administrative experience. Local policy states that the "role of the superintendent in the operation of the schools shall be one of leadership, administration, and management." The superintendent is appointed for a term not to exceed five years. The AISD assigns a three-year "rollover" contract whereby the superintendent is reviewed annually and the contract is "rolled-over" for a new three-year term. The salary, reportedly lower than that of other area superintendents in districts of comparable size, was \$67,686 in 1982-83 and \$73,778 in 1983-84.

Assistant Superintendents and Administrative Assistants

Each position of assistant superintendent is assigned areas of responsibility by and reports to the superintendent. Four AISD assistant superintendents were appointed for two-year terms in 1984 and the pay schedule was \$38,950 - \$49,130.

The assistant superintendent for instruction is responsible for curriculum development and implementation. This position provides for two administrative assistants, one each for elementary and secondary education. The assistant superintendent for administration is supported by one administrative assistant in directing the management of School Board Policy and administrative personnel. The assistant superintendent for planning and personnel manages student services, school population distribution (i.e., boundaries), personnel records, and hiring procedures. The assistant superintendent for finance directs the fiscal policies and procedures and serves as the election official for the district. The administrative assistants for finance and for plant services report to the assistant superintendent for finance. The certification credentials for each administrative assistant are the same as those for assistant superintendents.

Principals and Assistant Principals

The building principals occupy key positions in the administrative organization of the AISD. They report to the superintendent and assistant superintendents regarding the daily operation of the schools. The organization is arranged to allow for decentralized control of individual schools. Principals are expected to be thoroughly familiar with the areas of the community served by their schools and with the needs of their schools' faculty, staff, and students.

Each school has a principal and all secondary schools have at least one full-time vice principal. Student enrollment in the elementary school determines the need for a vice principal. Schools with enrollments of more than 800 students have full-time vice principals; schools with enrollments of 650-800 students or with extenuating circumstances such as a special program offered, may receive part-time vice principals who also serve as teachers.

Each principal must hold an earned bachelor's degree from an accredited college or university, a valid administrative certificate issued by the TEA, and "past training and experience and professional competence in their field" as re-

quired by local policy. Principals have administrative responsibility and instructional leadership for discipline, planning, operation, supervision and evaluation of the educational program to which they are assigned. They submit recommendations to the superintendent concerning assignment, evaluation, promotion and dismissal of all personnel assigned to their schools.

Administrative Support Personnel

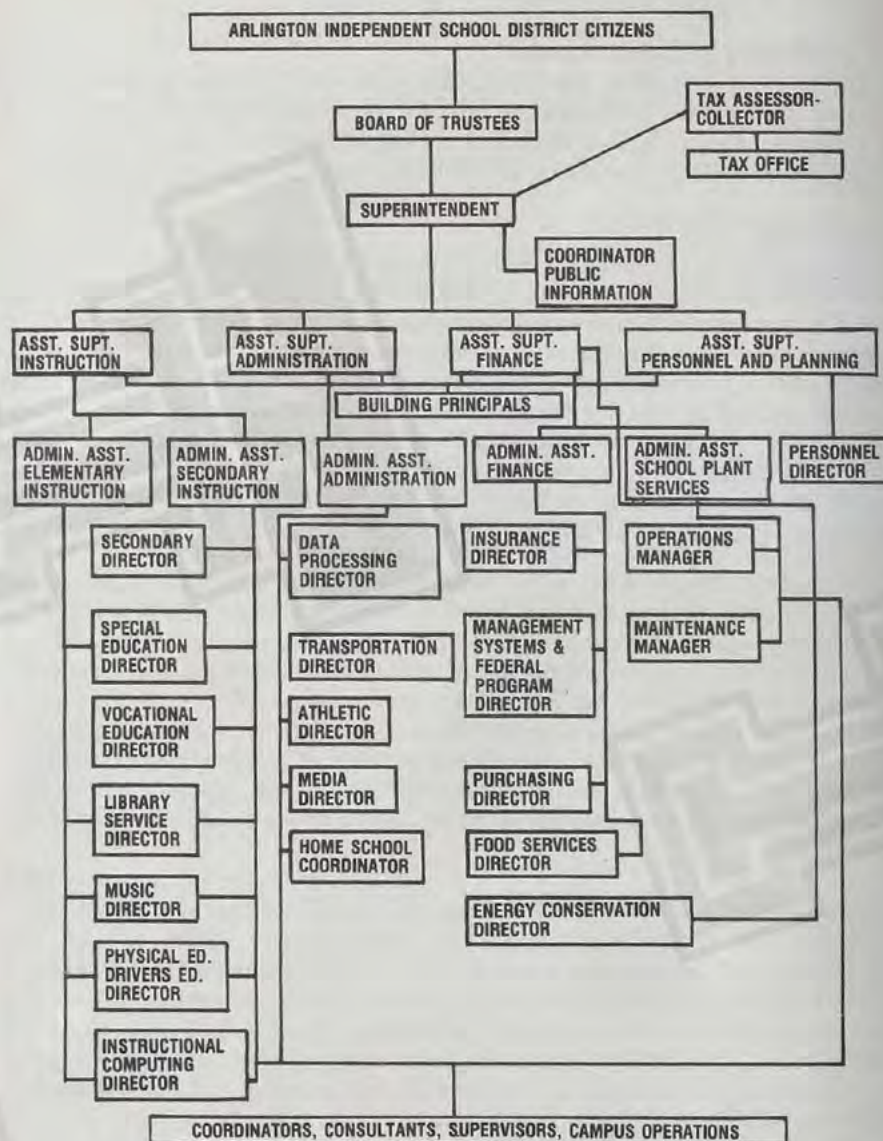
Directors, coordinators, consultants, and supervisors provide services in many specific areas for the principals and through the principals for the teaching staff. They are specialists in their fields and are responsible for compliance with state and federal regulations, staffing, and ensuring the success of the school program.

Employment

The Arlington Independent School District had 103 administrators in 1983 with a four percent ethnic minority composition. Administrative positions are filled from a list of educators applying to move up through the ranks from within or from other systems. There is no intern program for administrators *per se* nor is a list of interested applicants maintained. Openings are advertised within the district, and application must be in writing within two weeks of the announced vacancy. The Southern Association of Colleges and Schools, an organization providing standards for accreditation of the AISD secondary schools, requires administrators to acquire six hours of college credit every five years until 30 hours beyond the master's degree have been obtained.

ADDENDUM IV.1

ADMINISTRATIVE ORGANIZATION



CHAPTER V: TEACHERS

Employment

The Arlington Independent School District employs teachers who hold a minimum of a bachelor's degree, Texas Education Agency (TEA) teaching certification, a signed code of ethics for Texas educators, and who meet minimum health requirements. All degrees held by AISD teachers must be from institutions approved by the TEA. Certification requirements differ for elementary and secondary teaching certificates. It is necessary to have a minimum of 18 semester hours of an academic specialization and 30 semester hours of professional development (including six semester hours of student teaching) to qualify for elementary certification. A minimum of 24 semester hours in each of two teaching fields plus 18 semester hours of professional development (including six semester hours of student teaching) is necessary for a secondary teaching certificate. The minimum health requirement is a tuberculin skin test.

All teachers are hired by the Board of Education. Application is made through the personnel office and employment is recommended after consultation with the building principal and the assistant superintendent for personnel and planning. A probationary contract is issued to all beginning teachers meeting satisfactory service requirements. The continuing contract is automatically renewed each year for those with satisfactory service.

Professional Growth

Teachers are evaluated each year by their building principal. The evaluation process emphasizes self-assessment and is intended to enhance professional growth. Informal reviews with administrative staff provide support in determining appropriate professional growth and improvement activities.

Inservice training provides customized professional growth for AISD teachers by providing programs of instruction during class hours within the school district. The AISD provides the state-mandated eight days of inservice instruction by holding an inservice week at the beginning of the school year plus three inservice days interspersed throughout the year. Inservice programs include new teacher inservice, district-wide inservice, team leader inservice, principal inservice, and specialized topics for individual teaching fields and interests.

Pay differentials are used as incentives for further professional education. Professional personnel with bachelor's degrees are encouraged to earn six semester hours graduate credit and those with master's degrees are encouraged to earn three semester hours graduate credit each five years. Salary increments from \$20 to \$60 per month are awarded for various amounts of graduate credit earned while under contract with the AISD.

Salaries

Teacher salaries are funded by state and supplemented with local monies. The state minimum salary index by pay grades and steps is established in the Texas Education Code, and the annual increase in the base salary is provided for in the General Appropriations Act of the Texas Legislature. The local Board of Education provides supplemental funding based on available property tax revenues. This supplemental increase is a fixed percentage for all teachers and is reflected in the local salary schedule (see Addendum V.2). Advancement

on the salary schedule by steps and half-steps is determined by years of experience and graduate degrees, and job descriptions determine pay grades. Additional salary increments are available for extra duties such as lead teacher, department and grade level leaders, coaches, etc. (see Addendum V.2), and as incentives for additional college credit.

Faculty

The AISD reported in the fall of 1983 a total 2,126 teachers and nine part-time teachers. Among those are 870 or 41 percent with advanced degrees and 27 holding emergency teaching certificates (i.e., not all requirements for certification have been met at the time of employment). The state requires that an average ratio of at least one certified teacher for every 25 students be maintained. The AISD reported in 1983 a ratio of one regular classroom teacher for every 24.42 elementary students or, when special teachers were included, a ratio of one teacher for every 19.33 elementary students, and one teacher for every 19.39 secondary students. Additions to the teaching staff have been made primarily to meet increasing student enrollment, with some staff added for new programs.

Substitute teachers are recruited through graduate schools, community groups, and public information sources. They are required to hold bachelor's degrees, meet the same health requirements as regular teachers, and attend special inservice training programs. Substitutes were paid \$40 a day in 1983 and \$45 a day after five consecutive days in the same class.

Teachers' aides are employed to assist with special education and physical education. Aides must have a high school diploma, although many are working on college degrees. Also, in 1983 community volunteers provided 31,919.25 hours in clerical and classroom aid through SERVA (Supplementing Educational Resources with Volunteers in Arlington).

Elementary schools have grade level lead teachers who carry out a variety of administrative, coordinating and liaison functions for their grade levels. Lead teachers must have master's degrees and three years' teaching experience. Secondary schools have department leaders and level leaders. Three years' teaching experience and master's degrees are preferred for level leaders and required for department leaders. Both positions provide administrative leadership within the departments of each school and serve as the liaison between grade levels and department or between the central department of instruction and the departments within each building.

Elementary and secondary lead teachers are paid above the regular salary as compensation for the additional duties and time required; they are not relieved of any teaching responsibilities. Listed among the responsibilities of the lead teacher are collecting and forwarding recommended curriculum changes, conducting inservice training programs, accepting student teachers, compiling the departmental/grade level budget, and allocating supplies and equipment.

Retirement

Teachers are members of the Teacher Retirement System of Texas which provides for eligibility for supplementary accrued service benefits after 10 continuous years of service upon retirement. Retirement is automatic at age 70, but may take place as early as age 55.

Professional Organizations

Three teachers' organizations, the Texas State Teachers Association, the Classroom Teachers Association, and the Association of Texas Professional Educators, are active in Arlington. Concerns of the membership are related to the administration and Board of Education, and no organization has the official power to negotiate contracts.

The Board of Education recommended that a communication committee for teachers be established in 1981. The communication committee is made up of representatives who are elementary and secondary teachers nominated and elected by their peers. This committee receives items submitted by teachers for discussion, studies issues by subcommittee and determines appropriate action to be recommended. All recommendations are first sent to the superintendent and then presented to the Board. Because of the unique nature of this committee, its influence is said to be greater than that of the three professional teacher organizations.

ADDENDUM V.1

SALARY SCHEDULE FOR TEACHERS 1982-1983 AND 1983-1984 Paygrade 7: Bachelor's Degree

Teacher - BA Degree Paygrade 7 Teachers-BA
Days 183 Percent Increase 3.00%
10 Months

STEP	EXPERIENCE	1982-83	ADJUSTMENT 400	STEP	EXPERIENCE	1983-84	TOTAL % INCR
		LOCAL SALARY				LOCAL SALARY	
				0	0	15068	5.90
0	0	14229		1	1	15520	9.07
1	1	14633		2	2	15986	9.24
2	2	15048		3	3	16465	9.42
3	3	15505		4	4	16959	9.38
4	4	16018		5	5	17553	9.58
5	5	16571		6	6	18167	9.63
6	6	17166		7	7	18803	9.53
7	7	17817		8	8	19461	9.23
8	8	18496		9	9	20142	8.90
9	9	19244		10	10	20948	8.85
10	10	20019		11	11	21786	8.82
10 +	11	20435					10.87
11	12	20850		12	12 - 13	22657	8.67
11 +	13	21265					10.81
11 +	14	21265					10.81
12	15	21680					8.69
12	16	21680		13	14 - 17	23563	8.69
12 +	17	22096					10.91
12 +	18	22096					10.91
13	19	22511					8.86
13	20	22511					8.86
13	21	22511		14	18 - 22	24506	8.86
13 +	22 +	22949					11.06
14	NA	22949		15	23 +	25486	11.06

Finance Department, "Salary Schedule, 1983-1984," p.17, Arlington Independent School District. Reprinted with permission.

ADDENDUM V.2

SALARY SCHEDULE FOR TEACHERS 1982-1983 AND 1983-1984 Paygrade 8: Master's Degree

Teacher - MA Degree Paygrade 8 Teachers-MA
Days 183 Percent Increase 3.00%
10 Months

STEP	EXPERIENCE	1982-83	ADJUSTMENT 400	STEP	EXPERIENCE	1983-84	TOTAL % INCR
		LOCAL SALARY				LOCAL SALARY	
				0	0	16619	8.73
0	0	15285		1	1	17118	11.99
1	1	15782		2	2	17631	11.72
2	2	16295		3	3	18160	11.45
3	3	16849		4	4	18705	11.01
4	4	17444		5	5	19360	10.98
5	5	18094		6	6	20037	10.74
6	6	18773		7	7	20738	10.47
7	7	19520		8	8	21464	9.96
8	8	20296		9	9	22216	9.46
9	9	21127		10	10	23104	9.36
10	10	21957		11	11	24028	9.43
10 +	11	22373					11.69
11	12	22788		12	12 - 13	24989	9.66
11 +	13	23197					12.04
11 +	14	23197					12.04
11 +	15	23197					12.04
11 +	16	23197					12.04
12	17	23605					10.10
12	18	23605		13	14 - 19	25989	10.10
12 +	19	24020					12.53
12 +	20	24020					12.53
13	21	24435					10.61
13	22	24435					10.61
13	23	24435		14	20 - 24	27029	10.61
13 +	24	24851					13.11
13 +	25	24851					13.11
13 +	26	24851					13.11
13 +	27	24851					13.11
13 +	28	24851					13.11
14	29 +	25266		15	25 +	28110	11.26

Finance Department, "Salary Schedule, 1983-1984," p. 18, Arlington Independent School District. Reprinted with permission.

ADDENDUM V.3

SPECIAL DUTY INCREMENT

Instructional Assignments	
Department Chairman (Secondary)	\$ 595
Level Leader (Secondary)	300
Lead Teacher (Elementary)	595
Journalism, High School	330
*Speech, Drama, Debate, High School	330
Industrial Arts, High School and Junior High	490
Band and Music - High School	
Vocal Music	1780
Assistant Vocal Music	300
Band Director	3255
Assistant Band Director	1620
Orchestra Director	890
Band and Music - Junior High	
Band Director	1485
Assistant Band Director	815
Orchestra Director	740
Vocal Music	430
Other Special Duty Assignments	
Head Nurse	1610
High School Drill Team Sponsor	815
High School Cheerleader Coordinator	330
High School Cheerleader Sponsor	270
Junior High Cheerleader Coordinator (one per school)	330
Junior High Cheerleader Sponsor (two per school)	200
Student Teacher Duty	220
Professional Growth and Doctoral Increment	Refer to Board Policy #DMC

*Note: No more than two increments per employee may be claimed in this category. All other categories - one increment per employee.

Finance Department, "Salary Schedule, 1983-1984," p. 19-20, Arlington Independent School District. Reprinted with permission.

SPECIAL DUTY INCREMENT

Continued

Athletic Staff

High Schools	
High School Coaches - Major Assignments	
Football, Basketball, Volleyball	
Coach	\$2450
Assistant Coach	2090
B-Team Coach	1675
Golf	
Coach	1610
Tennis	
Coach	1460
Swimming	
Coach	1610
Increments for Additional Assignments	
Coach of Track, Baseball, Soccer	1225
All other assignments in addition to major duty assignment	650
Trainers	2450
Early Reporting - For all coaches who are required to report before the teacher report date. The Director of Athletics will designate early start dates and what positions are affected. Under no circumstances will the early report date be more than ten workdays prior to the regular report date of teachers.	
	Teaching Daily Rate times number of days reporting early. Not to exceed ten days.

Junior High Schools

Athletic Coordinator	\$ 810
Junior High Coaches - Major Assignments	
Football, Basketball, Volleyball, Track	2060
(All major assignments would include assisting in other sports as assigned by Principal)	
Major Assignments for coach involved with only one team	650
Assignments for coach assisting with only one team	490
Early Reporting for Junior High	
See Early Reporting (High School)	
	Teaching Daily Rate times number of days reporting early. Athletic Coordinators not to exceed ten days. All other coaches not to exceed five days.

CHAPTER VI: SCHOOL PLANT AND FACILITIES

Building Facilities

The Arlington Independent School District had 44 school buildings in 1984 including two special education/special services buildings with plans underway for the addition of two elementary school. In addition, 58 portable units provided 116 more classrooms. (See Addendum VI.1 for building locations and sizes.) All buildings are fireproof and meet or exceed minimum safety standards. All schools are air conditioned.

Every school has an assembly room/lunch room, resource or special instruction room, music room, gymnasium, teachers' lounge, health clinic, and library. All secondary schools have two gymnasiums, playing/practice fields, eight-lane tracks, science laboratories, shops, art rooms, and homemaking art rooms. Two playing fields with buildings and an available press box are used for competitive programs.

Maintenance and Operation

The administrative assistant for plant services is responsible for building and maintenance supervision. Each school is cleaned daily, and more extensive maintenance is done during the summer. Every seven years, the interiors and exteriors of newer buildings are painted. Older buildings are painted every four years.

The director of energy conservation, a position added in the spring of 1983, is directly responsible to the assistant superintendent of finance. The duties of this director are to develop and maintain an energy conservation program for each school and the district as a whole.

Safety

City building codes and state accreditation requirements influence and dictate plant construction and maintenance. Each school is inspected annually by local health and fire officials. Building inspection is a part of the regular five-year Texas Education Agency accreditation process.

All buildings were inspected by Texas Department of Health and Region XI Service Center personnel in 1983 to determine if any buildings contained ceiling and/or insulation materials made with asbestos that could be released into the environment. The federal Environmental Protection Agency (EPA) established guidelines for the purpose of determining safe and toxic levels of freed asbestos particles in the air. All buildings were found to have safe environments but eleven buildings were identified as having asbestos-containing materials. A program for the removal or sealing of those materials to correct potential problems began in 1984.

Building Program

The assistant superintendent for finance is responsible for the Board-authorized building program and planning. Sites have been purchased for future buildings in various sections of the district. The City Planning and Traffic Departments are involved with site selections. Population trends are determined by the North Central Texas Council of Governments, City Planning Department

and school information. A capital improvements program is being developed and all construction is funded by bonds.

Three members of the Board of Education comprise the site selection committee. The Board contracts with an architect on a competitive bid basis. The architect oversees the construction of buildings. New buildings and sites are planned with enough flexibility to allow for new ideas in educational activities. Ideas from teachers, students, and citizens are included in plans for new schools and renovation of old buildings.

School Grounds

There are no state standards for size of school grounds; however, the AISD has established its own standards, similar to those in other districts in the area. Elementary schools have 10-12 acres, junior high schools have 20-25 acres, and senior high schools have 60-70 acres per campus. School grounds are regularly maintained by district personnel. An effort is made to locate elementary schools next to city parks. The school playgrounds are available for use after school, on weekends, and during the summer but no supervision or restroom facilities are provided. Landscaping (i.e., the inclusion of trees, shrubs and flowers) is not part of the original building program and is often a contribution from the Parent-Teacher Association (PTA).

Equipment and Supplies

Each facet of the AISD program is adequately equipped according to accreditation standards. Teachers, through their building principals, submit requests for supplies to the business department purchasing director. The district keeps an inventory of approximately 500 supply items, and individual schools order from that supply as if it were a store. The cost for supplies is subtracted from each school's budget allocation for supplies.

Those who will use the items ordered indicate the specifications of the items to be ordered, or the purchasing director determines the specifications by past performance. The terms and conditions of the contract plus the specifications are written by the purchasing director and the request for bids are published in local and area newspapers. On items of \$5,000 or more, sealed bids must be submitted; however, purchases of less than that are frequently made through the bidding process. The Board of Education has two, and possibly three, opportunities to consider purchases. The Board has the exclusive authority to adopt the annual budget with proposed expenditures, approve individual bids presented to the Board, and approve accounts payable each month.

Students are required to provide their own paper, pencils, pens, crayons, etc. A standardized list of school supplies by grade is available, but it may vary from teacher to teacher and from school to school.

Parent-Teacher Associations provide some instructional supplies and equipment. The PTA has a separate system for purchasing but often obtains the specifications and prices from the experience of the purchasing department. Proposed PTA gifts are not included in the schools' budget. If, however, the PTA donates an item that meets or exceeds district standards and that was scheduled to be purchased by the district, district funds are reallocated.

ADDENDUM VI.1

BUILDING LOCATION AND SIZES¹

NAME	ADDRESS/PHONE	AGE	SQ. FT.	ACRES	ENROLLMENT	
Senior High Schools					3/83*	3/9/84**
Arlington addition	818 West Park Row 460-2541	1956 1981	218,488 46,187	21.35	1532	1881
Lamar addition	1400 Lamar Drive 460-4721	1970 1981	170,188 9,912	44.54	1754	1779
Martin	4501 W. Pleasant Rdg. 483-0400	1982	267,000	76	973	1816
Sam Houston addition	2000 Sam Houston Dr. 460-6282	1970 1981	234,400 10,374	65	1384	1728
Bowie addition	701 Arbrook	1974 1981	213,302 11,135	70	1334	converted
Junior High Schools						
Bailey	2411 Winewood 460-3933	1968	107,390	16.47	1000	1044
Carter	701 Tharp 460-3242	1958	103,522	14	888	564
Ferguson	2315 Stonegate 460-7851	1962	74,083	14.32	605	620
Gunn addition	3000 S. Fielder Rd. 465-6381	1972 1981	111,537 8,369	17.93	1309	1099
Hutcheson addition	2101 Browning Dr. 460-6572	1963 1981	161,389 7,824	25.13	1435	1145
Nichols	1200 N. Cooper 460-7161	1960	73,708	20.94	1046	1010
Shackelford addition	2000 N. Fielder Rd. 460-7631	1975 1981	111,537 8,595	23.01	1048	1097
Young	3200 Woodside Dr. 457-7300	1979	122,000	20	1447	1478
Workman	701 Arbrook 465-4741	***	224,437	70	***	1248

* Arlington Public Schools, "Enrollment By Schools," Arlington Independent School District, March 28, 1983.

** Arlington Public Schools, "School Grade Tally," Arlington Independent School District, March 9, 1984.

*** As Bowie High School.

¹ Arlington Independent School District, "Site Record Update As Of 9-15-80, Revised," Arlington Independent School District.

BUILDING LOCATIONS AND SIZES Continued

NAME	ADDRESS/PHONE	AGE	SQ. FT.	ACRES	ENROLLMENT	
Elementary Schools					3/83*	3/84**
Amos	3100 Daniel 465-3181	1972	44,279	9.2	560	529
Atherton	2701 Overbrook 465-7111	1977	53,700	12.33	811	936
Berry	1800 Joyce 460-3741	1955	38,748	17.8	527	538
Blanton	1900 S. Collins 460-3546	1956	45,419	11.6	434	534
Butler	2121 Margaret 460-6831	1975	57,136	10.36	671	636
Crow	1201 Coke 460-3902	1959	37,100	2.97	431	432
Ditto	3001 Quail Ln. 451-6311	1977	59,918	14.7	817	732
C.C. Duff	3200 Lynwood 460-3591	1965	45,936	10	536	536
C.E. Dunn	2201 Woodside 457-3170	1973	59,916	8.78	903	872
Foster	1025 Highpoint 465-4702	1973	49,079	9.71	839	967
Goodman	1400 Rebecca 460-4751	1969	39,670	10	575	507
Hill	2020 W. Tucker 460-4691	1967	56,565	15.5	519	534
Johns	1900 Sherry 460-8421	1971	39,840	9.96	493	512
Key addition	3621 Roosevelt 465-4291	1975 1981	42,079 11,361	11.5	683	658
Little	4215 Little Rd. 478-9829	1969	36,000	9.95	727	813
Miller	6401 W. Pleasant Rdg. 478-4271	1981	68,700	11.95	906	927
Morton	2900 Barrington Place 465-3581	1977	48,700	9.2	577	565
Pope	901 Chestnut 460-4002	1969	49,687	10.19	580	525
Rankin	1900 Oleander 460-5621	1959	38,429	9.05	479	513
Roark	2401 Roberts 460-4226	1961	46,978	6.01	361	448

BUILDING LOCATIONS AND SIZES **Continued**

NAME	ADDRESS/PHONE	AGE	SQ. FT.	ACRES	ENROLLMENT	
Elementary Schools Con't.					3/83*	3/84**
Roquemore	[REDACTED]	1970	42,000	11.01	608	641
Short	[REDACTED]	1970	44,759	9.47	664	642
Sherrod	[REDACTED]	1980	67,000	9.4	663	727
South Davis	[REDACTED]	1956	37,377	9.43	479	437
Speer	[REDACTED]	1952	22,641	11.09	523	510
Swift	[REDACTED]	1970	47,243	8.96	464	486
Thornton	[REDACTED]	1956	54,398	10.3	611	597
Wimbish	[REDACTED]	1965	49,573	9.09	755	709
Wood	[REDACTED]	1980	61,000	15.09	915	1019
Veda Knox Special Education School	[REDACTED]	1955	16,567	1.82	68	68

Under Construction:
Ima Dell Fitzgerald, Southeast Arlington
Dean Corey, Southwest Arlington

NAME	ADDRESS/PHONE	SQ. FT.	ACRES
Other Buildings			
Administration Building	[REDACTED]	37,874	5.45
Tax Office	[REDACTED]	7,000	0.50
Kooken Special Services	[REDACTED]	26,431	3.97
Food Service Complex, Warehouse	[REDACTED]		
Warehouse and Bus Barn	[REDACTED]		21.64
Laundry		3,460	
Vehicle Maintenance		6,728	
Maintenance Shops		7,920	
Vehicle Wash Rack		2,160	
Supplies Building		11,280	

student and should be designed so that each student

BUILDING LOCATIONS AND SIZES **Continued**

NAME	ADDRESS/PHONE	SQ. FT.	ACRES
Other Buildings Cont.			
Bus Storage		36,560	
Food Service Office		1,400	
Maintenance Offices		1,400	
Wilemon Field	[REDACTED]		
Buildings		8,692	
Press Box		560	
Cravens Field	[REDACTED]		
Buildings		8,334	
Press Box		862	

CHAPTER VII: FINANCE

Approximately \$5 billion is spent each year on public elementary and secondary schools in Texas. The state provides 49 percent of this funding, the local districts 41 percent and the federal government 10 percent (see Table VII.1). The following brief description of the basis for distribution of state aid to public schools in Texas is taken from the 1980 League of Women Voters of Texas state study on public school finance.

Funding

Public elementary and secondary schools in Texas are primarily supported by funds from the state government. The Permanent School Fund (PSF) is provided for in Article VII, Section 2., of the State Constitution, and consists of lands (including mineral rights) set aside in 1839 for public school revenue needs. The income from this PSF plus one-fourth of all motor fuels tax and one-fourth of all occupational taxes constitute the Available School Fund (ASF). These ASF monies are allotted to local school districts based on average daily attendance (ADA) of the prior year in the form of a flat grant per pupil. Textbooks are also provided through this fund.

The Texas Foundation School Program (FSP) was established by passage of the Gilmer Aiken legislation in 1949. The concept underlying the FSP is that of state-local sharing. A local school district's FSP cost is determined by adding its personnel unit elements, a flat grant per ADA for operations (plus additional allotments for vocational and special education), a rate per mile for transportation (based on linear density plus an additional grant for vocational and special education transportation), categorical aid (which consists of compensatory aid that is a flat grant per number of students qualifying for the federal free lunch program, and a flat grant per enrolled student in vocational education), an allotment per student for bilingual education, and an allotment per student for gifted and talented programs.

The total of all these allotments is the individual school district's Foundation School Program cost. For each district, a Local Fund Assignment (LFA) is determined, based on the district's base, i.e., the state determines what share of the FSP a local district should bear. These LFA and ASF grants are subtracted from the district's FSP cost to determine how much FSP money a district will receive. It is possible that a local district with a large tax base would receive no FSP monies because its ASF flat grant and its LFA exceed the FSP costs for that district.

More often a district's LFA and ASF grants do not meet its FSP costs. In 1978-79, for example, about one-third of the state's local school districts had such low tax bases that they qualified for equalization aid. Equalization aid is a flat grant per ADA established in 1975 to offset differences among local districts.

Local funds raised over and above a school district's LFA are used for enrichment by the local district. This includes higher salaries, additional personnel, extra materials, and equipment. Sources of these local funds are fees, rental, current operations tax, etc. The local school districts in Texas bear the costs of financing school construction. This is done by local taxes assessed for debt service.

Federal funds are generally targeted for special programs, usually involving disadvantaged students in various categories. In addition, federal Impact Aid is available to those local districts where there is substantial federal tax-exempt property.

Budget and Tax Rate

The total 1982-83 general operating budget for the AISD was in excess of \$72.5 million (\$68.8 million, excluding food services and athletic fund budgets), 17.4 percent higher than the previous year. The proposed 1983-84 budget shows a 13.5 percent increase at \$83 million (\$78 million, excluding food services and athletic fund budgets). Local funds in 1982-83 provided 52 percent, state funds 46 percent, and federal funds two percent of the total revenue. Table VII.2 illustrates the total expenditures with instructional services using the largest portion at 70.4 percent of the total.

Local tax sources are the property tax on homes, businesses and other personal property. Approximately 43 percent of the local tax dollar is spent on schools. The amount of assessed property value in the AISD in 1982-83 was \$3.8 billion with the valuation per capita enrollment at \$130 thousand. The tax rate for 1982-83 was 87.2 cents/\$100 assessed value. The amount of assessed property value in 1983-84 was approximately \$5 billion and the proposed tax rate was 96.6 cents/\$100 assessed value. The state restricts the local districts to \$1.50/\$100 assessed value for current operating costs. School districts cannot borrow more than 10 percent of the total assessed value of the district's taxable property as prescribed by statute. The per pupil expenditure in 1983-84 was \$2,270.

Additional funds for schools can be collected from local sources by raising taxes, increasing the rental of school facilities, student fees, revenues from sporting events, interest on investments, sale of a la carte cafeteria foods, and sale of property and equipment. Money is also raised for individual schools by Parent-Teacher Association activities, although this is not reflected at any time in any school's budget.

Budgeting System

The "Zero-Based Budgeting" system used in the AISD was initiated in 1975-76. The budget is structured to reflect in financial terms the strategy for achieving the educational goals of the district. The budget process begins each fall when teachers are asked to determine their classroom needs for the following year. A budget review committee determines the guidelines to be used for reviewing individual school budgets.

Meetings are held in November and December with the principals and department heads to discuss the budgeting procedures for the upcoming year. Each building principal is given a *Budget Book* to use in writing that school's requests. This book contains general information about the district's budget philosophy, budget schedule, allotment figures for each department, definition of terms, and budget codes. The various codes on the budget figures indicate teacher/principal priorities that have been communicated through the curriculum committees and budget department. All budget requests are submitted to the budget review committee during the months March through May. The individual school budgets are compiled into one budget for the entire district. A preliminary review of the summarized budgets is presented to the Board of Education in June and July with

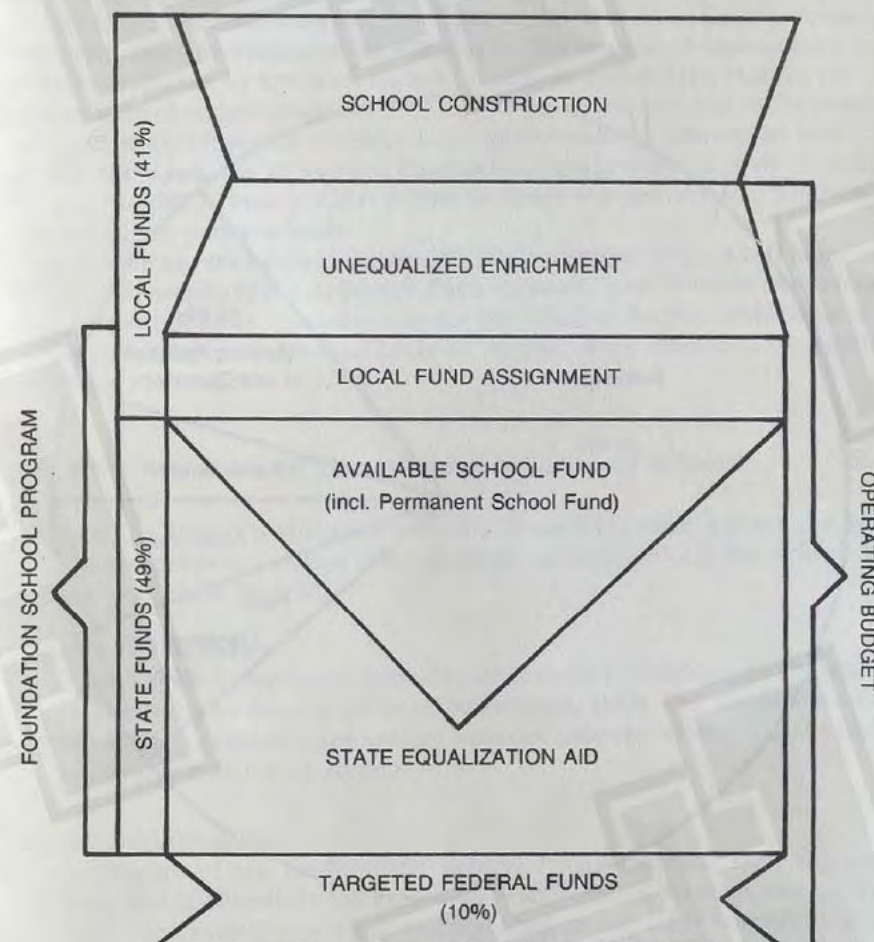
a salary forecast. These presentations are often made during work sessions of the Board.

Public notices in the newspapers announce open hearings on the budget in August as it is submitted to the Board of Education for adoption. Once the budget is adopted, a copy is sent to the Texas Education Agency. The Board also sets the tax rate, issues bonds for construction when necessary, sets tuition fees, sets salary rates, chooses an auditor and tax collector, and within the broad guidelines of the TEA, state, and federal statutes, distributes all monies. The assistant superintendent of finance prepares a financial statement each year that is submitted to an independent accounting firm for audit as well as to the TEA.

ADDENDUM VII.1

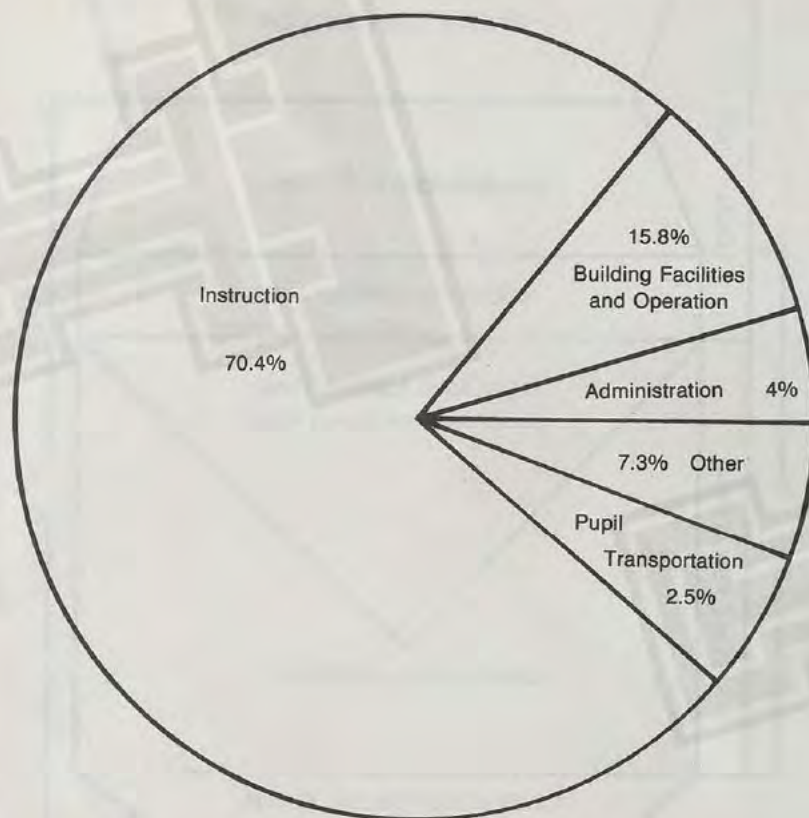
TEXAS SCHOOL DISTRICT FUNDING

1982-1983 OVERVIEW



Adapted from "The Basics of Texas School Finance," Billy D. Walker, p. 17, Texas Association of School Boards.

ADDENDUM VII.2
PERCENTAGE OF BUDGET EXPENDITURES
AISD 1983-1984 TOTAL BUDGET



Arlington Independent School District, *Current Statistics*, Arlington Independent School District, 1983-1984. Reprinted with permission.

SECTION TWO: THE SCHOOL PROGRAM
CHAPTER VIII: GOALS AND PHILOSOPHY

General statements of philosophy and goals of the public schools in Arlington are available in the Arlington Independent School District handbooks for students and teachers. Specific student instructional goals were developed as a requirement for state accreditation and adopted by the Board of Trustees in 1977. These goals, written in accordance with the State Board of Education's "Goals for Public Education in Texas," govern the first five-year priorities plan, 1977-1982 (see "Accreditation" in Chapter I). The original 16 instructional goals were reevaluated by trustees, citizens, students, and district staff in 1981 for the purpose of updating and prioritizing the objectives covered in the development of the next five-year priorities plan. After reviewing information from 1,784 people surveyed, the 16 student instructional goals were adopted unchanged in August, 1982. These goals continue to direct the instructional priorities of the Arlington public schools.

Following are the original statements as they appear in the AISD handbooks on the "Philosophy of the Arlington Public Schools," and "Goals of the Arlington Independent Schools." Included also are the "Sixteen Instructional Goals of the Arlington Independent School District," as they were written in the questionnaire for reevaluation in 1981.

Goals Of The Arlington Independent Schools¹

From the district's affiliation with the Texas Education Agency the following goals represent a unified effort to fulfill the philosophy of the Arlington Independent School District:

Student Development:

The Arlington Independent School District seeks to provide each student with the opportunity to develop personal knowledge, skills, and competence to his or her maximum capacity, and to learn behavior patterns which will make him/her a responsible member of society.

Intellectual Discipline:

Knowledge of the traditionally accepted fundamentals, such as reading, writing, and arithmetic in the early elementary grades, accompanied by studies in higher mathematics, science, history, English and other languages, as they progress through the upper grades. These should be accompanied by a wide variety of optional courses.

Skill in the logical processes of search, analysis, evaluation, and problem solving.

Competence and motivation for continuing self-evaluation, self-instruction, and adaption to the changing environment.

¹ Arlington Public Schools, *Teacher Handbook*, 1982-84, Arlington Independent School District, p. 6-7. Reprinted with permission.

Economic and Occupational Competence:

Knowledge of the fundamental economic structure and process of the American system and of the opportunities for individual participation and success in the system.

The opportunity for occupation skills prerequisite to enter and advance in the economic system and/or academic preparation for the acquisition of technical or professional skills through post-high school training.

Competence in the application of economic knowledge to practical economic functions such as planning and budgeting for the investment of personal income, calculating tax obligations, financing major purchases and obtaining desirable employment.

Citizenship and Political Understanding and Competence:

Knowledge about comparative political systems with emphasis on democratic institutions, the American heritage and the responsibilities and privileges of citizenship.

Skills for participating in the process of public and private political organizations and for influencing decisions made by such organizations.

Competence in judging the merits of competing political ideologies and candidates for political position.

Competence in Personal and Social Relations:

Knowledge of varied psychological, sociological, and culture factors affecting human behavior.

Skill in interpersonal and group relations, and in clarification of personal values based on ethical and moral standards acceptable in our society.

Competence for adjusting to changes in personal status and social patterns.

Physical and Environmental Health and Ecological Balance:

Knowledge about the requirements of personal hygiene, nutritional consumption, and physical exercise essential to the maintenance of personal health; knowledge about the dangers to health from addiction to harmful practices or consumption of harmful materials.

Skill in sports and other forms of recreation which will permit life-long enjoyment of physical exercise.

Competence in recognizing and preventing environmental, ecological and health problems.

Appreciation of culture, language and life style diversities and their corresponding aesthetic values.

Knowledge of the arts, music, literature, drama and other culturally related forms of various culture groups and their contributions.

Use of Leisure Time:

Competence and skill in creative and responsible use of leisure time.

Organizational Efficiency:

The public school system of Arlington, Texas should be organized and operated so that the public, faculty and students will accept and support its objectives and processes.

The learning process should take into consideration the personal goals of every

student and should be designed so that each individually achieve the educational standards of the system and be encouraged to remain in school until ready for a post-high school career.

Professional faculty members should be consulted in the decision-making process for implementing the educational goals of the system and determining the environmental conditions in which they work.

The personal program of recognition and rewards should be designed to attract and retain highly competent people.

The educational system should be organized and conducted so as to achieve maximum cost-benefit results from efficiencies in process and economies of scale within size limitations which will make units of the system responsible and accountable to parents and citizens.

Special services should be accessible to students, teachers, and parents according to specific needs.

Accountability:

A program of continuous planning and needs assessment should be established for measuring the performance of the Arlington Public School System in terms of competence of its staff, the performance of its pupils, and efficiency of its structure and processes based on its stated goals and objectives.

Sixteen Instructional Goals Of The Arlington Independent School District²

1. Students will acquire a knowledge of traditionally accepted fundamentals such as reading, writing, and arithmetic in the early elementary grades, accompanied by studies in higher mathematics, science, history, English, and other languages, as they progress through the upper grades. These should be accompanied by a wide variety of optional courses.
2. Students will develop skills in the logical process of search, analysis, evaluation, and problem solving.
3. Students will develop competence and motivation of continuing self-evaluation, self-instruction, and adaption to a changing environment.
4. Students will acquire a knowledge of the fundamental economic structure and processes of the American system and of the opportunities for individual participation and success in the system.
5. Students will become aware of occupational skills, prerequisite to enter and advance in the economic system and/or academic preparation for acquisition of technical or professional skills through post-high school training.
6. Students will develop competence in the application of economic knowledge to practical economic functions such as planning and budgeting for the investment of personal income, calculating tax obligations, financing major purchases and obtaining desirable employment.
7. Students will acquire a knowledge about comparative political systems with

² Reprinted from the questionnaire for citizen input, 1981-82, Arlington Independent School District, with permission.

emphasis on democratic institutions, the American heritage and the responsibilities and privileges of citizenship.

8. Students will develop skills for participating in the process of public and private political organizations and for influencing decisions made by such organizations.
9. Students will develop competence in judging the merits of competing political ideologies and candidates for political positions.
10. Students will acquire knowledge about the requirements of personal hygiene, nutritional consumption, physical exercise essential to the maintenance of personal health, the dangers to health from addiction to harmful practices or consumption of harmful materials.
11. Students will develop skill in sports and other forms of recreation which will permit life-long enjoyment of physical exercise.
12. Students will develop competence in recognizing and preventing environmental, ecological, and health problems.
13. Students will develop competence and skill in creative and responsible use of leisure time.
14. Students will acquire knowledge of art, music, literature, drama, and other culturally related forms of various culture groups and their contributions.
15. Students will develop competence for adjusting to changes in personal status and social patterns.
16. Students will develop greater skill in interpersonal and group relations.

Philosophy Of The Arlington Public Schools³

The purpose of the Arlington Public Schools is to provide for every youth, regardless of ability, environment, or race, the opportunity to develop the maximum capacity, intellectually, physically, socially, economically, morally and spiritually to the end that he or she may be well adjusted, capable, and desirous of making a positive contribution to a society of free enterprise controlled by free people.

The curriculum of the public school should help the students to understand their heritage as citizens of this great nation, to respect duly constituted authority, to respect their fellow beings, and to respect the flag and the national anthem.

The responsibility of the school in curriculum also includes the providing of opportunities and facilities for the students' informal association with peers. Whether in learning or in a social situation it is important that each student have a sense of belonging to a group and of participating in that group.

The curriculum places emphasis on the needs of children as they grow and develop into adulthood. Staff members are responsible for selecting those learning experiences that consider the particular needs of children.

The methods of instruction place emphasis on individual differences rather than on group conformity, and should be democratic in nature. Instruction should set up definite goals that the student can understand and accept. It should train

students to think, stimulate native abilities, provide a knowledge of how and where to find information, and how to evaluate and use this information for positive thinking and desirable action. These goals are designed to prepare the student for a life-long educational process.

The school also cooperates with the home and community in education for leisure and recreation. In order to guide the child effectively, the school and community must work together so that the community with all its resources may serve as a laboratory for learning.

The school attempts to provide a staff of well-trained, efficient, professional personnel who take pride in their profession and observe its ethics; who staunchly support the fundamental principles of democracy; who possess integrity of character; and who have a sympathetic understanding of youth and its problems. Staff members should possess personalities that will enable them to meet their own problems with intelligence, energy, cheerfulness and enthusiasm. The school provides the faculty with opportunity and encouragement for continuous professional growth.

The school plant needs to be adequate both in size and equipment for carrying out the school program. It should be well cared for and attractive in appearance. It should be so designed and so operated as to invite its free use by the students, the faculty, and the community, particularly by organizations interested in the welfare of youth.

The administration should formulate policies based on recommendations by the administrative head in cooperation with the staff and authorized by the Board of Education. It should sponsor a type of supervision in which programs and procedures are determined cooperatively and in which continuous evaluation is maintained.

If the child is to accomplish the optimum in learning and citizenship, parents must share the responsibility. Parents should feel an obligation to familiarize themselves with the entire school program. Home and civic responsibility should be a vital part of the child's education. Those qualities that make the individual an efficient member of the family also make an efficient member of society.

³ Arlington Public Schools, *Teacher Handbook, 1982-84*, Arlington Independent School District, p. 7. Reprinted with permission.

CHAPTER IX: STUDENT POPULATION

Enrollment

The eligibility requirements for the enrollment of students in the Arlington Independent School District are set forth in the Texas Education Code and local policy. The requirements for entrance in elementary schools include a birth certificate (K, 1, 2); medical records showing immunization against diphtheria, poliomyelitis, tetanus, measles, mumps, and rubella, and the report card from the last school attended if applicable. A tuberculosis test is recommended, but not required. The age requirements are effective on or before September 1 of the school year; for example, a kindergartner must be at least five years old and a first grader must be at least six years old. For admission to all secondary schools, students must show an immunization record, a complete transcript or report card from the last school attended, records of credits earned, and, if enrollment comes during the school year, a report from the previous school establishing clearance of all debts.

Attendance

The compulsory attendance law mandates that all children in the state, ages seven to 17, attend school in the district in which they reside for not fewer than 167 days of the regular school term. The state funds one-half day of kindergarten for students who meet the age requirements but does not fund a student who wishes to repeat kindergarten. All accredited schools are required to have 175 days of instruction per year plus eight in-service days for teachers.

The AISD has a local attendance policy that is included in Addendum IX.1 at the end of this chapter. Parents are contacted by the attendance office in the event of absence. If there is a problem other than illness, the home/school coordinator begins work with parents to resolve the difficulty.

The 1982-83 secondary dropout rate was 7.6 percent. Every effort is made to counsel and advise students who wish to return to school after periods of dropping out. Pregnant students are given the option of attending the prenatal learning center at Kooken Special Services School.

The Board of Trustees has the ultimate authority to expel students. The building administration can suspend a student for a maximum of 10 days. "In-school suspension" is a program by which a student loses in-school privileges while remaining in the classroom. Student rights are protected by specific local and state Board policies.

Transfer Policy

An "open" transfer policy allows a student to attend any school in the district provided there is room in the school requested at the designated grade level. The Board of Trustees approves transfers in July and thereafter on an individual basis. Most transfers are on the elementary level for reasons of transportation convenience. Another reason for requesting a transfer is that a needed program may not be available in the assigned school; for example, vocational or special educational programs. Students living outside the district can attend AISD by paying tuition of (1983) \$150 per month. About 35 students transfer into the district each year.

Discipline

Disciplinary procedures vary from school to school and from grade to grade within each school. The purpose of any disciplinary plan used is to maintain a firm, consistent, and positive learning environment for each student. Corporal punishment (paddling) is used only as a last resort and local policy mandates that it be administered in private by the principal, vice principal, or faculty member and witnessed by one faculty member.

ADDENDUM IX.1

ATTENDANCE

Rationale:

Regular attendance and punctuality are required of every student, and students are required by law to attend school until they are 17 years of age. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving high school. The Arlington Independent School District expects all students to attend school regularly and be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

Policy:

A student who misses more than five days in a semester may lose credit for that semester. Redemptive measures, as outlined in the Administrative Procedure, may be applied.

Absences:

Students who miss school without having an approved excused absence shall not receive credit for work in the class missed during the unexcused absence period. No makeups shall be allowed for assignments, tests, or other school work missed because of such unexcused absence. Zeros will be given for grades taken during periods of unexcused absences.

Consistent with the requirements of the Texas Compulsory Attendance Law, students who have excessive unexcused absences shall be required to continue in school and assume responsibility for the completion of all assignments. A student in the circumstance who creates a disturbance or becomes uncooperative and a discipline problem is subject to disciplinary action, including suspension. Excessive days or three consecutive days could require a physician's statement.

It is the responsibility of the parent or guardian to call the school each day by 4:00 P.M. to explain the absence of the child.

Tardies:

Each group of three unexcused tardies accruing within the same six-week period will equal one unexcused absence. An unexcused tardy in excess of 15 minutes will be counted as an unexcused absence.

Appeals Process:

Before beginning the appeals process, a student has the opportunity, through redemptive measures, to redeem excessive days of absences. It is the student's responsibility to contact the appropriate school administrator about these redemptive measures. A student who has not complied or cannot comply with the redemptive measures set forth by the appropriate school administrator may appeal, upon written request from his parents, to a review committee.

In the case of non-resolution, the parent or guardian may appeal, in writing, to the administrative assistant for administration.

Grading:

If a student fails to comply with this policy, he or she will receive an "F" for the semester.

Exemptions:

Non-attendance days for the following reasons are exempted from the policy:

1. Suspension days.
2. Legitimate days of illness. Excessive days or three consecutive days of illness require a physician's statement.
3. Days out on school-sponsored activities.
4. Days that qualify for the homebound program.
5. Death in the immediate family.
6. Severe family emergency.
7. Hazardous weather conditions.
8. Documented days for college visitation.
9. Doctor or dental appointments.
10. Other unusual causes acceptable to the principal or the superintendent.

Religious Holidays:

An excused absence may be granted to students when such absence is required for the exercise of the student's beliefs. Such absences shall require advance written request from the parent.

Vacations and Ski Trips:

Vacations and ski trips are not recognized as acceptable reasons for being out of school and therefore are unexcused.

Decisions on Absences:

It is extremely important that students and parents realize that the decision of excused or unexcused absences rests in the hands of the school, and that any absence, regardless of the number, will be considered and dealt with on its own merit. Any unexcused absence is subject to disciplinary action.

CHAPTER X: ELEMENTARY PROGRAM

The Arlington Independent School District has 30 elementary schools; two additional schools are under construction in the southeast and southwest sections of the district. All elementary schools are organized with a kindergarten through sixth grade. The learning experiences of each grade are planned by a teacher or team of teachers in accordance with the student learning goals of the district. Every effort is made to maintain a pupil/teacher ratio of no more than 30:1. The average class has 24 students to one teacher.

Instruction

Since 1973, a pre-primary (kindergarten) program has been available to children at least five years old. Although not required by law, free half-day public kindergarten is recommended, and 90 percent of the eligible children in the district enroll. The number enrolled determines the offering of both morning and afternoon kindergarten sections. According to accreditation standards, a teacher's aide is required if a kindergarten class size exceeds 24 students.

The instructional day for all grades begins at 8:30 each morning. Dismissal time is 2:45 P.M. for grade 1-3 and 3:30 P.M. for grades 4-6. Traditionally, the dismissal time for the first and last days of school is 2:30 P.M. for all grades.

The state requires that 40 percent of the instructional day in kindergarten be dedicated to reading skills and 20 percent to mathematical skills. Physical and citizenship skills are also stressed.

Academic elements taught in grades 1-6 are mathematics, language arts (i.e., reading, oral communication, spelling and written communication), physical education (taught by a separate physical education teacher or teacher's aide supervised by the phys. ed. teacher), fine arts (i.e., music, art, theater arts), social studies and science. Time allotments for each subject of instruction must meet minimum requirements for state accreditation and allow students to complete satisfactorily a reasonable amount of both active and quiet work.

Ability Grouping

Students learn how to live in a heterogeneous society by being grouped heterogeneously in home rooms and in those classes that not grouped according to academic ability, such as social studies, health, science, music, art, and physical education. Ability grouping of students is done in grades 1-6 to help teachers meet individual student needs more effectively. Teachers are able to intensify and enrich areas of learning and to bring greater depth to each educational experience in such groups. Each child's performance record is evaluated and groups are formed according to the progress the child has made. Because the performance and rate of achievement of each child must be continuously evaluated, it is possible for the child to be moved to another group based on achievement.

Classrooms

Various physical arrangements have been evaluated and are used in the AISD. Both "open-space" and "closed-space" concept schools are used. The benefits of the team teaching method are said to be greater in the "open-space" concept building, but a more defined instructional area was desired according to teacher evaluations. The two newest buildings have a "modified open-space" concept

design. Movable walls have been included to permit the best of both concepts.

All students in the same grade have the same basic readers with multi-text supplemental work. All schools use the same text. Both paperback and hard-cover books are used. Non-text materials are available in the classroom and may be checked out from the library and Kookan Special Services School.

Depending on the number of students qualifying for the program, each elementary school has two or three resource rooms to provide the necessary type of learning environment for the learning-disabled students in language arts and/or mathematics. Resource room classes offer special education to those handicapped children who benefit from modification or adaptation of teaching materials and/or methods. Also available in each school is a full-time speech therapist.

Additional Programs

Enrichment programs are available in each school. Drama programs and the Texas Readers Club are part of the language arts curriculum. Spelling bees and oratorical programs may also be included. The health and science programs are enriched by the inclusion of drug education; "Mulligan Stew," a nutritional program developed by Texas A & M University; basic first aid developed by the American Red Cross, and the "Tattletooth" program developed by the dentists of Arlington. Each year the mathematics program grows with the use of computers. The introduction of cable television in 1983 significantly expanded the enrichment potential of the curriculum. Community resources have been integrated into the curriculum with field trips to such sites as the Fielder Museum, Arlington Historical Cabins, and to the University of Texas at Arlington for presentations by the Dallas Ballet and Fort Worth Symphony.

The Reading Improvement Program (RIP), approved by the Texas Education Agency and funded under Chapter I of the Elementary and Secondary Act, provided 15 personnel units (reading specialists and support staff) to six elementary schools. Approximately 500 of the 18,000 elementary students participated in this program in 1982-83.

Curriculum Alternatives for Students Education (CASE) was a language arts enrichment program for "gifted and talented" students in grades 2-6 during the 1983-84 school year. It was available in 98 percent of the elementary schools to provide additional learning experiences in the classroom and was taught by classroom teachers who received additional inservice training. The district defines a "gifted or talented" student as one who exhibits outstanding verbal proficiency. The criteria used in selection for participation in CASE were: 1) aptitude test/s - score 130 and above; 2) achievement test scores in the top five percent of the language and/or reading subtests; 3) judgment of educators, parents, community members using district approved checklists; 4) cumulative records; 5) student products.

Pupil Progress Evaluation and Reporting

Pupil progress is reported to the parent/s or guardian/s in different ways according to grade level. Kindergarten uses a student progress check list which is given to the parent/guardian at conferences scheduled for the interpretation of the check list. Grades 1 and 2 use a system of letters (S-satisfactory; N-needs improvement) on a report card that is sent home every six weeks beginning with the second six-week term. The first six-week report is available at a group conference. Grades 3-6 use a system of letters (A, B, C, D, F) to indicate achieve-

ment level on report cards that are sent home for parent signature every six weeks. Conferences are optional.

Standardized tests are administered throughout the elementary grades to allow educators to better understand the individual student and to aid in the continuous scrutiny of teaching effectiveness and curriculum. Counselors and educators interpret the test results to attain a clear understanding of the test data. All test scores are interpreted to parents by the classroom teacher, school counselor, or principal. The standardized testing schedule is included in Addendum X.1.

Promotion and retention considerations in the elementary school are done on an annual basis at the end of the school year. Academic achievement (mastery of essential elements), chronological age, mental maturity, social maturity, and physical development are the prime factors considered in reaching decisions regarding promotion or retention.

Elementary Counseling Program

The counseling program, beginning in kindergarten and continuing through sixth grade, was designed to be primarily a developmental guidance and preventive program; however, it is now reported to be a "crisis oriented" program, i.e., the counselor is frequently called upon to assist with students in crisis. The purpose of the program is "to make school a better place to be." There are 14 elementary counselors and one director serving students in 30 schools. The pupil/counselor ratio is 1200:1. Interviews with counselors are scheduled on request from teachers, administrators, pupils, parents or a combination of these. A meeting by appointment is preferred, but immediate help is available when the counselor is in the building. If necessary, the counselor can be called in from another building.

The counseling program has a continuous relationship with social, psychological, and health services in the community. The counselor works with the teacher by in-class observation of a troubled student and by making suggestions to the teacher on technique for that student. There is, however, very little counselor contribution, at this time, in curriculum planning and development.

Besides working with students and school personnel, the counselor is responsible for coordinating the administration of standardized tests, interpreting standardized test results, conducting parent study groups, participating in kindergarten roundup, and assisting in the transition of sixth grade students to the junior high school.

The qualifications for each counselor include a minimum of a master's degree, a counselor's certificate issued by the Texas Education Agency (TEA), a special education endorsement issued by TEA, and a minimum of three years' teaching experience. In 1984 all counselors held state licenses.

ADDENDUM X.1

STANDARDIZED TESTING: ELEMENTARY

NAME/TYPE	GRADE/S	TIME ADMINISTERED	DESCRIPTION
BOHEM	K	Fall	Basic concepts; determining readiness for learning.
Educational Achievement/Aptitude Tests (California Aptitude Test)	1 2,4,6	Fall Spring	Evaluating curriculum; identifying learning difficulties; aiding in grouping and educational planning.
Reading	1,2,3 4,5,6	Fall & Spring	Identifying reading ability and potential.
Texas Assessment of Basic Skills (TABS)	3,5	Spring	A state-designed test to assess objectives identified as essential in Texas in reading, writing, and mathematics.
SFAA (Short Form Test of Academic Aptitude)	2,4,6	Fall	Aid to identify students qualifying for the CASE program; part of CAT necessary for scoring.
Individual Intelligence Stanford-Binet W.I.S.C. W.A.T.S.	all level	any time	Need when inconsistencies exist in student's available data; used when more intense testing is advisable.

Adapted from the "Standardized Testing Schedule," in *Teacher Handbook, 1982-1984*, Arlington Public Schools, and *Student Handbook, Elementary K-6*, Arlington Public Schools.

CHAPTER XI: SECONDARY PROGRAM

The Arlington Independent School District had eight junior high schools and five senior high schools in 1982-83. Due to a shift in junior high school enrollment, predicted for the 1983-84 school year, one senior high school was closed during the summer of 1983 and reopened as a junior high, bringing the count to nine junior high schools and four senior high schools.

The learning experiences for each class are planned by professional educators in accordance with the student learning goals of the district (see Chapter VIII). Every effort is made to maintain an average pupil/teacher ratio of 23:1 in the junior high schools and 20:1 in the senior high schools, although some classes may have as few as 10 students (e.g., Advanced Russian) or as many as 70 students (e.g., Choir).

Junior High School Program

The AISD junior high schools have a three-year program encompassing grades 7-9. The schedule of classes and activities within the time period of 8:30 A.M. to 3:30 P.M. varies from school to school. Provisions are made for all schools to have an announcement and roll-checking time, a lunch period, and six class periods. Classes are 55 minutes in length as prescribed by the state, and five minutes are allowed for changing classes.

The seventh grade curriculum is developed to help students adjust to a new school, to strengthen the skills and habits acquired in elementary school, and to broaden fields of interest. The eighth grade curriculum introduces the student to work of increasing difficulty and encourages more independent work. The ninth grade is the first official high school year in which students begin to accumulate credits toward graduation. Each semester is valued at one-half unit of credit. A student must successfully complete four units of credit to be promoted to senior high school.

Junior High School Curriculum

Students entering seventh grade for the 1984-85 school year are required to take one unit each of Grammar, Reading, Mathematics, Social Studies (i.e., Texas government, history and geography), Physical Education and one elective. Students reading one or more years below grade level will take remedial reading laboratory in lieu of the elective. The list of required courses for the 1985-86 school year will increase with the addition of one unit of Life Science (which includes health education essential elements), and one-half unit of computer literacy.

Students entering eighth grade for the 1984-85 school year are required to take English language arts, Mathematics (includes some computer literacy), Social Studies (United States history, government, and geography), Physical Education/Health, one elective, and Earth Science, unless Life-Earth Science was taken as an elective in seventh grade. Earth Science will be in place for all eighth grade students with the implementation of the required Life Science course for seventh grade in 1985-86. Remedial Reading Improvement is available as an elective for students reading below grade level.

¹ Arlington Independent School District, *Junior High School Student Handbook*, 1984-85, Bailey Rams, p. 14, 17, 20. Reprinted with permission.

The list of electives, from which one must be chosen for seventh grade and one or two as needed for eighth grade, allow students to pursue a variety of interests. Included on the list and available when enrollment and resources allow are: Choral Music, Band, Homemaking, Exploratory Electives (from two to nine electives taken in one semester block), Introductory Spanish, Industrial Arts, Speech, Art, Orchestra (experience prerequisite), Reading Improvement, and (1984-85 only) Earth-Life Science I and II.

Competitive athletics scheduled during or before/after school may substitute for physical education (P.E.) for no more than one period during the regular school day. Students shall not enroll in more than one athletic/P.E. period during the regular school day.²

No credits toward graduation may be earned prior to entering the ninth grade. There are two exceptions as indicated by the State Board of Education. Students who complete courses above the level of Algebra I in grades seven and/or eight may use the units earned to satisfy state graduation requirements in grades 9-12; students who complete Level I and/or Level II of another language in grades seven and/or eight may use the units earned to satisfy the other language requirements in grades 9-12; however, such students shall complete the total number of units required in grades 9-12 for graduation.³

Beginning in ninth grade the courses and the students' grades are recorded on a cumulative folder that becomes the official transcript for high school graduation and college entrance. Students are encouraged to review regularly and revise if necessary their four-year course plans to include all required courses and to include electives appropriate to their interests. The following courses provide a wide selection of electives:

A. Required

English I: must take in grade 9 as prerequisite to English II; not offered in senior high.

Mathematics: Geometry* or Algebra I or Introduction to Algebra - Part I, or Fundamentals of Mathematics (see Addendum XI.1).

Health (one semester) (optional in some schools)

Physical Education (one unit)

Physical Science (Laboratory)

B. Electives (must take any two)

Band

General Industrial Arts

General Drafting

World History

World Geography (limited and optional)

Choral Music

Spanish I

Latin I

French I

Homemaking I

Personal Business Management

Recordkeeping

Orchestra**

* Algebra I - prerequisite

** Experience - prerequisite

² Arlington Independent School District, "Planning/Information report for AISD Board of Trustees," March 15, 1984, p. 8.

³ Ibid., p. 8.

B. Electives Continued

Speech I	Art I
Military Science I	Reading Improvement (optional)
AFJROTC*** (optional)	

*** Air Force Junior Reserve Officer Training Corps

Promotion and Retention

A seventh grade student shall be retained if the quality of work shows a yearly average grade below 70 in any two of the basal subjects (English grammar and composition, Reading, Social Studies, Mathematics) and/or a yearly grade below 70 in any one of the basal subjects and any two other subjects. An eighth grade student shall be retained if the quality of work shows a yearly average grade below 70 in any two basal subjects (English, Mathematics, Social Studies) and/or a yearly grade below 70 in any one of the basal subjects and any two other subjects. The decision regarding the promotion or retention of a student in grades seven or eight in Basic courses is made upon consideration of the student's intellectual ability, level of performance, and certain social factors rather than upon a grade average alone.

A ninth grade student must successfully complete (i.e., grade 70 or above) four credit units to be promoted to senior high school.⁴

Senior High School Program

Students are classified in high school as to the number of credit units earned. Reclassifications are made only at the beginning of each year; qualifications are: sophomore - 4 to 8½ credits; junior - 9 to 14½ credits; senior (fall - 15 to 17½ credits; senior (spring) - 18 credits and over.

The state requires that school districts set minimum graduation requirements. The State and AISD require that students successfully complete a minimum of 21 credit units to graduate from high school and receive diplomas. Credit is given only to subjects and courses approved by the Texas Education Agency. Courses identified by the state and district as "local" units do not apply toward graduation. All diplomas granted are identical. The Academic Achievement Record (transcript) distinguishes the degree of difficulty of courses attempted by students and the program of instruction pursued (e.g., regular, advanced, advanced honors, vocational).

The following is a list of minimum requirements for graduation in the regular program and the advanced program:

COURSES	REGULAR	ADVANCED
English	4	4
Mathematics*	3	3
Science**	2	3
Social Studies		
World History -or- World Geography	1	1
American History	1	1
American Government	½	½
Economics - free enterprise	½	½
Health	½	½
Physical Education	1½	1½
Electives***	7	3
Other languages	—	same language 2
Computer Science****	—	1
Fine arts	—	1
Total	21	22

Students may substitute certain physical activities for the one and one-half required units of physical education. Such substitutions shall be based upon the physical activity involved in the course. Such courses may include athletics, drill team, marching band, and cheerleading during fall semester; Reserve Officer Training Corps (ROTC), dance I-IV, and two or three-hour block vocational gainful employment units. To be eligible to substitute the listed physical activities, except athletics, for physical education, students shall achieve an acceptable score on the Texas Physical Fitness - Motor Ability Test provided by the Governor's Commission on Physical Fitness or the Alliance for Health, Physical Education, Recreation, and Dance Youth Fitness Test. The minimum score shall be established by the commissioner of education and shall require students to demonstrate a level of physical fitness appropriate to their age and grade.

Students may earn no more than two units of credit in physical education toward state graduation requirements.⁵

The advanced honors program of instruction includes the same minimum required units of credit as the advanced program but at least five of these units must be designated as honors courses. AISD plans to give honors credit to courses designated advance placement courses (see Programs Designed for Academically Talented Students).

* If algebra I and/or II has been satisfactorily completed in seventh and/or eighth grade, three additional units of mathematics must be completed in grades 9-12. In the advanced program those three units must come from geometry, calculus, trigonometry and either elementary analysis or analytic geometry computer mathematics I and II.

** Students must complete one full year of three different courses to meet this requirement. Thereafter half units of other science courses may be considered electives. In the advanced program courses must be chosen from physical science, biology I and II, chemistry I and II, physics and geology.

*** One elective is to be an "academic enrichment elective" selected from science, mathematics, social studies, english, speech, journalism, and/or foreign language.

**** This one unit is to be selected from computer mathematics I and II, business or vocational data or word processing, business or vocational computer programming or computer science I and II.⁵

⁵ Op. Cit, "Planning/Information report..." p. 4.

⁴ Arlington Independent School District, *Teacher Handbook, 1982-1984*, Arlington Independent School District, p. 70; revised passing grade from 60 to 70 as per adoption of New Rule 19 TAC Chapter 75 Curriculum by the State Board of Education, March 10, 1984.

Grouping in the Secondary Schools

Many classes are open to students in more than one grade level. The admission requirements often involve prerequisite courses and/or teacher/principal approval. Students are grouped by academic ability as well as by subject area. The academic levels are Basic, Regular, and Honors. Students working below grade level and in need of curriculum adjustments are placed in Basic classes. Students desiring enriched courses may choose to take Honors or Advanced Placement courses. Regular classes follow the curriculum at the ability level of the average student.

The AISD has a statement of nondiscrimination that ensures "no student shall be denied the right to participate in any school program because of the student's race, religion, color, sex, or national origin." It is possible, however, that some courses are not available on every campus or during every semester. A minimum enrollment of 20 students for a regular course is necessary for that course to be offered. The minimum number of students necessary is smaller for advanced courses due to the flexible structure of such courses, e.g., five students enrolled in Spanish III and six students enrolled in Spanish IV could be taught by the same teacher during one class period.

College Bound Students

During 1983, 78 percent of AISD secondary students were planning to attend college. Following is a four-year course plan and a statement included in the "Course Descriptions" handbook given to all secondary students and their families.

Students who wish to attend a college or university should be aware that rank in class and strong SAT or ACT scores are considered for acceptance by the college or university of their choice. However, high school graduates are also reminded that college admissions officers weigh the students' past academic performances heavily, and much consideration is given to the degree of difficulty of courses attempted by the students during their high school careers. Students are encouraged to attempt the advanced and/or more difficult courses in several disciplines to support their applications and provide the academic foundation for success in their college careers.⁶

Recommended Schedule of Courses for College Bound Students⁷

GRADE 9

1. English I
2. Algebra I (Geometry)
3. Physical Science
4. P.E.
5. World History
6. Elective

GRADE 10

1. English II
2. Geometry (Algebra II)
3. Biology
4. P.E./Health
5. Foreign Language I
6. Elective

GRADE 11

1. English III
2. Algebra II (Trig/EA)
3. Chemistry
4. Foreign Lang. II
5. American History
6. Elective

GRADE 12

1. English IV
2. Trig/Analytic Geom. (Calculus)
3. Physics
4. Foreign Lang. III
5. American Government
6. Elective

This schedule allows one elective each year. When students select elective courses, career goals should be considered.

Examples for students interested in the following areas:

Business: Typing I, Shorthand I, Accounting, Advanced Accounting, Computer Math, Economics, Free Enterprise

Science: Biology II or Chemistry II

Math: Computer Math

Fine Arts: Music, Speech, Art

Engineering: Drafting, Art, Chemistry II, Computer Math

Medicine: Biology II, Chemistry II, Speech

Communications: Journalism, Speech, Drama, Debate, Photography, Typing

Law: Economics, Sociology, Psychology, Debate, Speech

Theatre: Drama, Speech, Debate, Music

Computer Science: Physics, Chemistry, Computer Math or Programming, Economics, Psychology

Programs Designed For Academically Talented Students⁸

The Arlington secondary schools have academic curriculum offerings for those students with special talents and abilities. Counselors staffed in each of the schools aid these students in assessing their strengths and weaknesses and in determining their goals as they select their courses each year.

Based on past performance, teacher recommendation and parental and principal approval, these students are encouraged to enroll in more advanced math, English, and science and to begin foreign language at the junior high level. In grades nine through eleven these advanced math and English courses are labeled as "honors" classes. At the senior level the academically talented students may enroll in advanced placement courses, college level courses which prepare the students for the advanced placement examination given by the College Board. A successful score on the examination gives the students college placement and/or credit for the courses taken in high school. Advanced placement courses offered in the Arlington Schools include Advanced Placement English IV, Calculus and Biology II. (History will be added for the 1985-86 year.)

The honors courses offered at both the junior and senior high levels seek to provide the more academically talented students with opportunities for creative thinking and problem solving. In English the students enroll in honors courses in grades nine through eleven and in Advanced Placement at the senior level. Honors math is an accelerated program which allows the student to take Algebra I and Geometry at the junior high level and Algebra II, Trig, Elementary Analysis, and Advanced Placement Calculus in senior high.

⁶ Arlington Independent School District, "Course Descriptions, 1984-85," Arlington Independent School District, p. 22. Reprinted with permission.

⁷ Ibid., p. 2.

⁸ Ibid., p. 2.

For the science and language oriented students, the junior high curriculum includes Science I, Science II, and Physical Science and level one of French, Spanish, or Latin. The senior high curriculum offers Biology I, Chemistry I, Physics, Geology and Advanced Placement Biology, and levels two and three of French, Spanish, Russian, and German. Level four of these languages is available if enrollment justifies.

The goal of the honors program is to challenge and stimulate the students to the highest level of their abilities. Consequently, quality of work rather than quantity of work is emphasized.

Vocational Education Program⁹

Vocational Education provides instruction in the technical and practical skills needed for entry level jobs in business and industry. Various types of programs are offered: pre-employment (shop/laboratory) classes, cooperative (on-the-job training) classes, and sequential and semester courses in homemaking, agriculture, and industrial arts.

In the pre-employment classes, the student learns both technical and practical occupational information in a one or three hour class. In addition the student is enrolled in the required academic classes for his grade level. This program is available to 10th, 11th, and 12th grade students.

In the cooperative training classes, the student learns the technically related information about specific occupations in a one hour class. Related job skills are learned three or four hour each day in a job in the community for which the student receives a salary. The required academic classes for his grade level are also taken by the student. This program is available to students in the 11th or 12th grades who are 16 years of age or older. They must have a social security card.

Interested students must complete an application for the program of their choice in the spring prior to the fall term in which they expect to enroll. Final student selection for each program is made by the teacher of that program.

Homemaking offers a variety of courses that develop knowledge and skills necessary for independent and family living. Sequential courses in consumer and homemaking education offer a comprehensive study of homemaking skills. In-depth studies in specific areas of homemaking may be pursued in the semester courses available to juniors and seniors.

The major concern of Industrial Arts is the interaction of people, society and technology. Activities provide situations where students actively learn by being directly involved in the use of tools, machines, materials and processes. Industrial Arts offers opportunities for students to engage in learning activities relevant to their future roles as members of an industrial technical society.

Vocational Agriculture is the study of various areas of the agriculture industry and includes animal anatomy, livestock and poultry, nutrition, animal diseases and skills in judging. The course also includes the study of plant science, agriculture mechanics and management, study of soil maps and managing soils.

Participation in vocational programs, accompanied by a careful selection of appropriate electives will prepare students for immediate employment upon graduation and/or entry to most technical schools, colleges, and universities.

⁹ Ibid., p. 2.

Comprehensive Special Education¹⁰

Special Education services are available on the campus of each secondary school in Arlington. Students attend classes in the Special Education resource room as designated by the student's Individual Educational Plan. Emphasis in these classes is placed upon remediation of learning deficits, teaching functional academic skills, and promoting the development of social, pre-vocational, and vocational skills that insure successful integration into the community and the world of work.

There are two frameworks which lead to graduation for students receiving Special Education services. Courses in English, math and study skills are available to those students earning credits toward graduation in regular academic and/or vocational education. Students who benefit from a curriculum which emphasizes functional academics, everyday living skills, and vocational competencies earn credit toward graduation in the Vocational Adjustment class program. Students in this program work each day during the junior and senior year at a job in the community.

Students who are receiving Special Education services are encouraged to participate to the fullest extent possible in both the academic and extra-curricular activities offered at the high school level. All handicapped students are provided the opportunity to enroll in any program or course offered within the Arlington Public Schools.

Student Activities

The AISD secondary schools offer many opportunities for students to develop leadership, creativity, and social skills through the variety of sponsored activities. All sponsors are school personnel. The privilege of participation in these activities is granted after students meet minimum academic and citizenship standards. For many activities (e.g., drill team, cheerleading, marching band, etc.) students are required to "try out" in competitions with others. "Local courses" are also termed "activity courses." These are offered during the school day to juniors and seniors. These courses, office assistant, student assistant, membership in student leadership and/or student council, grant no units of credit. Extra-curricular and co-curricular (i.e., corresponding to academic courses) activities include a host of clubs and activity groups.

All secondary schools hold elections to choose student council representatives from each grade level. These representatives are often instrumental in recommending changes within the school and/or initiating new programs.

Competition in literary, music, and athletic events is directed by the guidelines of local and state policy and the University Interscholastic League (UIL). Minimum requirements for participation are established by the UIL and the Texas Education Agency and may be increased by the local district. The AISD Board of Trustees decided to review the minimum requirements for participation (i.e., passing at least four courses each semester) during the fall of 1983; thus a change may occur in 1984.

The AISD secondary schools are in UIL District 7 and are classified 5-A (i.e., AAAAA) as determined by each school's enrollment. Students compete for literary honors in typing, shorthand, ready writing, spelling and writing, science,

¹⁰ Ibid., p. 3.

calculator applications, number sense, debate, one-act plays, and speech. Athletic competition for girls includes volleyball, tennis, track, basketball, swimming, and golf; athletic competition for boys includes football, basketball, track, tennis, swimming, baseball, soccer, and golf. Music honors may be achieved in choral music, band activities, and orchestra.

The AISD does not have the personnel to offer intramural programs. All athletic programs are part of the total school program and are directed by the University Interscholastic League (UIL) program guidelines that provide for inter-school competition.

Until the fall of 1983, the athletic fund was considered a budget separate from the AISD "School Budget." New budget reporting procedures after fall, 1983, include the athletic fund as part of the total budget (see Chapter VII). Revenues from gate receipts are used to defray expenses for equipment.

Secondary Counseling Program

Accreditation standards by the Southern Association of Colleges and Schools recommended that the counselor/pupil ratio be not larger than 1:500. The AISD follows this standard. The qualifications for each counselor include a minimum of a master's degree, a counselor's certificate issued by the Texas Education Agency (TEA), a special education endorsement by the TEA and a minimum of three years' teaching experience.

Individual counseling is available as needed by the student to help with individual decision-making competencies, to help understand more about self and others, and to help in long-range planning for the course of study. Counselors coordinate the grouping and scheduling of students, the standardized group testing program for each school (see Addendum XI.2), and the referrals to appropriate community agencies to meet special student needs. Consultation is provided to students, school staff, and parents to provide information concerning course offerings, graduation requirements and deficiencies, opportunities for further education, careers and career training opportunities. Counselors assist teachers in securing materials and developing procedures for students who show discipline and learning problems in the classroom as well as interpreting test results to students, parents, and administrators.

Student Performance Evaluation¹¹

Teachers evaluate student academic performance, grades 7-12, according to the group (level) placement of the student. Upon early indication of a student's unsatisfactory performance, the parents are notified of the student's deficiency.

Grades are placed on report cards in letter grades (e.g., A, B, C, D, F). Plus and minus signs may be used when applicable. Grades are recorded on permanent record cards and cumulative folders.

Report cards are sent to parents every six weeks. Final semester grades are computed based on the average of a final examination grade plus three six-week grades.

Students in grades seven and eight receive credit on a yearly basis. The yearly average is computed by adding the two semester grades. A six-week examination or a unit examination may be administered in every course offered in the curriculum.

Students in grades 9-12 receive credits and grade points by semester average. Each semester of work completed satisfactorily counts as one-half unit except in vocational training programs where two consecutive semesters must be successfully completed before credit is granted. These units are recorded on report cards, permanent record cards, and cumulative folders by semester. Each semester of work failed (F) in a required course must be repeated.

A student's mark in academic areas is not altered because of behavior. Behavior is marked under "Citizenship" on the grade report form. The same letter grades for making progress in academic areas are used to mark citizenship. The citizenship (i.e., conduct) grade is based on the following: acceptance of responsibility, courtesy of speech and manners, dependability, respect for the rights of others, promptness, care of property, good use of time, following directions, and observation of rules and behavior.

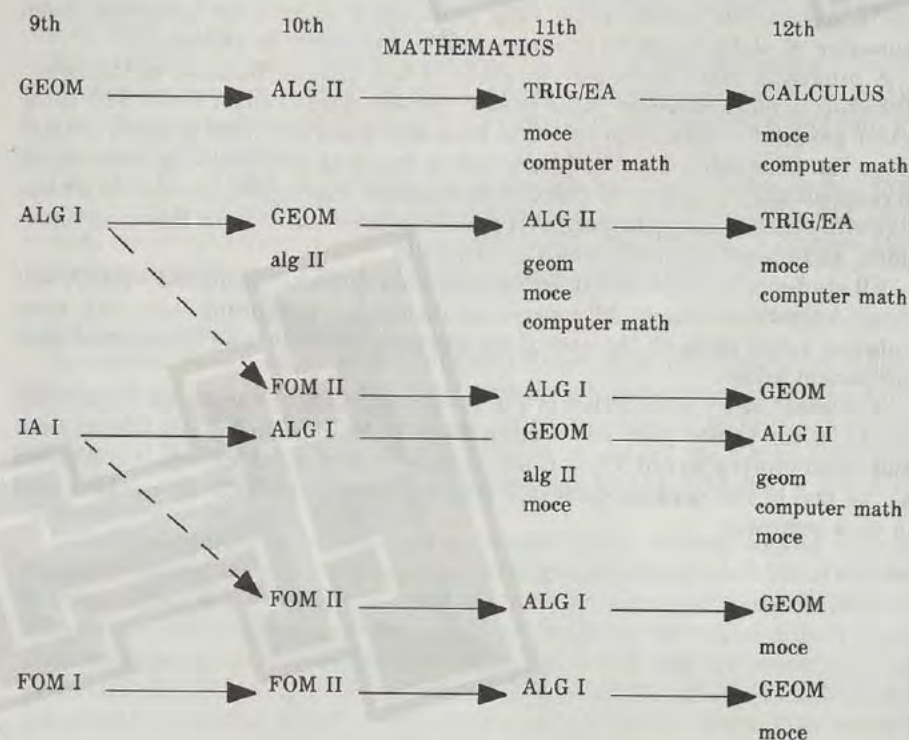
All students are included in computing rank in class except the VAC (Vocational Adjustment Class). All courses are included in computing class rank; computation takes place at the end of the seventh semester and is recorded on a permanent folder.

A student must be enrolled in the senior high school during the first three weeks of the senior year and remain there to be eligible for the salutatorian and valedictorian award. Class rank for determining these awards is computed at the end of the seventh semester plus the fourth and fifth six-weeks added in as a semester.

¹¹ Arlington Independent School District, "High School Course Descriptions," 1982-83.

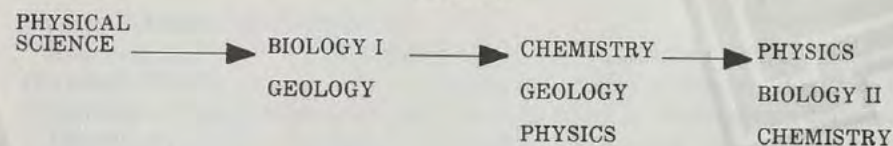
ADDENDUM XI.1

SUGGESTED SEQUENCES FOR MATHEMATICS AND SCIENCE COURSES



Preferred path is capitalized. Optional paths shown in lower case letters. Paths that indicate lack of success are dashed lines.

SCIENCE



Arlington Independent School District, "Senior High School Course Descriptions, 1982-83," Arlington Independent School District. Reprinted with permission.

ADDENDUM XI.2

STANDARDIZED TESTING: SECONDARY

NAME/TYPE	GRADE/S	TIME ADMINISTERED	DESCRIPTION
Texas Assessment of Basic Skills (TABS)	9	Spring	A state-designed test to assess objectives identified as essential in Texas in reading, writing, and mathematics.
SHAW-HIEHLE COMPUTATION	7	September May	Measures achievement in mathematics computation.
ORLEANS-HANNAH ALGEBRA PROGNOSIS TEST	8	February	Helps to determine which mathematics course to take in grade 9.
Achievement Test	8, 11	Fall	Evaluates educational development level; evaluates curriculum and methodology; aids in grouping; used in educational planning with students and parents.
Aptitude	10	Fall	Determines potentials related to fields of work as well as college aptitude; used in educational planning.
C.E.E.B. PSAT/NMSQT	11	October	Preliminary Scholastic Aptitude Test used to guide students planning to continue their education; National Merit Scholarship Qualifying Test for those seeking recognition and financial assistance. Fee: \$2.50
College Entrance	12	Scheduled by test publisher with places designated.	Assists colleges in evaluating students. Fee paid to publisher as designated.

STANDARDIZED TESTING: SECONDARY CONTINUED

NAME/TYPE	GRADE/S	TIME ADMINISTERED	DESCRIPTION
C.E.E.B. Advanced Placement Test and Individual Univ. Tests	10, 11 12	May	Flexible program for students completing advanced work in high school. Fee.
General Aptitude Test Battery	On request only		Determines potential related to field of work; used as guide for planning secondary and post-secondary education.
STRONG- CAMPBELL	10, 11	Request	Helps to narrow field of choices.

Arlington Public Schools, *Teacher Handbook, 1982-1984*, Arlington Independent School District. Reprinted with permission.

CHAPTER XII: SPECIAL PROGRAMS AND SERVICES

Special Education

The Special Education program provides services in addition to or different from those available in the regular school program to meet the needs of handicapped children. Students who are diagnosed as learning disabled, speech and language handicapped, emotionally disturbed, deaf, hearing impaired, pregnant, visually handicapped, autistic or blind may qualify as handicapped and be served in the AISD from the age three to 21, or birth to age 22 for blind, deaf, and non-speaking handicapping conditions.

The special education program in 1982-1983 served 4,300 handicapped students, 14 percent of the total student enrollment with approximately 200 teachers. Funding for that year came from both the state and federal governments. Monies were received as block grants and distributed to the district through the Texas Education Agency. State funds based on \$400 per personnel unit plus materials and consultants totalled \$96,000. From these funds each special education teacher was allocated \$175 for new resources and supplies. Federal funds expended for aids, building renovations, related services, and busses totalled \$560,000.

Not all special education programs are available at each school. Transportation is provided for handicapped students to the schools that have the space and facilities for a needed program. An educational program is available for emotionally disturbed adolescents in a private residential hospital. Students who are confined for a minimum of four weeks to home or hospital are able to continue their education in the Homebound Program. Other special education programs available are vocational training, career arts, regional program for the deaf, resource room, early childhood program, and transition/extension classes. A summer school program is available to all handicapped students for which tuition is charged.

Each elementary school has a speech therapist on campus at least half the time; secondary students needing this service may request it. Several programs such as the pre-natal program, or self-contained classrooms for low I.Q., emotionally disturbed students, are offered at Veda Knox School and Kookan Special Services School.

Students with learning disabilities are assigned to resource classes for mathematics and/or reading and spelling as well as regular or "mainstream" classes. These students are assisted with modified programs by the regular classroom teacher in the regular class whenever necessary. Testing is available if the referral committee, consisting of the classroom teacher, principal, counselor, and building consultant, suggest that a student having difficulty in school may have a handicap that needs identification and correction. Students are admitted to the special education program after determination of qualification, and recommendation by the admission, review, and dismissal (ARD) committee. Enrollment in resource classes is optional. Efforts are made to return students to the regular classroom by continuous evaluation of progress. The supervisors and teachers involved meet and review the students' instructional strategies and students' progress at three-month intervals. During the first six weeks after a student is reassigned to the regular classroom, all involved (i.e., resource teacher, regular classroom teacher, counselor) work closely in evaluating the student's progress to ensure the success of the transition.

"Related Services" are supplemental services based on individual student needs. These services include physical therapy, occupational therapy, music therapy, psychological or psychiatric medical assessment, student family counseling, behavior management intervention, and adapted physical education. There is no psychologist on staff, but consultation is available. Services of a psychiatrist may be available on a contract basis.

Adult Education

The Adult Education Division of the AISD has organized the Arlington Public Evening School to offer adults educational opportunities similar to those available to regular students enrolled in Arlington secondary schools. Contingent upon adequate enrollment, any subject offered in the regular secondary school curriculum may be offered. The minimum age for enrollment is 16 and the school is also open to those who have dropped out of a regular school program. With the exception of Adult Basic Education (literacy program) classes and preparation for the GED (General Education Development, i.e., high school equivalency) exam, tuition is charged for all courses. The textbooks, paper and supplies must be purchased by students. The Adult Education Division will buy back the texts at one-half the original purchase price at the end of the course.

Summer School

Summer school enrichment and remediation programs are offered every year for students who wish to strengthen academic weaknesses or make up failed courses. Elementary students are offered an opportunity to attend remedial language arts program. All special education students may attend summer school. In 1983, tuition was \$30 for a four-week course (\$50 for special education courses).

Secondary students may earn no more than one hour credit each summer. If a student is deficient one and one-half credit hours for graduation, an exception may be made and the student may be allowed to complete requirements for graduation. Secondary students were charged \$45 for each course in grades 9-12 and \$35 for each course in grades seven and eight in 1983.

Driver's Education is offered only during summer school at a cost of \$100 for a 6 week course to students at least 15 years of age.

English for Speakers of Other Languages (ESOL)

The needs of students who speak little, if any, English are met through the ESOL program. There are 30 different languages represented in the AISD population. Each school has at least one teacher with special training who has been designated to provide instruction for or to assist the regular classroom teacher in providing instruction for these students. Listening, speaking, reading, and writing English are the components taught the ESOL student. A key factor in successfully meeting the needs of the ESOL student is parent involvement which is strongly encouraged.

Library Services

The Library Services Department, located in the Kookan Material Center, directs the library program of the schools. A certified librarian is assigned to each school and to 13 elementary schools. The elementary librarians teach reference skills. Schools without a librarian use the library for literature enrichment.

Junior high school students are given an orientation to the library and are instructed in library skills by their English teachers.

There are cooperative library services among the schools. The secondary schools have an audio/visual software catalog. An elementary catalog is being prepared. There is no master file of books, however, borrowing from school to school does take place. Although there is no official cooperation with city libraries, a teacher will often notify the city library staff that an assignment is being made on a particular subject, and that library will put books on reserve for the students' use.

There is periodic evaluation of library and reference resources by the AISD librarians and library supervisor. The librarians select and order books for their library. Approximately \$160,000 was spent on library books in 1982-83. This included \$10,000 of Chapter Two funds. The librarian/pupil ratio is 1:1220, and the library book/pupil ratio is 10:1. Some of the library facilities do not meet the size standards of the American Library Association.

Supplementing Educational Resources with Volunteers in Arlington (SERVA)

Thirty schools participated in 1982-83 in the centrally organized volunteer program, SERVA, which provides volunteer support to the school professionals and staff in using the schools' facilities and available programs to their greatest potential for the benefit of the students. Volunteers are trained and assigned to areas where they can work most effectively. Parents of AISD students and other community members are among the multi-talented volunteers in the program. In 1982-83, volunteers worked 31,919.25 hours valued at \$207,475 for the district.

School Health Program

The school nurse performs annual vision, hearing, and dental screenings for all students in grades K-6. Height and weight of each student are also checked. A blood pressure check is done in grade six. Scoliosis screening is done in grades 6-9. On the secondary level, any testing can be done at the request of the student, teacher, or principal. Children are not required to have annual physical and dental examinations, but they are strongly encouraged to do so.

No medication of any kind is given to any pupil without specific written instruction from a physician. A school form should be completed by the parent/guardian and physician, and the medication must be brought to the school in the original prescription bottle.

A teacher, principal, secretary, nurse, or clinic aide administers or supervises all first aid treatment. In the case of illness or accident a parent or responsible party is notified and a child is sent home.

Cumulative Records

Cumulative student records are kept on each AISD student for the purpose of recording attendance, grades, and achievement scores. Special testing information and disciplinary information are kept separate and apart from the cumulative records. Cumulative records are maintained in locked facilities at Kookan Special Services School and may be obtained by request through the school counselor. Parents/guardians have the right to obtain copies, but the original records do not leave the building. The confidentiality of students' records

is ensured by restricting access to school personnel with a specific need to review them, and to authorized legal guardians or parents.

Cafeteria Services

All schools have kitchens with cafeterias for the preparation and serving of daily lunch. Over half of the schools in 1982-83 also served daily breakfast. The program is self-supporting by combining cash and federal free commodities for each breakfast and lunch served. Approximately 15,000 lunches were served in 1982-83. Each kitchen has a manager in charge of daily operation. Meal planning is done by a registered dietician, and monthly menus are available for the student at the beginning of each month.

Transportation

State law governing transportation of children to school allows for reimbursement of costs involved with bussing children who live over two miles from their school. The state also buys the busses needed. Local policy reflects the state guidelines and no local funding is made available to bus students within the two-mile limitation.

Busses meet legal requirements and are inspected by the state once each year. An in-house inspection occurs every 2500 miles. Bus drivers must possess chauffeurs' licenses, complete a bus driver's course (20 hours and an additional eight hours every three years), have annual physical examinations, and maintain good driving records with no more than three moving violations within the last year. There is additional training by the district.

SOURCES OF INFORMATION

Interviews: State Board of Education representatives, Districts 24 and 26; AISD Administrators, Trustees, Professional Staff.

Newspapers:

Arlington Citizen-Journal

Arlington Daily News

Dallas Morning News

Dallas Time Herald

Fort Worth Star Telegram

Public Meetings: AISD School Board work sessions and meetings; Superintendent's Advisory Committee; State Board of Education public hearings on "The Essential Elements."

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Arlington Independent School District, *Current Statistics*, Arlington Independent School District, 1983-84. Reprinted with permission.

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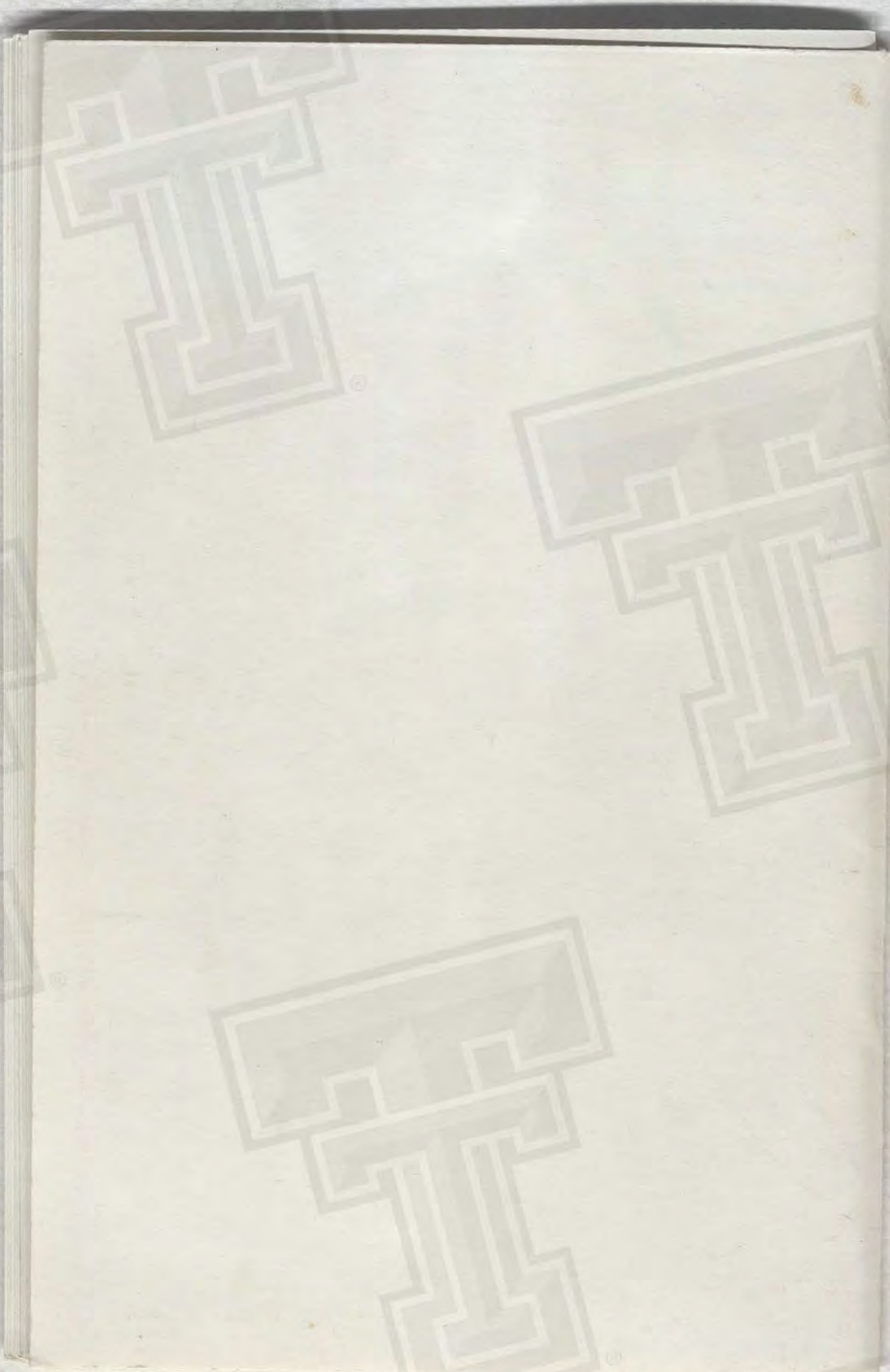
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- League of Women Voters of Tarrant County, "Facts & Issues: Financing Public Schools," League of Women Voters of Texas Education Fund, April, 1980.
- Staff Development Arlington ISD, "EDUCATION: Bridges to the Future," Arlington Independent School District, 1982-83.
- State Board of Education, *AGENDA*, Texas Education Agency, various months from 1981-1983.
- State Board of Education, "Goals for Public Education in Texas," Texas Education Agency, GEO 402 05, 1979.
- Texas Association of School Boards, *Board Policy Manual*, Arlington ISD, Texas Association of School Boards.
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LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Completed

PROJECT SUPERVISOR'S EVALUATION

LWV of Corpus Christi or state TEF (check) _____

Project Voters Guide for Local Candidates Nov. 6, 1984

1. Have you received copies of the following:

Project Director's Report Yes

Financial Report Yes

Publication(s) Yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? Yes

3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Margie Morrill

Signature of Supervisor

10/20/84

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

OCT. 19 1984

PROJECT DIRECTOR'S REPORT

LWV of Corpus Christi PROJECT Local Voters Guides for Nov. 6
1984 election
PROJECT SUPERVISOR (TEF trustee) Margie Morrill
(Name)
(Address)

1. What was the primary accomplishment of the project:

Publication (please describe): One page (front + back) Local Voters

Guides - Supplement to State Guides which we purchased

Conference/workshop (please describe):

Conference - Committee met + compiled questions for
Candidates - These were sent to Candidates + Replies were

Other (please describe): Compiled into a local voters guide -

Unopposed Candidates were included - Name - party position only

2. How many persons did the project reach? How was this accomplished?

10,000 we hope or more - we had 10,000 copies
printed + distributed through schools, colleges, libraries -
central businesses etc -

3. Was the project successful? (please describe)

Yes - I believe so - we've had many requests for copies +
we continue to distribute these - many favorable
comments

Vita Clark
Signature of Project Director

Oct 18, 1984
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

OCT. 19 1984

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of Corpus Christi PROJECT: Local Voters Guides for Nov. 1984

Project Supervisor (TEF Trustee) Name: Margie Morrill

Address: [REDACTED]

Requested from TEF: \$ 375.46

From fees or sales: _____

Other: _____

TOTAL:

\$ 375.46

EXPENDITURES

Printing: \$ 355.33

Postage: _____

Supplies: _____

Office overhead: _____

Volunteers' expenses: 13.63

Other: copies made 6.50

TOTAL:

\$ 375.46

Requested from TEF: [REDACTED]

Administration fee--

5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: 18.77

TOTAL COST OF PROJECT:

\$ 394.23

Oct. 18, 1984
Date

Margaret A. Miller
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

manilla, superman
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT REQUEST FORM

SEP 17 1984

FROM: LWV of

Corpus Christi

Proposed Project:

Prepare & have printed a one page (both sides) insert to add to state voters guide - 10,000 copies -

Plans for execution, including distribution of any printed material:

Prepare & have printed "local" races for November election - prepare & send questions to candidates in 4 local races - (Races that involve local people - use as insert in state guide distribute by volunteers)

Anticipated completion date:

Oct. 16, 1984

Proposed Project Director: Name

Lita Clark

Phone:

Address:

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit:

\$425.00

Donations from:

approximate

Printing:

\$425.00

Postage:

Supplies:

Office Overhead:

Volunteers' Expenses:

25.00

Other:

Portion from LL taxable money:

Sales:

Other:

TOTAL

TOTAL

450.00

(If more space needed, use another sheet)

Mary Rhodes

Signature of LL President or TEF Trustee

one copy
MAKE FIVE COPIES. Send four to the state office;

keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

P. O. BOX 5013
CORPUS CHRISTI, TEXAS 78403

FRANK T. MORRILL

ATTORNEY AT LAW
OIL INDUSTRIES BUILDING

AREA CODE 512 883-7141

September 25, 1984

Nita Clark
[REDACTED] [REDACTED]

Dear Nita,

Your League's Project Request for use of \$450 of the Education Fund money you have on deposit to prepare and print Voters Guides for the Nov. 6, 1984 general election was approved by the League of Women Voters of Texas Education Fund Board of Trustees on September 21, 1984.

Your Project Supervisor is Margie Morrill, 435 Williamson, Corpus Christi, 78411. She will be overseeing your project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects (1)
2. Project Director's Report (2)
3. Project Financial Report (3)

All publications funded by Education Fund money must carry the full name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Mary Rhodes, LWV-Corpus Christi President
Margie Morrill, LWV-TEF Project Supervisor
State Office

month, September
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only
Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

SEP 17 1984

FROM: LWV of

Corpus Christi

Distribution: Sec'y ☒ Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Prepare & have printed a one page (both sides) insert to add to state voters guide - 10,000 copies -

Plans for execution, including distribution of any printed material:

Prepare & have printed "local" races for November election - prepare & send questions to candidates in 4 local races (Races that involve local people - use as insert in state guide distribute by volunteers)

Anticipated completion date:

Oct. 16, 1984

Proposed Project Director: Name

Lita Clark

Address:

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit:

\$425.00
approximate

Printing:

\$425.00

Donations from:

Postage:

Supplies:

Office Overhead:

Volunteers' Expenses:

25.00

Portion from LL taxable money:

Other:

Sales:

Other:

TOTAL

TOTAL

450.00

(If more space needed, use another sheet)

Mary Rhodes

Signature of LL President or TEF Trustee

one copy
MAKE FIVE COPIES. Send four to the state office; keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

Completed

OCT. 16 1984

PROJECT SUPERVISOR'S EVALUATION

LWV of Tarrant Count or state TEF (check) _____

Project Sept. 26 & 27, 1984 meetings on nuclear power, etc.

1. Have you received copies of the following:

Project Director's Report ☒

Financial Report ☒

Publication(s)

Conference invitation

Other printed material. Please list.

Program of meeting

2. Was the project implemented as planned? *yes*

3. Do you have suggestions for managing similar projects in the future?

no

4. Do you have other comments? *Though no receipts were attached, it was obvious that she attended the meeting.*

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

M. L. McMahon

Signature of Supervisor

10/3/84

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

OCT. 16 1984

For state use only

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PFR with receipts mailed to TEF
treasurer:

M. Mc Mahan 10/14/84
Date By

PROJECT FINANCIAL REPORT

LWV of Tarrant County PROJECT: Meetings on nuclear power, etc.
on Sept. 26 & 27, 1984

Project Supervisor (TEF Trustee) Name: Myrtle McMahan *Myrtle McMahan*

Address: [REDACTED] Worth, TX [REDACTED]

INCOME

Requested from TEF: \$ _____

From sales: _____

Other: _____

TOTAL: \$ _____

EXPENDITURES

Printing: \$ _____

Office overhead: _____

Volunteers' expenses _____

Other: Attendance _____

at 2 meetings during
conference on energy
sponsored by Electrical
Women's Round Table _____

Money to come from MARY HARDING FUND \$50.00

SUBTOTAL: \$ 50.00

Additional 5% admini-
stration fee (\$5.00
minimum; \$100 maximum)
to be deducted from
local League account: 5.00

TOTAL COST OF PROJECT \$ 55.00

9-28-84

Date

Marjorie S. Williams
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for your files.

Please submit as soon as possible following completion of the project.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

OCT. 16 1984

PROJECT DIRECTOR'S REPORT

LWV of Tarrant County PROJECT 2 meetings on nuclear power,
etc. on Sept. 26 & 27, 1984
PROJECT SUPERVISOR (TEF trustee) Myrtle McMahan
(Name) [REDACTED]
(Address) [REDACTED]

1. What was the primary accomplishment of the project:

Publication (please describe):

Conference/workshop (please describe): Speakers talked on "Social Benefits and Cost of Power," "The Ethics of Nuclear Power," "Trends in Major Household Equipment," "Energy from Petroleum and Coal," and various educational programs developed to teach conservation of electricity,
Other (please describe): safety in the use of electricity (children's program), energy options (curriculum for young people), and food preservation by irradiation.

2. How many persons did the project reach? How was this accomplished?

Sally Hollemon attended the conference and will write an article for the Tarrant County VOTER on highlights of the conference. This will reach approximately 250 people.

3. Was the project successful? (please describe)

The speakers were informative. This conference on energy was sponsored by the Electrical Women's Round Table.

Sally Hollemon
Signature of Project Director

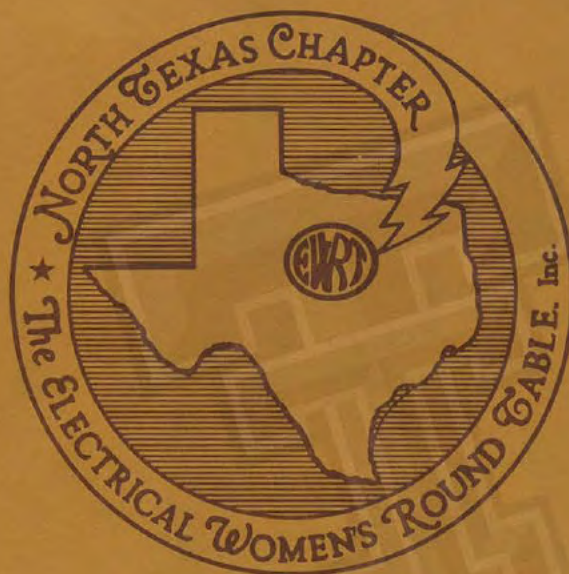
9-28-84
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

OCT. 1 1984

The Electrical Women's Round Table, Inc.
32nd Annual Conference



POWER today...
...PRODUCTIVITY & PROGRESS
tomorrow

SEPTEMBER 25-28, 1984
SHERATON - DALLAS HOTEL
DALLAS, TEXAS

WELCOME TO TEXAS, YOU-ALL! - and to the 1984
Annual Conference of Electrical Women's Round
Table, Inc.

We believe you will find Texas just as friendly as
you have heard it is, and members of the North
Texas Chapter have spared no effort to make your
visit enjoyable.

The action-packed program features outstanding
speakers from varying fields of expertise. There
are lots of "fun" things included, too. You will
tour the Texas countryside, enjoy a Western bar-
becue, and attend a "Mexican Fiesta" reception with
strolling Mariachi musicians. So, prepare to
relax, and enjoy our Texas Hospitality!

Charlotte Gibson
Charlotte Gibson
Conference Chairman

POWER TODAY: Productivity and Progress Tomorrow

32nd National Conference
Electrical Women's Round Table, Inc.

September 25 - 28, 1984
Sheraton - Dallas Hotel, Dallas, Texas

PRE-CONFERENCE ACTIVITIES

Tuesday, September 25

8:30 a.m. - 12 noon
San Jacinto Room - 3rd floor

Board of Directors Meeting
Presiding: Romanza Johnson
EWRT President

10:00 a.m. - 5:00 p.m.
Concourse - 2nd floor

Registration

10:00 a.m. - 5:00 p.m.
Texas Suite - 4th floor

Hospitality Suite Open

12:00 noon - 1:00 p.m.
Pecos Room - 3rd floor

Board of Directors Luncheon

1:00 p.m. - 5:00 p.m.
Houston Room - 2nd floor

Major Appliance Seminar
Sponsored by:
Association of Home Appliance
Manufacturers

5:15 p.m.
Patio Gate at Pearl Street
(Near Cafe Verde)

Board bus for Optional Tour
"Evening on the Town"

Wednesday, September 26

9:00 a.m. - 2:00 p.m.
Concourse - 2nd floor

Registration

8:00 a.m. - 10:00 a.m.
San Jacinto Room - 3rd floor

Members-at-Large Breakfast

9:00 a.m. - 11:45 a.m.
Texas Suite - 4th floor

Hospitality Suite Open

9:30 a.m. - 11:30 a.m.
Trinity Room - 3rd floor

Chapter Chairmen's Meeting

CONFERENCE BEGINS

Wednesday, September 26 (continued)

12:00 noon - 2:00 p.m.
Ballroom North - 2nd floor

LUNCHEON: Sponsored by Edison
Electric Institute

Presiding: Charlotte Gibson
Conference Chairman

Welcome

"Move to Improve"
Tony Brignon
Goodwill Ambassador,
Southwest Airlines

2:00 p.m. - 3:30 p.m.
Ballroom South - 2nd floor

OPENING SESSION

Presiding: Pat Seaman
Conference Program Chairman

"Power and Progress in the
Southwest"
W. W. Aston
President, Dallas Power & Light Co.

"Social Benefits & Cost of Power"
Dr. Calvin Kent
Baylor University Center for
Private Enterprise

"The Ethics of Nuclear Power"
Paul Turner, Vice President
Atomic Industrial Forum

3:30 p.m. - 3:45 p.m.

BREAK
Sponsored by American Roofing
and Supply Company

3:45 p.m. - 4:45 p.m.

BUSINESS MEETING

Presiding: Romanza Johnson
EWRT President

6:00 p.m. - 7:00 p.m.
Mason's Lounge - 2nd floor

RECEPTION - "A Mexican Fiesta"

7:00 p.m. - 10:00 p.m.
Ballroom North - 2nd floor

AWARDS DINNER
Presiding: Arlene Olson

"Quilting & Women of Domestic Arts"
Norma Bradley Allen

10:00 p.m. - 11:30 p.m.
Texas Suite - 4th floor

Hospitality Suite Open

Thursday, September 27

8:00 a.m. - 9:20 a.m.
Ballroom South - 2nd floor

GENERAL SESSION

Presiding: Lady Alys Dallas

"Trends in Major Household
Equipment"
Jean Hopwood
Manager, Consumer Affairs
General Electric Company

"Energy from Petroleum and Coal"
Alan Sowards, Educational Director
Mid-Continent Oil & Gas Association

9:20 a.m. - 9:35 a.m.

BREAK
Sponsored by Rice Council

9:35 a.m. - 11:15 a.m.

Presiding: Gayle Wilson

"Electricity"- the Power of Choice"
Bill Brier
Vice President, Edison Electric
Institute

MEMBERS' PROGRAM IDEA EXCHANGE

"New York Education Project"
Loretta DiCamillo, New York Chapter

"The Adventures of Captain Kilowatt"
Beth Smith, East Tennessee Chapter

"PACE Factory Program"
Margaret Jeffiers, Blue Grass Chapter

"Food Preservation by Radiation -
an Alternative"
Rena Cook, National Capital Chapter

11:15 a.m. - 12:30 p.m.
Ballroom North - 2nd floor

LUNCHEON

Presiding: Virginia Chancellor

Texas Fashion Show
Sanger - Harris Department Store
Coordinator: Susan Kelly

1:00 p.m.
Patio Gate at Pearl Street
(near Cafe Verde)

Board buses for "Comanche Peak
Nuclear Power Plant" Tour
and Granbury, Texas

7:00 p.m.

Bus arrives at "Triple W. Ranch",
near Fort Worth, for:
DOWN HOME TEXAS BARBECUE
Hostess: Gayle Wilson, Ranch
Owner and EWRT member

Friday, September 28

8:00 a.m. - 9:30 a.m.
Ballroom North - 2nd floor

BREAKFAST

Presiding: Annabelle Winningham

"Initiating Change- Politically"
Dr. Wendy Lee Gramm, Director
Bureau of Economics
Federal Trade Commission

9:45 a.m. - 11:30 a.m.
Ballroom South - 2nd floor

GENERAL SESSION

Presiding: Gloria Roberts

"Coping in the Workplace"
Dr. Lynn Weiss
Psychotherapist

"1985 EWRT Conference"
Pittsburgh EWRT Chapter

11:30 a.m.

ADJOURN

POST CONFERENCE ACTIVITIES

1:30 - 5:30 p.m.
Depart from
Patio Gate at Pearl Street

Optional Tour
"Dallas and 'Southfork'
Ranch"

Saturday, September 29

9:00 a.m. - 5:30 p.m.
Depart from
Patio Gate at Pearl Street

Optional Tour
"Dallas - Fort Worth
Metroplex"

ABOUT OUR SPEAKERS



TONY BRIGMON is a Performance Improvement Specialist and Goodwill Ambassador for Southwest Airlines. Tony's unique program has been personalized for EWRT and utilizes music and song, clean humor, fun, audience participation and true experiences that are designed to give us energy, stimulate creativity and provide a simple, effective system for performance improvement while managing stress!



W. W. ASTON is President and Chief Executive Officer of Dallas Power & Light Company, a division of investor-owner Texas Utilities Electric Company. TUEC provides electric energy in 87 counties in Texas to more than four and a half million people. During his career with the Company, Mr. Aston has held managerial positions in construction, marketing personnel and communications. He holds active leadership roles in many community and civic affairs locally and nationally.



DR. CALVIN A. KENT, Director of Baylor University Center for Private Enterprise, has founded seven businesses and served as a consultant to many major corporations. He is currently a member of President Reagan's Task Force on entrepreneurship and small business education. Dr. Kent is author of 13 books and over 70 articles.



PAUL TURNER is Vice President of the Atomic Industrial Forum, Inc. His responsibilities include the direction of the Public Affairs and Information program. Mr. Turner helped found and serves on the plans and program committee of the U.S. Committee for Energy Awareness, an industry-wide national public information effort. Turner also serves on a number of industry advisory groups including those of Edison Electric Institute, the Electric Power Research Institute and the Institute of Nuclear Power Operations.



NORMA BRADLEY ALLEN, co-author of "The Quilters: Women & Domestic Art," spent three years researching the book. She talked to the pioneer women in the Southwest and pieced together the tapestry of their lives as they had pieced together scraps of materials for their quilts. Mrs. Allen has served as editorial representative for Better Homes & Gardens and Woman's Day. Her articles have appeared in those magazines as well as McCall's, Historic Preservation, Reader's Digest, and Vision. She will soon make her acting debut in the film "1918".



BILL BRIER is Vice President in charge of Communication for Edison Electric Institute, Washington, D.C. He is responsible for public and media relations, advertising, and publishing for the Institute. He has significant Washington experience in positions with R. J. Reynolds Company, the National Council of Farmer Cooperatives, and as executive assistant to Rep. Larry Winn of Kansas.



ALAN SOWARDS is Educational Director of the oil information committee of the Texas Mid-Continent Oil and Gas Association. Sowards has taught Biology and related subjects, developing an enrichment program in Environmental Sciences for secondary students, and later the program and curriculum from K-12th grade. He has also served as Science Coordinator for Plano ISD, a member of several educational groups and as director of the Texas Association of Environmental Educators.

1984 EWRT CONFERENCE COMMITTEES

CONFERENCE CHAIRMAN	Charlotte Gibson
PROGRAM	Chairman: Pat Seaman Alys Dallas
GENERAL ARRANGEMENTS	Susan Kelly Virginia Chancellor
FINANCES	Carolyn White
REGISTRATION	Chairman: Annabelle Winningham Bernadine Johnson
HOSPITALITY	Chairman: Virginia Pribyl Esther Vahey
SPECIAL ACTIVITIES	Alys Dallas
BARBECUE	Gayle Wilson
MEAL COORDINATION	Chairman: Pat Lucas Lee Stanyer Vicki White
DECORATIONS	Chairman: Tulu Hickerson Marie Healey Beth Schlagel
BUSINESS LIAISON	Chairman: Barbara Belcher Marie Healey
PUBLICITY	Gloria Roberts
PACKET	Arlene Olson
PRINTING	Mary Louise Kottwitz
MATERIALS REVIEW	Gayle Wilson
CONFERENCE EVALUATION	Vicki White

SPONSORS

A special word of thanks to the following for their donations and support of the 1984 EWRT National Conference.

Texas Utilities Electric Company
Dallas, Texas
(Dallas Power and Light Co.)
(Texas Electric Service Co.)
(Texas Power and Light Co.)

Edison Electric Institute
Washington, D. C.

Triple W Ranch
John J., Gayle and Wesley Wilson
Fort Worth, Texas

Texas-New Mexico Power Company
Clifton, Texas and Whitewright, Texas Offices

Sanger-Harris Company
Dallas, Texas

Rice Council
Houston, Texas

American Roofing & Supply Co.
Dallas, Texas

Highland Appliance Company
Dallas, Texas

Energy and Man's Environment
Salt Lake City, Utah

A special "thank you" to

Association of Home Appliance Manufacturing for scheduling a Major Appliance Seminar for the convenience of our conference attendees...

and to the members of the South Texas Chapter of EWRT for their assistance in securing sponsors, and for serving as Co-hostesses at the Conference.

DOOR PRIZE & REFRESHMENT DONORS

COOKBOOKS

Oxmoor House Publishing Co., Birmingham Ala.
Carolyn White, Consultant, Arlington, TX.
Gulf Publishing Co., Houston, TX.
Microwave Cooking Library, Minnetoka, Minn.
J. G. Boyd Appliance, Dallas, TX.

PORTABLE APPLIANCES

National Presto Industries, Eau Claire, Wisc.
Jarrell Appliance Co., Dallas, TX.
Rival Manufacturing Co., Kansas City, Mo.

COOKWARE

Interstate Electric Co., Dallas, TX.

DINNERWARE

Plastics Manufacturing Co., Dallas, TX.

DESK ACCESSORIES

Louis Bull Advertising Co., Fort Worth, TX.

FOOD GIFT PACKAGES

Goodies from Goodman, Dallas, TX.
Texas Ya Hoo Co., Rockwell, TX.

FOOD PRODUCTS

Adams Extract Co., Austin, TX
Morrison Milling Co. Denton, TX.
Frito-Lay Co., Dallas, TX.
Kraft Foods Co., Dallas, TX
Weaver Honey Co., Dallas, TX.
"Hell on the Red" Co. Telephone, TX.
Zebbie's Fine Foods, Memphis, TX.



Jan Finkbeiner
Jan 89
Completed
Oct 89

September 24, 1984

Sally Hollomon
[REDACTED]

Dear Sally,

Your League's request for use of \$50 from the Mary Harding education funds you have on deposit to cover the cost of two meetings on Sept. 27 & 27, 1984 on varied topics to include nuclear power, etc., was approved by the LWV-TEF Board of Trustees on September 21, 1984.

Your Project Supervisor is Myrtle McMahan, 3600 Lawndale, Fort Worth 76133. Contact her if you need any help with the forms.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated.

1. "How to" for Local League Projects (1)
2. Project Director's Report (2)
3. Project Financial Report (3)

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Encls.

cc: Lois Carpenter, LWV-TEF Chairman
Myrtle McMahan, LWV-TEF Project Supervisor
State office

Wahon, Supervisor
AUG. 23 1984
LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT REQUEST FORM

AUG 17 1984

FROM: LWV of TARRANT COUNTY

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

Distribution: Sec'y 2 Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Attend two meetings of the Electrical Women's Round Table Conference on energy.

Plans for execution, including distribution of any printed material:

I request Mary Harding funds to cover the cost of attending the two meetings on Sept. 26 & 27, 1984. Topics include nuclear power, electricity, energy from petroleum & coal, trends in major household equipment. (Program is enclosed.)

Anticipated completion date:

Proposed Project Director: Name Kelly Halloran Phone _____

Address _____

Proposed budget:

Income

Expenditures

Portion budgeted from LL
Ed. Fund money on deposit: \$ _____

Printing: \$ _____

Donations from: _____

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL taxable
money: _____

Other: 2 meetings _____

Sales: _____

@ \$25 each 50.00

Other: _____

TOTAL _____

TOTAL

\$ 50.00 *

(If more space needed, use another sheet)

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

Kelly Halloran
Signature of LL President or TEF Trustee

*Approved by Local League
Board of Directors at
Aug. 18, 1984 meeting.*

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted
from your account based on actual expenditures when PROJECT FINANCIAL REPORT is

submitted.

ELECTRICAL WOMEN'S ROUND TABLE, INC.
32nd ANNUAL CONFERENCE
SEPTEMBER 25, 26, 27, 28, 1984
SHERATON - DALLAS HOTEL
DALLAS, TEXAS

SPECIAL REGISTRATION
FOR COMMUNITY LEADERS

Name SALLY HOLLEMON
Organization League of Women Voters of Tarrant County
Mailing Address 437 Hillview Drive
City/State/Zip Hurst, TX 76054
Above address is X Home Business
Home Phone 817-268-4454 Bus. Phone 817-336-1333 (LWV office)
(Please complete both)

	REGISTRATION	TOTAL
Full Registration (Includes all scheduled meetings, meals, tours, breaks, and reception)	\$175	<u> </u>
Partial Registration		
<u>Wednesday, September 26</u>		
All activities	\$ 75	<u> </u>
Lunch	\$ 15	<u> </u>
Meeting	\$ 25	<u> \$25 </u>
Reception	\$ 8	<u> </u>
Banquet	\$ 30	<u> </u>
<u>Thursday, September 27</u>		
All activities	\$ 85	<u> </u>
Meeting	\$ 25	<u> \$25 </u>
Lunch	\$ 15	<u> </u>
Power Plant Tour, Barbecue	\$ 45	<u> </u>
<u>Friday, September 28</u>		
All activities	\$ 40	<u> </u>
Breakfast	\$ 15	<u> </u>
Meeting	\$ 25	<u> </u>
LATE REGISTRATION FEE (After Sept. 1)	\$ 25	<u> </u>
	TOTAL FEE	<u> \$50 </u>

Mail one copy of completed form with your check payable to EWRT to:

Marlisa K. Bannister
Executive Director
Electrical Women's Round Table, Inc.
6130 Sunbury Road, Suite C
Westerville, OH 43081

No refunds cancellations of
registration will be made unless
received in writing by September
15, 1984. Refunds will be mailed
after October 31, 1984.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

MAY 18 1984

Completed

PROJECT SUPERVISOR'S EVALUATION

LWV of Sherman or state TEF (check) _____

Project Voters Guides for May 1984 primary election

1. Have you received copies of the following:

Project Director's Report Yes

Financial Report Yes

Publication(s) Yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? Yes

3. Do you have suggestions for managing similar projects in the future?

No. There seems to be a slight problem with this particular project in that there is no invoice for printing costs or whatever the newspaper charged the Sherman League for the printing--or how much they needed to get the state Guide. That seems to be a matter of fully reading the directions of what to submit upon the conclusion of the

4. Do you have other comments? project.
No.

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects? No.

In salaried jobs?

No.

Eleanor W. Sutherland

Signature of Supervisor

5-17-84

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)



10/27/84

Susan Mayne
1500 Yonkers
Sherman 75098
\$885 - want
~~plus~~



Ph. 854-4101

#37 PARKDALE PLAZA
CORPUS CHRISTI, TX. 78411

320
60
26

Completed

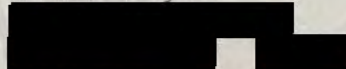
October 27, 1984

TO: Jeanette Vanderwater, LWV-TEF Treasurer
FROM: Margie Morrill, LWV-TEF Secretary
RE: Project Financial Report of LWV-Sherman in relation to their approved Project Request for \$775 approved by the board April 13, 1984.

We've had a bit of breakdown in communication on this one. I had marked it completed because I received the forms including the financial report from Eleanor, Project Supervisor, on May 18, 1984. The Financial Report included photo copies of invoice from the Sherman Democrat and receipt for payment for \$1000. I assumed that another photo copy or the original had gone to you with the other copy of the Financial Report. Not so, I just learned.

Eleanor just called me and said that she had a call from the treasurer of LWV-Sherman and they want the money. It is complicated by the fact that the Project Request (approved) asked for \$775 with the balance to be made up from their general funds. Eleanor says that they now want \$885 and we assume they now have some additional money in their Ed Fund account. Eleanor was ready to tell them that they would have to make another Project Request for the balance, but I told her I think the procedure is to pay what they need if they have that much in their account plus the administration fee. Is this correct? Anyway, they want the check sent to:

Susan Mayne



as soon as possible. You have my vote to sent \$885 if they have it.

I'm enclosing the receipts and invoice which should have been sent to you.

Hope this clears it up.

5/17/84
needs money
for financial report

Completed

April 16, 1984

Joyce Robinson
[REDACTED]

Dear Joyce:

Your League's Project Request for use of \$775.00 of the Education Fund money you have on deposit to publish state and local Voters Guides for the May 1984 primary election was approved by the LWV-TEF Board of Trustees on April 13, 1984.

Your Project Supervisor is Eleanor Sutherland, 7614 Midbury Dr., Dallas 75230. Contact her if you need any help.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects.
2. Project Director's Report.
3. Project Financial Report.

All publications funded by Education Fund money must carry the full name: League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Enclosures

Margie Morrill, LWV-TEF Secretary

cc: Lois Carpenter, LWV-TEF Chairman
Avo Stevens Butler, President LWV-Sherman
Eleanor Sutherland, LWV-TEF Project Supervisor
State Office

Gleason Sutherland

APR 2 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

PROJECT REQUEST FORM

Distribution: Sec'y ☒ (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of Sherman

Proposed Project:

Anticipated Completion Date April 28, 1984

State & Local Voters Guide
for May 1984 Primary election.

Plans for execution, including distribution of any printed material:

Local newspaper, the Sherman Democrat, will use the negatives from LWV-T for the statewide information on races. Local candidates responses will be gathered locally and typeset by the newspaper in tabloid format to match the state format. The Guide will be distributed in the Sunday, April 29 edition (circ., 23,000).

Proposed Project Director: NAME Joyce Robinson

PHONE: [REDACTED]

Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 775.00

Anticipated donations to
Ed. Fund account from:

-0-

Portion from LL general
fund:

230.80

From fees or sales:

Other: _____

TOTAL

\$ 1,005.80

Printing:

\$ 1,000.00

Postage:

~~5~~ 5.80

Supplies:

-0-

Office Overhead:

-0-

Volunteers' Expenses:

-0-

Other: _____

TOTAL

1,005.80

**Administration fee:

38.75

TOTAL COST OF PROJECT: \$1,044.55

Ann Stevens Butler
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

The League of Women Voters of Sherman

P. O. Box 2143
Sherman, Texas 75090
March 30, 1984

MM
APR 2 1984

League of Women Voters of Texas
Education Fund
1212 Guadalupe, #109
Austin, TX 78701

Re: Project Quest

Dear Friends:

Attached is our Project Request Form. Please process our request as soon as possible.

Your prompt reply will be greatly appreciated.

Yours very truly,

Avo Stevens Butler

Avo Stevens Butler
President

MAY 18 1984

May 17, 1984

TO: Joyce Robinson, Voters Guide Editor & Ave Stevens Butler, President
League of Women Voters of Sherman
FROM: Eleanor Sutherland, LNW-TEF Project Supervisor

I have received your reports on the conclusion of the successful printing and distribution of your May 1984 Primary Election Guide. If you will recall, the forms request certain enclosures. The financial report should have included the invoices or other evidence of payment for printing costs. Your report included only the cost of the postage. Please track the receipt down so that it may be filed with the rest of your project report materials. Kindly refer to Margie Morrill's letter covering this, dated April 16, 1984. Including all requested attachments will greatly facilitate transfer of your TEF money to you.

Many thanks. The Guide looks very good.

cc Margie M.

MAY 18 1984

For state use only

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of Sherman

PROJECT: Voters Guides for May 1984

Primary

Project Supervisor (TEF Trustee) Name: Eleanor Sutherland

Address: [REDACTED]

INCOME

Requested from TEF: \$ 775.00

From sales: _____

Other: LL general fund 230.80

TOTAL: \$1,005.80

EXPENDITURES

Printing: \$1,000.00

Office overhead: _____

Volunteers' expenses _____

Other: Postage 5.80

SUBTOTAL: \$1,005.80

Postage:

29 letters to candidates
@ 20¢ each = \$5.80

Additional 5% admini-
stration fee (\$5.00
minimum; \$100 maximum)
to be deducted from
local League account: 38.75

TOTAL COST OF PROJECT \$1,044.55

5/7/84

Date

Le Lange
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for your files.

Please submit as soon as possible following completion of the project.

9/83

MAY 18 1984

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Sherman PROJECT Voters Guides for May 1984
PROJECT SUPERVISOR (TEF trustee) Eleanor Sutherland Primary
(Name)
(Address)

1. What was the primary accomplishment of the project:

Publication (please describe): Voters Guide featuring state and county races for the May 5 Primary - published in Sherman Democrat, local newspaper.

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

The circulation of the Sherman Democrat is approximately 20,000.

3. Was the project successful? (please describe) Yes. WE got positive feedback from many people and many requests for extra copies of the Guide. We have found that many people in Grayson County look forward to our Voters Guides before each election.

Joyce Robinson
Signature of Project Director

5/7/84

Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER PRINTED MATERIALS TO THIS REPORT.

OCT. 1 1984

LWV-Texas Education Fund
September 27, 1984

TO: Trustees
FROM: The state office

1. Please understand that the financial information regarding purchase of office space that you received in the mail after the board meeting is simply a first draft. If you have suggestions for improvement before it is sent to all members, selected former members, corporate entities, etc., please let Lois know as soon as possible. If a chairman/-men is/are selected soon, she may want you to contact her/him/them with your suggestion(s). (!) Those pages of information will be accompanied by a return-addressed envelope and a cover letter oozing enthusiasm. Only board members, Betty, and Diana have received those sheets.
2. San Antonio LWV has submitted a Project Request Form that they know is a bit late, but info on the conference reached them during the board meeting.

They want to use \$75.00 for the registration fee to send Ruth Lofgren to the A&M/UT Groundwater Conference on October 29-31. Ruth would be Project Director.

IF YOU OBJECT, send such objection to the state office in writing by October 10. Silence will indicate consent.

*TT
Call Lois re Proj. Lofgren - said
called Ruth Lofgren - said
she would do it.
could not reach on 10/14/84*



legislative newsletter

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 GUADALUPE, NO. 109 • AUSTIN, TEXAS 78701

512 472-1156

bill STATUS 1-800-252-9693

JUL 24 1984

July 18, 1984

Dear Margie,

Just had a call from Jay Larson, the VS person in Waco. He had sent Jan Albers a copy of their Voters Guide (or something) and it had been returned to him because of erroneous address. She's on Ridgestone, instead of Ridgewood.

Best -

Joann

LWV-Texas
June 1984
State Board Mailing

STATE BOARD VACATION SCHEDULE

Jan Albers

???

Lavora Arizaga

July 16 - 31 London & Edinburgh

Evelyn Bonavita

Sept 8 - 19; Sept 22 - Oct 2

Lois Carpenter

July 7 - 14; July 23 - ? (no later than Aug 3)

Louise Cummins

Sometime in September

Jeanette Davis

July 8 - 22 Russia

Sondra Ferstl

Already been!

Rachel Gooch

Late Aug - Early Sept -- Dates unknown

*Completed
Comp Date June 1, 1984*

red paper work

*needs to be finally
approved at June mty.*

April 16, 1984

Joy Langer

Dear Joy:

Your League's Project Request for use of \$125 of the Education Fund money you have on deposit to publish a Directory of Elected Officials was approved by the LWV-TEF Board of Trustees on April 13, 1984.

Your Project Supervisor is Jan Albers, 7603 Ridgewood Drive, Austin 78731. Contact her if you need any help and she should see the draft copy before you go to press. *don 7/25/84*

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects.
2. Project Director's Report.
3. Project Financial Report.

All publications funded by Education Fund money must carry the full name: League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Merrill, LWV-TEF Secretary

Enclosures:

cc: Lois Carpenter, LWV-TEF Chairman
Catherine Gordon, LWV-Waco President pro tem
Jan Albers, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

MAR 29 1984

PROJECT REQUEST FORM

FROM: LWV of Waco Area

Proposed Project:

Directory of Elected Officials - 2 m

Plans for execution, including distribution of any printed material:

To be distributed to the general public.

Anticipated completion date:

June 1, 1984

Proposed Project Director: Name

Jay Larsen

Phone

Address:

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$ 125.00

Donations from:

Portion from LL taxable
money: _____

Sales: _____

Other: _____

TOTAL

125.00

Printing: _____

\$ 125.00

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Other: _____

TOTAL

125.00 *

(If more space needed, use another sheet)

Catherine M. Gordon, President pro tem
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;

keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

SEP. 28 1984

PROJECT SUPERVISOR'S EVALUATION

LWV of Waco or state TEF (check) _____

Project "Your Elected Officials"

1. Have you received copies of the following:

Project Director's Report

Financial Report

Publication(s) ☒

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes, except for timing. It was delayed somewhat.
3. Do you have suggestions for managing similar projects in the future?

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Jan Albers
Signature of Supervisor

Sept. 28, 1984
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

SEP. 28 1984

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of Waco

PROJECT: Directory of Elected Officials

Project Supervisor (TEF Trustee) Name: Jan Albers

Address: [REDACTED]

INCOME

Requested from TEF:

\$ 125.⁰⁰

From sales:

NONE

Other:

NONE

TOTAL:

\$ 125.00

EXPENDITURES

Printing:

\$ 151.45

Office overhead:

—

Volunteers' expenses

—

Other:

—

SUBTOTAL:

\$ 151.45

Additional 5% admini-
stration fee (\$5.00
minimum; \$100 maximum)
to be deducted from
local League account:

7.58

TOTAL COST OF PROJECT

\$ 159.03

9-3-84

Date

Alta J. Pennell

Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for your files.

Please submit as soon as possible following completion of the project.

Robinson Independent School District

BOARD OF TRUSTEES: Term Expires:

Mildred Schaeper 1985
Darrell York 1985
Dewey Abbe 1986
Bill Hague 1986
George Kubal 1987
Steve Welch 1987

Address: 500 W. Lyndale Robinson, TX 76706

School Board meets 2nd Monday at 7:00 PM in Admin. Bldg.

The League of Women Voters is a non-partisan organization which works to promote political responsibility through informed and active participation of all citizens in government. The League of Women Voters does not support or oppose any political party or candidate. Membership is open to all citizens 18 years or older.

VOTING QUALIFICATIONS

U.S. Citizen, at least 18 years old. Resident of State and County for 30 days. Holder of current Voter Registration certificate.

REGISTRATION

Registration is open throughout the year at the Court House. A registration is effective until you have received an expiration notice. If you change your residence or name, you must contact the County Elections Administrator's Office in person or in writing.

WHERE TO VOTE

In the election precinct in which the voter resides. A list of polling places is posted at least 20 days prior to an election and published in the newspaper immediately prior to an election. Absentee voting begins 20 days prior to an election and is held in the County Elections Administrator's Office, Court House.

ELECTION CALENDAR

CITY ELECTIONS:

First Saturday in April, annually.

SCHOOL BOARD ELECTIONS:

First Saturday in April, annually.

COUNTY, STATE & NATIONAL ELECTIONS:

PRIMARY: First Saturday in May in even numbered years.

GENERAL: First Tuesday following the first Monday in November in even numbered years.

A Guide for CITIZENS



YOUR ELECTED officials

1984

Prepared by

The League Of Women Voters Of the Waco Area

P. O. BOX 7113

Funded by

The League Of Women Voters of Texas Education Fund

1984 Legislative Guide

NATIONAL

PRESIDENT: Term Expires:

Ronald Reagan 1984
Address: The President
The White House
Washington, D. C. 20500
Dear Mr. President:

UNITED STATES SENATORS: Term Expires:

Lloyd M. Bentsen, Jr. (D) 1988
John G. Tower (R) 1984
Address: The Honorable.....
(Bentsen) Room 240
(Tower) Room 142
Russell Building
Washington, D. C. 20510
Dear Sir or Dear Senator:.....

UNITED STATES REPRESENTATIVE:

11th Congressional District Term Expires:
Marvin Leath 1984
Address: The Honorable.....
House of Representatives
Room 336
Cannon Building
Washington, D.C. 20515
Dear Sir or Dear Mr.....

STATE

GOVERNOR: Term Expires:

Mark B. White 1986
Address: The Honorable.....
State Capitol
Austin, Texas 78711
Dear Governor.....

LIEUTENANT GOVERNOR: Term Expires:

William P. Hobby, Jr. 1986
Address: The Honorable.....
State Capitol
Austin, Texas 78711
Dear Sir or Dear Lt. Governor.....

STATE SENATOR-Dist. 9 Term Expires:

Chet Edwards 1984
Address: The Honorable.....
The Senate
Austin, Texas 78711
Dear Sir or Dear Senator.....

STATE REPRESENTATIVE Term Expires:

District 56 Betty Denton 1984
District 55 Rollin Khoury 1984
Address: The Honorable.....
House of Representatives
Austin, Texas 78711
Dear Mrs.; Dear Sir.....

STATE DISTRICT JUDGES: Term Expires:

District 19 Bill Logue 1984
District 54 George Allen 1986
District 74 Durwood Johnson 1984
District 170 Ray Mormino 1986
Address: The Honorable.....
County Court House
Waco, Texas 76701
Dear Judge or Dear Sir.....

COURT OF CIVIL APPEALS-10th DISTRICT

CHIEF JUSTICE: Term Expires:

Frank G. McDonald 1986
ASSOCIATE JUSTICES: Term Expires:
Bob Thomas 1984
Vic Hall 1986

McLENNAN COUNTY

COUNTY JUDGE: Term Expires:

Stanley Rentz 1986

COUNTY COURT AT LAW: Term Expires:

Mike Gassaway 1986
David Hodges 1986
Address: The Honorable.....
County Court House
Waco, Texas 76701
Dear Judge or Dear Sir.....

COUNTY COMMISSIONERS: Term Expires:

Precinct 1	Wayne Davis	1984
Precinct 2	Jim Lewis	1986
Precinct 3	Vince Incardona	1984
Precinct 4	Don Cantrell	1986

Address: Commissioner.....
County Court House
Waco, Texas 76701

Commissioners Court meets every Monday at 9:00 AM in
Commissioners Court Room on ground floor of County Court
House.

DISTRICT ATTORNEY: Term Expires:
Vic Feazell 1986

DISTRICT CLERK: Term Expires:
Joe Johnson 1986

COUNTY CLERK: Term Expires:
Frank Denny 1986

SHERIFF: Term Expires:
Jack Harwell 1984

TAX ASSESSOR-COLLECTOR: Term Expires:
Gene Prickette 1984

TREASURER: Term Expires:
Odessa Wells 1986

SURVEYOR: Term Expires:
Luther T. Fisher 1986

COUNTY PARTY CHAIRMEN: Term Expires:
Democratic: H. Gene Evans 1986
Republican: Craig Reid 1986

CITY OF WACO

CITY COUNCIL: Term Expires:
Malcolm P. Duncan 1985
Ruben M. Santos 1985
Cullen N. Harris 1985
David Sibley 1986
Lanelle L. McNamara 1985
Cullen Smith 1986
Address: P. O. Box 1370
Waco, Texas 76703

City Council meets 1st and 3rd Tuesday, 7:30 AM Convention
Center and 2nd and 4th Tuesday, 1:15 PM City Hall.

CITY MANAGER: Term Expires:

David Smith Appt.

CITY SECRETARY:

Raymond Baker Appt.

CITY OF BELLMEAD

CITY COUNCIL: Term Expires:
W. T. "Tom" Spears 1985
Dave Mayfield 1985
Winifred "Wink" Pickens 1985
James Wyatt 1986
Unatha Beatty 1986
O. B. Lusk 1986

City Council meets 2nd Tuesday, 7:30 at City Hall, Bellmead.

CITY OF BEVERLY HILLS

CITY COUNCIL: Term Expires:
Joe Frank Holder 1986
Kenneth Boen 1986
George Grube 1986
Angie Hughes 1986
Gene Reinhardt 1985
J. C. Stolsworth 1985

City Council meets 1st Wednesday, 7:00 PM at City Hall.

CITY OF HEWITT

CITY COUNCIL: Term Expires:
Louis Mexia 1985
Marian Skivington 1985
Ernie Emrich 1986
Joe Adams 1985
Howard Thompson 1986
Phil Greenawalt 1986
Tom Burke 1985

City Council meets 1st and 3rd Mondays, 7:00 PM at City Hall.

CITY OF LACY LAKEVIEW

CITY COUNCIL: Term Expires:
Glover A. Laird 1985
J. L. Crawford 1985
Maurice Fawcett 1985
James S. Thigpen 1986
Dan Walling 1986
Marvin Witt 1986

City Council meets 2nd Tuesday, 7:30 PM at Community Ctr.

CITY OF NORTHCREST

CITY COUNCIL: Term Expires:
L. D. Pettey, Jr. 1986
Dalton E. Tynes 1986
Billy B. Lanier 1986
Billy Lucas 1985
Ronnie B. Jett 1985
Dale Sanders 1985

*City Council meets 2nd Thursday, 6:30 at the City Hall.

CITY OF ROBINSON

CITY COUNCIL: Term Expires:
Oleta Lucas 1986
Z. R. Rannals 1986
Martha F. Kettler 1985
George Brooks 1986
(Vacancy) 1985

City Council meets 2nd Tuesday, 7:30 at City Hall.

CITY OF WOODWAY

CITY COUNCIL: Term Expires:
Paul Hubbard 1986
Bill Townsend 1986
Bill Street 1986
Carleen Bright 1986
Robert Chambers 1985
James Wood 1985
Walter Seeger 1985

City Council meets 2nd and 4th Mondays, 5:30 PM at City Hall.

McLENNAN COMMUNITY COLLEGE

BOARD OF TRUSTEES: Term Expires:
Norma Y. Podet 1990
Nick Klaras 1986
Eric Hooker 1988
Michael Boyle 1986
James Hardwick 1990
C. Ray Perry 1990
Danny Uptmore 1988

Address: 1400 College Drive
Waco, Texas 76708

The Board of Trustees meets the 2nd Tuesday at 7:30 in
the Administration Building, MCC Campus.

Waco Independent School District

BOARD OF TRUSTEES Term Expires:
Dr. E. L. Harrison 1988
Dr. G. Timothy Boswell 1990
Mary Ruth Duncan 1986
Diana Kohler 1986
Jim Evans 1988
Linda Ethridge 1990

Address: WISD Administration Bldg. 3420 W. Waco Dr.
P. O. Box 27 Waco, TX 76703

School Board meets 1st Tuesday 4:00 PM work/study session;
3rd Thursday 7:30 PM regular meeting. Meets in Board Room,
Administration Bldg.

Connally Independent School District

BOARD OF TRUSTEES: Term Expires:
James Whaley 1985
Felix Picha 1986
Charles Halbert 1986
Donald L. Hay 1985
Scott Meaders 1987
Harold Kissinger 1985
Kenneth Ramsey 1987

Address: 715 Rita Waco, Texas 76705

School Board meets 3rd Tuesday at 7:00 in Administration Bldg.

La Vega Independent School District

BOARD OF TRUSTEES Term Expires:
Frank Lemanski 1985
H. G. "Butch" Doss 1985
Coy L. Emert 1986
Dale Strickland 1986
Conrad Robison 1986
Phillip Bancale 1987
Reggie Olson 1987

Address: 3100 Bellmead Dr. Waco, TX 76705

School Board meets 3rd Tuesday at 7:00 PM in Admin. Bldg.

Midway Independent School District

BOARD OF TRUSTEES: Term Expires:
Anita Rolf 1987
Kenneth Krause 1987
Dr. Robert Krienke 1985
Ken Simons 1985
Earl Patrick 1986
Dr. Richard Scott 1986
Frank Alexander 1986

Address: 9101 Woodway Dr. Waco, TX 76710

School Board meets 3rd Tuesday at 7:00 PM in Administration
Office on 901 Old Hewitt Road.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

SEP. 28 1984

PROJECT DIRECTOR'S REPORT

LWV of Waco PROJECT Directory of Elected Officials

PROJECT SUPERVISOR (TEF trustee) Jan Albers

(Name)

(Address)

1. What was the primary accomplishment of the project:

Publication (please describe): ELECTED OFFICIALS - NATIONAL, STATE, COUNTY, AND
LOCAL CITIES AND SCHOOL BOARDS.
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

THIS PROJECT REACHED SEVERAL THOUSAND CITIZENS. 500 WERE INCLUDED IN
OUR FINANCE DRIVE LETTERS - 200 TO MEMBERS AND CONTRIBUTORS - 500 TO THE LIBRARIES,
AND THE REMAINDER GIVEN OUT AT OUR VOTER REGISTRATION BOOTHS.

3. Was the project successful? (please describe)

OF COURSE - EVERYBODY LOVES IT!

Jay P. Larsen

Signature of Project Director

Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

Comp. Date
17/7/84
as to request
EO for 83-84

balance to be
reapplied for

Completed

April 16, 1984

Susan Morris

7 new request
comin

see minute

Dear Susan:

Your League's Project Request for use of \$562.85 for reprinting of 1983-4 YEOs and printing of 1985 YEOs from the Education Fund money you have on deposit was approved by the LWV-TEF Board of Trustees on April 13, 1984.

Your Project Supervisor is Rachel Gooch, 3128 Chaparral, Fort Worth, 76109. Contact her if you need any help and she should see the draft copy before you go to press.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How to" for Local League Projects. (1)
2. Project Director's Report. (2)
3. Project Financial Report. (3)

All publications funded by Education Fund money must carry the full name: League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Jo Joyce L. Morgan, LWV- Arlington President
Rachel Gooch, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND

1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

APR 11 1984

PROJECT REQUEST FORM

FROM: LWV of Burlington

Distribution: Sec'y / (2 copies)

Pres. _____ Treas. _____ S.O. _____

Proposed Project:

Reprinting of 1983-4 yco.
Printing of 1985 yco

Anticipated Completion Date 12-30-84

Plans for execution, including distribution of any printed material:

1983-84 Reprinting - Because of increased demand between January and March we found it necessary to reprint the 1983-84 yco. We ordered and received 3,000 copies of the 1983-84 brochure. Seven hundred copies were sent to GTE and Burlington

Proposed Project Director: NAME Jusan Morris

PHONE: [REDACTED]

Address: [REDACTED]

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 562.85

Printing: \$ 520.00

Anticipated donations to

Ed. Fund account from:

Postage: 8.57 already spent

15.00

Supplies: mailing envelopes

1.05

Office Overhead:

Volunteers' Expenses:

Portion from LL general fund:

Other: _____

TOTAL

\$ 536.05

From fees or sales:

**Administration fee:

26.80

Other: _____

TOTAL COST OF PROJECT:

\$ 562.85

TOTAL

\$ 562.85

Laya L Morgan
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

10/83

7/16/84
see printed report attached
Bal left for new yco 315.94 incl ad fee

1983-84 Reprinting, cont'd.

Northern Railroad who are relocating employees to this area. Five hundred YEOs went to local Welcome Wagon representatives to be distributed to people new to the area. Three hundred went to a professor at the University of Texas at Arlington who distributed them to students. One hundred went to a local church for distribution to church members. Other copies of the reprinted YEO were given to the four local libraries for distribution. Their supplies are continually replenished. The UTA library is also stocked with the YEO. YEOs were distributed at a Voter Registration Drive held in February. They were also given to contributors, the Chamber of Commerce and local high schools. We currently have about 900 1983-84 YEOs left. This supply (updated with an inset) will last us until the 1985 YEO is printed in December.

Printing of 1985 YEO -

We will print 3,000 copies of the 1985 YEO. This will cost approximately \$260.00. Distribution of the 1985 YEO will occur through supplying local public libraries and colleges and high schools with the brochure. We anticipate continued distribution by Welcome Wagon. We also anticipate more voter registration drives at

Printing of 1985 YEO, cont'd.

For state use only

APR 11 1987

Form #109
#101

Approved

Supervisor

Date

which the YEOs will be given out. We anticipate requests from companies relocating employees to Arlington. Finally, we will hand out YEOs to league members, contributors and people who request them individually at our office.

Distribution: Sec'y (2 copies)

distribution of any printed material:

PHONE:

EXHIBITS

Project related to
Ed. Fund money on receipt

Project related to
Ed. Fund account from:

Project:

Supplies:

Office Overhead:

Volunteers' Expenses:

Administration fee:

TOTAL COST OF PROJECT:

TOTAL

Signature of IL President

Send one to the state office (address above); keep one for IL files.

A 10% (10% of total, 20% of total) administration fee will also be deducted from your project based on amount of report from TEF when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PROJECT FINANCIAL REPORT

Completed

JUL 16 1984

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

LWV of ARLINGTON

PROJECT: Reprinting of '83-'84 YEO

Project Supervisor (TEF Trustee) Name: Rachel Gooch

Address: [REDACTED]

INCOME

Requested from TEF: \$ 562.85

From fees or sales: _____

Other: _____

TOTAL: \$ 562.85

EXPENDITURES

Printing: \$ 260.14

Postage: 5.62

Supplies: _____

Office overhead: _____

Volunteers' expenses: _____

Other: _____

TOTAL: \$ 265.76

Requested from TEF:

\$ 265.76

Administration fee--
5% of above (\$5 minimum;
\$100 maximum)--to be de-
ducted from LL account: 13.29

TOTAL COST OF PROJECT: \$ 279.05

6/15/84
Date

Ruthann Gooch
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.
Keep one copy for local League files.

Please submit as soon as possible following completion of the project.

JUL 16 1984

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of ARLINGTON PROJECT Reprinting of '83-'84 YEO

PROJECT SUPERVISOR (TEF trustee) Rachel Gooch

(Name)

(Address)

1. What was the primary accomplishment of the project:

Publication (please describe): *The primary accomplishment of the reprinting of the 183-184 YEO was to reach more people with information about their elected officials, Texas voting regulations and the League of Women Voters.*
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

In all, 2,400 reprinted YEOs were distributed. Seven hundred copies were sent to GTE and Burlington Northern Railroad who were relocating employees to the Arlington area. Five hundred YEOs were given to local Welcome Wagon representatives to be distributed to people new to the area. Three hundred copies were given to a professor at UTA for distribution to students. One hundred copies were given to a professor at UTA for distribution to students.

3. Was the project successful? (please describe)

Yes, the project was successful. As a result of the reprint we have reached at least 2,400 more people than originally planned. We will continue to distribute the remaining 600 YEOs (which were updated after the local elections). In total at least 3,000 people will be reached as a result of the reprinting.

Susan Morris
Signature of Project Director

6-25-84
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

2- of the 400 were given to a local church for distribution to church members. The four local libraries were resupplied with 400s. Copies were distributed at a Voter Registration drive held in February. Copies were also given to contributors, the Chamber of Commerce and local high schools.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

JUL 15 1984

PROJECT SUPERVISOR'S EVALUATION

LWV of Arlington or state TEF (check) _____

Project Reprinting of '83-'84 YEO

1. Have you received copies of the following:

Project Director's Report yes

Financial Report yes

Publicat

Conferen

Other pr

2. Was the

3. Do you

4. Do you

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects? no

In salaried jobs? no

Rachel D. Gooch

Signature of Supervisor

July 11, 1984

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

JUL 16 1984

PROJECT SUPERVISOR'S EVALUATION

LWV of Arlington or

Project Reprinting of '83-'84 G

1. Have you received copies of the following:

Project Director's Report yes

Financial Report yes

Publication(s) yes

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? yes

3. Do you have suggestions for managing similar projects in the future? no

4. Do you have other comments? no

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects? no

In salaried jobs? no

Rachel D. Gooch
Signature of Supervisor

July 11, 1984
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

more months, I think
this should be paid now.
Rachel

ABSENTEE VOTING

Qualified voters who expect to be absent from the area on election day or those who are unable to appear at the polls because of illness, physical disability, or religious beliefs, or any registered voter 65 years of age or older may vote absentee. Absentee voting begins 20 days before the election and ends 4 days before the election. Absentee voting may be in person or by mail. Any time after 60 days prior to the election call or write the clerk appointed by the governmental unit calling the election for exact procedures and location.



VOTER REGISTRATION INFORMATION

To register to vote in Texas you must be a citizen of the United States, a Texas resident and 17 years and 10 months of age or older. A registration becomes effective on the 30th day after the date on which the registrar receives the application and on becoming eighteen.

by mail: Voter Registration Office
Tax Assessor-Collector
Tarrant County Courthouse
100 East Weatherford
Fort Worth, Texas 76102

in person: at the address given above

or Tarrant County Southeast
Sub-Courthouse
724 East Border Street
Arlington, Texas 76010

or you may pick up a postage paid card to fill out and return from any Arlington Public Library.

The League of Women Voters is a non-partisan organization whose purpose is to promote political responsibility through informed and active participation of citizens in government. The League does not support any political party or candidate, but it can and does take positions on issues after study and consensus by its members. Membership in the League is open to any person over the age of 18.

FUNDED BY A GRANT FROM THE LEAGUE OF
WOMEN VOTERS TEXAS EDUCATION FUND

Your Elected Officials 1983

This brochure was compiled and is distributed free of charge by the League of Women Voters of Arlington, Texas. It contains information on offices voted upon by the residents of the City of Arlington, City of Dalworthington Gardens, and Town of Pantego, and lists those persons in office as of May, 1983. An updated brochure will be published after the 1984 elections.

The League of Women Voters of Arlington
2111 Park Hill • Arlington, Texas 76012

LOCAL

(Next election in April of year indicated)

*Indicates appointed officials

Term
(in years)

ARLINGTON CITY COUNCIL (Listed by place)

Mayor Harold Patterson	2	1985
1-Bill Snider	2	1985
2-Paul Wharton	2	1985
3-Leo Berman	2	1985
4-Charlie Deahl	2	1984
5-Dottie Lynn	2	1984
6-Clem Carroll	2	1984
7-Jim Kier	2	1984
8-Gary Bruner	2	1985

Meets every Tuesday, 6:30PM, at Arlington City Hall, 101 West Abram; 275-3271

*City Manager-Ross Calhoun

*City Secretary-Mrs. Bobbye Ray

DALWORTHINGTON GARDENS CITY COUNCIL

Mayor Billy Bob Burdette	2	1984
Joe Miller	2	1985
M. Gayle Mullanax	2	1984
Don Berryhill	2	1984
Leonard Tibbetts	2	1985
Bob Kolba	2	1985

Meets 3rd Monday, 7:00PM, at Municipal Building, 2600 Roosevelt Drive; 274-7368

*City Secretary-Cathleen McSkimming

PANTEGO TOWN COUNCIL (Listed by place)

Mayor Hank Bloom	2	1985
1-Joe Davis	2	1984
2-Joe Gordon	2	1984
3-Nancy Tice	2	1984
4-Hank Merbler	2	1985
5-Jim Lengen	2	1985

Meets 2nd and 4th Monday, 7:00PM, at Pantego Town Hall, 1614 South Bowen; 274-1381

*City Manager-Robert McDaniel

*City Secretary-Mrs. Elfriede Voigtsberger

ARLINGTON INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

(Listed by place)

1-Dr. Tom Telle	3	1985
2-Eroy Harry	3	1985
3-Rick Cline	3	1985
4-Gary McClaskey	3	1986
5-Dr. Ken Talkington	3	1986
6-Joe Jesko	3	1984
7-Diane Patrick	3	1984

Meets 1st Tuesday, 7:00PM, at School Administration Building, 1203 West Pioneer Parkway in Arlington; 460-4611

*Superintendent-J.W. Counts

TARRANT COUNTY JUNIOR COLLEGE DISTRICT

BOARD OF TRUSTEES

(Listed by place)

1-J. Pete Zepeda	6	1984
2-Dr. J. Ardis Bell	6	1984
3-John Lamond	6	1984
4-Clay Berry	6	1986
5-Bill McKay	6	1986
6-Dr. Gwen Morrison	6	1988
7-Dr. May Owen	6	1988

Meets 3rd Thursday, 7:30PM, at the District Office, 1400 Electric Service Building, 115 West 7th, Fort Worth; 336-7851

*Chancellor-Dr. Joe Rushing

WHO MAY VOTE

Any citizen of the United States who is 18 years of age or older on the day of the election and who is a bona fide resident of the political subdivision (county, city, district, or precinct) in which the election is held and who holds a valid Voter Registration Certificate may vote.

VOTING

You may vote in your precinct of residence as described by the governmental unit calling the election. Your voting precinct number is listed on your Voter Registration Certificate. In elections less than county wide, precincts may be combined and polling places changed. To learn your polling place, call the office of the election authority holding the election, contact the local League of Women Voters, or check the newspapers immediately before an election.

FEDERAL

(Next election in November of year indicated)

	Term (in years)	
<u>PRESIDENT</u> Ronald Reagan (R)	4	1984
The President The White House Washington, D.C. 20500		
<u>VICE PRESIDENT</u> George Bush (R)	4	1984
The Vice President United States Senate Washington, D.C. 20510		
<u>UNITED STATES SENATORS</u> John G. Tower (R)	6	1984
The Honorable John G. Tower [REDACTED]		
Lloyd Bentsen (D)	6	1988
The Honorable Lloyd Bentsen 240 Russell Senate Office Building [REDACTED]		
<u>UNITED STATES REPRESENTATIVES</u> Martin Frost (D), Dist. 24	2	1984
The Honorable Martin Frost [REDACTED]		
Tom Vandergriff (D), Dist. 26	2	1984
The Honorable Tom Vandergriff [REDACTED]		

ELECTION CALENDAR

March 8, 1984 - Last registration date to vote April 7
April 7, 1984 - Local Election day
October 7, 1984 - Last registration date to vote November 6
November 6, 1984 - General Election day

See back page of brochure for absentee voting information.

STATE

(Next election in November of year indicated)

	Term (in years)	
<u>GOVERNOR</u> Mark White (D)	4	1986
The Honorable Mark White State Capitol Building Room 200 [REDACTED]		
<u>LIEUTENANT GOVERNOR</u> Bill Hobby (D)	4	1986
The Honorable Bill Hobby [REDACTED]		
<u>ATTORNEY GENERAL</u> Jim Mattox (D)	4	1986
Supreme Court Building P.O. Box 12548, Capitol Station [REDACTED]		
<u>ACCOUNTS</u> Bob Bullock (D)	4	1986
LBJ Office Building [REDACTED]		
<u>STATE TREASURER</u> Ann Richards (D)	4	1986
LBJ Office Building [REDACTED]		
<u>COMMISSIONER OF GENERAL LAND OFFICE</u> Garry Mauro (D)	4	1986
Stephen F. Austin Building [REDACTED]		
<u>COMMISSIONER OF AGRICULTURE</u> Jim Hightower (D)	4	1986
Stephen F. Austin Building [REDACTED]		

RAILROAD COMMISSION

Jim Nugent (D)	6	1988
Mack Wallace (D)	6	1984
Buddy Temple (D)	6	1986

Ernest O. Thomas Building
[REDACTED]STATE BOARD OF EDUCATION

Virginia Currey (D), Dist. 24	6	1984
Kent Grusendorf (R), Dist. 26	6	1986

[REDACTED]STATE SENATORS

Bob McFarland (R), Dist. 10	4	1986
-----------------------------	---	------

1000 W. Abram
[REDACTED]

Bob Glasgow (D), Dist. 22	4	1984
---------------------------	---	------

[REDACTED]STATE REPRESENTATIVES

Roy English (D), Dist. 93		
---------------------------	--	--

[REDACTED]

Jan McKenna (R), Dist. 94	2	1984
---------------------------	---	------

[REDACTED]

Mike Millsap (D), Dist. 96	2	1984
----------------------------	---	------

[REDACTED]TO WRITE TO STATE LEGISLATORS WHEN LEGISLATURE
IS IN SESSION:

The Honorable (Name)	The Honorable (Name)
The Senate	House of Representatives
P.O. Box 12068	[REDACTED]

LEGISLATIVE INFORMATION 1-800-252-9693 (TOLL FREE)
IN AUSTIN (512) 475-3026

Election Dept. Toll Free Line 1-800-252-9602

COUNTY

(Next election in November of year indicated)

Term
(in years)COUNTY JUDGE

Mike Moncrief (D)	4	1986
-------------------	---	------

COUNTY COMMISSIONER

**S.J. Stovall (D), Pct. 2	4	1986
----------------------------	---	------

**Appointed on May 2, 1983 to fill an unexpired
term. Will serve until the 1984 General Election.County Commissioners' Court meets each Monday
9:30AM at the County Courthouse, 100 East
Weatherford, Fort WorthCOUNTY CLERK

Madrin Huffman (D)	4	1986
--------------------	---	------

COUNTY SURVEYOR

David Moak (D)	4	1986
----------------	---	------

COUNTY TAX ASSESSOR

Reed Stewart (D)	4	1984
------------------	---	------

SHERIFF

Lon Evans (D)	4	1984
---------------	---	------

DISTRICT ATTORNEY

Tim Curry (D)	4	1986
---------------	---	------

DISTRICT CLERK

Jim Boorman (D)	4	1986
-----------------	---	------

JUSTICE OF THE PEACE

John Forbes (R), Pct. 2	4	1986
Eldon Sheffield (D), Pct. 7	4	1986

CONSTABLE

Bob Craig (R), Pct. 2	4	1984
Charles Gorman (D), Pct. 7	4	1984

League of Women Voters
of ArlingtonVoter Information Office
277-9960

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

JUL 25 1984

Completed

PROJECT SUPERVISOR'S EVALUATION

LWV of Tarrant County or state TEF (check) _____

Project Your Local Elected Officials 1984-85

1. Have you received copies of the following:

Project Director's Report *yes*

Financial Report *yes*

Publication(s) *yes*

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? *yes*

3. ~~Do you have suggestions for managing similar projects in the future?~~

Tarrant County almost printed before I saw the copy. I accidentally called Georgia Redwell's and her son was on the way to the Supersetter for final proofing.

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Myrtle S. McMahon
Signature of Supervisor

7/16/84
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

JUL 25 1984

PROJECT DIRECTOR'S REPORT

LWV of Tarrant County PROJECT 1984-85 Your Local Elected
Officials

PROJECT SUPERVISOR (TEF trustee) Myrtle McMahan

(Name)

(Address)

1. What was the primary accomplishment of the project:

Publication (please describe): Your Local Elected Officials

Conference/workshop (please describe): 3,000 Copies

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

3. Was the project successful? (please describe)

Georgia B. Kidwell
Signature of Project Director

June 28, 1984
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

*Completed
7/24/84*

June 11, 1984

Georgia Kidwell
[REDACTED]

Dear Georgia:

Your League's Project Request for use of \$500 of the Education Fund money you have on deposit to publish a 1984-85 "Your Local Elected Officials" was approved by the League of Women Voters of Texas Education Fund Board of Trustees June 7, 1984.

Your Project Supervisor is Myrtle McMahon, 3600 Lawndale, Fort Worth 76133. Contact her if you need any help and she must see the draft copy before you go to press.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for completion as indicated:

1. "How To" for Local League Projects.
2. Project Director's Report.
3. Project Financial Report.

All publications funded by Education Fund money must carry the full name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your Education Fund money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Sally M. Holleran, LWV-Tarrant County President
Myrtle McMahon, Project Supervisor
State Office

For state

For state use only

MAY 20 1984

Distribution: Sec'y ✓ Pres.
Treas. S.O.

Proposed Project:

Plans for execution, including distribution of any printed material:

Updated information is being obtained. The same format used in previous years will be used. (see enclosure) Distribution will be to the public through the League office, local libraries, during Voter Registration drives, through the League's Speakers Bureau, and upon request.

We are not requesting funds for distribution costs.

Anticipated completion date: July 15, 1984

Proposed Project Director: Name Georgia Kidwell Phone [REDACTED]

Address: [REDACTED]

Proposed budget:

Income

Expenditures

Portion budgeted from LL
Ed. Fund money on deposit: \$ 500

Printing: \$ 375.00

Donations from:

Postage:

Supplies:

.....

Office Overhead:

Volunteers' Expenses:

Portion from LL taxable
money:

Other: Typesetting	125.00
--------------------	--------

Sales:

Other:

TOTAL.	\$500.00
--------	----------

TOTAL. \$500.00*

(If more space needed, use another sheet)

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

JUL 25 1984

For state use only

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of Tarrant County

PROJECT: 1984-85 Your Local Elected Officials

Project Supervisor (TEF Trustee) Name: Myrtle McMahan

Address:

INCOME

Requested from TEF: \$ 425.25

From sales: _____

Other: _____

TOTAL: \$ 425.25

EXPENDITURES

Printing: \$ 320.00

Typesetting: 85.00

Office overhead: _____

Volunteers' expenses _____

Other: _____

SUBTOTAL: \$ 405.00

Additional 5% admini-
stration fee (\$5.00
minimum; \$100 maximum)
to be deducted from
local League account: 20.25

TOTAL COST OF PROJECT \$ 425.25

July 10, 1984

Date

Marjorie S. Williams
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for your files.

Please submit as soon as possible following completion of the project.



completed

MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

June 16, 1984

Margie,

I hope this does it for this project. I talked to Sally after your letter came. I had already filled out my report form. She sent me two copies of the financial report and a copy of the director's report. I guess the Project Request Form got sent to the state office. She said she also sent copies of the forms there. You may get another set forwarded. Anyway, this is what I have.

*06/20/84
Sent copy of fin. report
to J. V. for payment.*

Rene

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of San Antonio Area or state TEF (check) _____
Project Voters Guide Preparation - Partial payment of postage for
~~letters to candidates.~~

1. Have you received copies of the following:

Project Director's Report Yes
Financial Report Yes
Publication(s) Yes
Conference invitation
Other printed material. Please list.

2. Was the project implemented as planned?

Yes

3. Do you have suggestions for managing similar projects in the future?

Yes. Prior to actual work on the project, the local league should have a written agreement with the newspaper and other co-sponsors (in this case, the Chamber of Commerce) so that responsibilities of each party are clearly understood.

4. Do you have other comments? *I have spoken with the local league about this.*

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

In salaried jobs?

Rowena R. Rodgers
Signature of Supervisor

June 11, 1984
Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of San Antonio Area PROJECT Partial payment for postage for
certified letters to candidates
PROJECT SUPERVISOR (TEF trustee) Rowena Rodgers
(Name)
[REDACTED]
(Address)

1. What was the primary accomplishment of the project:

Publication (please describe):

April publication of Voters Guide covering Municipal and School Board elections.
May publication of Primary election Voters Guide.
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

The two Voters Guides were published in the Sunday edition of the San Antonio Light Newspaper thus reaching their circulation. About 200 copies were distributed to businesses, schools and libraries thru member participation each time.

3. Was the project successful? (please describe)

Yes - the League of Women Voters Voter's Guide has a good reputation and many people depend on reading it before voting. We have calls before its publication inquiring about it as well as compliments after publication.

Sally Coughlin
Signature of Project Director

June 14, 1984

Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of San Antonio Area

PROJECT: Partial payment of postage for
certified letters to candidates

Project Supervisor (TEF Trustee) Name: Rowena Rodgers

Address:

INCOME

Requested from TEF: \$ 100.00

From sales:

Other:

TOTAL: \$ 100.00

EXPENDITURES

Printing: \$In Kind Donation

Office overhead:

Volunteers' expenses

Other:

Postage for certified letters \$352 of which
\$252 was donated.

SUBTOTAL: \$ 100.00

Additional 5% admini-
stration fee (\$5.00
minimum; \$100 maximum)
to be deducted from
local League account: 5.00

TOTAL COST OF PROJECT \$ 95.00

June 14 1984
Date

Mary H. Pinner-Hay
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for your files.

Please submit as soon as possible following completion of the project.

CASH RECEIPT

RECEIVED FROM

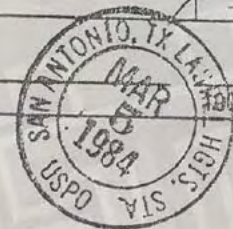
THE SUM OF

FOR

BY (Signature and title)

PS Form
Jan. 1971 1096

★ U.S. GPO: 1962-385-320



Dollars,

\$ 3.10

U. S. POSTAL SERVICE

CASH RECEIPT

DATE

RECEIVED FROM

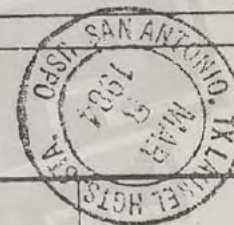
THE SUM OF

FOR

BY (Signature and title)

PS Form
Jan. 1971 1096

★ U.S. GPO: 1962-385-320

Dollars
100

\$ 221.42

U. S. POSTAL SERVICE

FD METR \$125.55

TOTAL \$125.55

CASH TN \$125.55
CHANGE \$0.00WEDNESDAY CLERK
2-8-1984 #122

U. S. POSTAL SERVICE

CASH RECEIPT

DATE

RECEIVED FROM

THE SUM OF

FOR

BY (Signature and title)

PS Form
Jan. 1971 1096

★ U.S.G.P.O.: 1980-654-574



Dollars,

100

\$ 3.10

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

Approved

Disapproved _____ Date _____

Supervisor:

PROJECT REQUEST FORM

FROM: LWV of San Antonio Area

JUN. 16 1984

Distribution: Sec'y (2 copies)

Pres. _____ Treas. _____ S.O. _____

Proposed Project:

Anticipated Completion Date April 1984

Two Voter's Guides covering School Board and Municipal elections and the Primary elections.

Plans for execution, including distribution of any printed material:

Proposed Project Director: NAME Sally Coughlin

PHONE:

A/C

Address:

Proposed budget:

Income

Expenditures

Portion budgeted from LL
Ed. Fund money on deposit: \$ 934.15

Printing: \$

Anticipated donations to
Ed. Fund account from:

Postage:	<u>100.00 of \$352 of</u>
Supplies:	which \$252 was donated

Supplies:

Office Overhead:

Volunteers' Expenses:

Other: _____ :

Portion from LL general fund:

Subtotal: 100.00

Expected sales:

*Administration fee: 5.00

Other:

TOTAL

\$

TOTAL

\$ 95.00

Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for your files.

* A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

PROJECT REQUEST FORM

FROM: LWV of San Antonio Area

For state use only

Approved

Disapproved _____ Date _____

Supervisor:

Distribution: Sec'y (2 copies)

Pres. Treas. S.O.

Proposed Project:

Anticipated Completion Date April 1984

Two Voter's Guides covering School Board and Municipal elections and the Primary elections.

Plans for execution, including distribution of any printed material:

Proposed Project Director: NAME Sally Coughlin

PHONE

A/C

Address:

Proposed budget:

Income

Expenditures

Portion budgeted from LL
Ed. Fund money on deposit: \$ 934.15

Printing: \$

Anticipated donations to
Ed. Fund account from:

Postage: 100.00 of \$352 of
which \$252 was
Supplies: donated

Supplies: donated

Office Overhead:

Volunteers' Expenses:

Other: :

Subtotal: 700.00

*Administration fee: 5.00

Portion from LL general fund:

Expected sales:

Other:

TOTAL \$

TOTAL \$ 95.00

Signature of I.L. President

MAKE TWO COPIES. Send one to the state office (address above); keep one for your files.

* A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

JUN 15 1984



LEAGUE OF WOMEN VOTERS

of the San Antonio Area

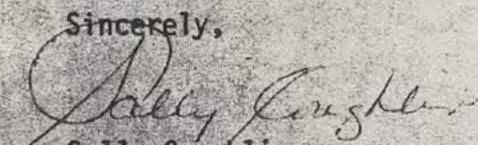
May 29, 1984

League of Women Voters of Texas Education Fund
1212 Guadalupe, #109
Austin, Texas 78701

Dear Board Members:

The League of Women Voters San Antonio Area requests \$100 from the Texas Education Fund to reimburse our League general fund for the cost of sending certified letters containing questionnaires to candidates. A total of \$352 was expended for postage. This League has an agreement with the Greater Chamber of Commerce of San Antonio to publish the Voters Guide with the San Antonio Light newspaper. It was my understanding that the Chamber's role was to pay all the postage as well as print the cover letters and questionnaires. Unfortunately, this was a misunderstanding and they only intended to pay half the postage cost. Although they did pay additional funds after further negotiations, in the future we may only expect half the postage cost to be reimbursed. Despite this belated notification, I hope the State Board will grant this reimbursement.

Sincerely,


Sally Coughlin
President

June 11, 1984

Sally Coughlin
[REDACTED]

Dear Sally,

Your League's request for \$100 from the Education Fund money you have on deposit to reimburse your general fund for cost of sending certified letters containing questionnaires to candidates was approved by the League of Women Voters of Texas Board of Trustees June 7, 1984.

Your TEF Supervisor is Rowena Rodgers and she will discuss the details of the decision with you. The letter and forms you sent in are not the proper ones for our files, so I am enclosing a Project Request form as well as the following to be completed as indicated:

1. "How To" for Local League Projects.
2. Project Director's Report.
3. Project Financial Report. (I am returning the copy of the receipt on postage for use here)

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of the money to your League. Jeanette Vanderwater is on vacation, so there will be some delay.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Rowena Rodgers, LWV-TEF Project Supervisor
Jeanette Vanderwater, LWV-TEF Treasurer
State Office



LEAGUE OF WOMEN VOTERS

of the San Antonio Area

*6/7/84
approved
and OK'd +
copy to Regue*

*Manell
6/6/84*

May 29, 1984

League of Women Voters of Texas Education Fund
1212 Guadalupe, #109
Austin, Texas 78701

Dear Board Members:

The League of Women Voters San Antonio Area requests \$100 from the Texas Education Fund to reimburse our League general fund for the cost of sending certified letters containing questionnaires to candidates. A total of \$352 was expended for postage. This League has an agreement with the Greater Chamber of Commerce of San Antonio to publish the Voters Guide with the San Antonio Light newspaper. It was my understanding that the Chamber's role was to pay all the postage as well as print the cover letters and questionnaires. Unfortunately, this was a misunderstanding and they only intended to pay half the postage cost. Although they did pay additional funds after further negotiations, in the future we may only expect half the postage cost to be reimbursed. Despite this belated notification, I hope the State Board will grant this reimbursement.

Sincerely,

Sally Coughlin
Sally Coughlin
President

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of San Antonio Area PROJECT Two Voters Guides

PROJECT SUPERVISOR (TEF trustee) Sally Coughlin

1. What was the primary accomplishment of the project:

Publication (please describe): April publication of Voters Guide covering Municipal and School Board elections. May publication of Primary election Voters Guide.

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?
The two Voters Guides were published in the Sunday edition of the San Antonio Light newspaper thus reaching their circulation. About 200 copies were distributed to businesses, schools and libraries thru member participation each time.

3. Was the project successful? (please describe)

Yes - the League of Women Voters Voter's Guide has a good reputation and many people depend on reading it before voting. We have calls before its publication inquiring about it as well as compliments after publication.

4. Please attach copies of local publications, invitations, programs, and other printed materials to each copy of this report.

Sally Coughlin
Signature of Director

May 1984
Date

Make four copies. Send three to the state office
Keep one for your files

For state use only: Distribution -- Treasurer____ Supervisor____ state office____
or
TEF Sec'y____

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT FINANCIAL REPORT

FROM: LWV of San Antonio Area Date: May 1984

FOR: Name of project: Voters Guide Preparation

INCOME

Received from TEF: \$

To be received from TEF: 100.00

From sales:

Other:

TOTAL \$

EXPENDITURES

Printing: \$ In Kind Donation

Office overhead:

Volunteers' expenses:

Other:

Postage for certified letters \$352 of
which \$252 was donated.

TOTAL \$ 100.00

Receipts must be attached justifying
all expenditures and should be
attached on one report sent to the
state office.

PROJECT SUPERVISOR:

Sally Coughlin

Additional 5% (or \$5.00
minimum) administration
fee for local League
project to be deducted
from LL account \$ 5.00

Mary H. Pickett
Signature of local League treasurer

Make four copies: Send three to the state office--with receipts attached to one copy
Keep one copy for your files

Please submit as soon as possible following completion of the project.

For state use only: Distribution: TEF treas. with receipts
Project Supervisor
State office

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

JUN. 4 1984

Completed

PROJECT SUPERVISOR'S EVALUATION

LWV of Amarillo or state TEF (check) _____

Project Voters Guides for May Primary

1. Have you received copies of the following:

Project Director's Report *yes*

Financial Report *yes*

Publication(s) *yes*

Conference invitation

Other printed material. Please list.

2. Was the project implemented as planned? *yes*

3. Do you have suggestions for managing similar projects in the future?

no

4. Do you have other comments?

well done

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

Susan Coleman

In salaried jobs?

Mary Frances Smith

Signature of Supervisor

5-20-84

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT. (For state projects, make a second copy of this report for your files.)

See Fin. Report &?

Completed

*needs to be officially
approved at
June mtg*

put in proposal

April 30, 1984

Susan Coleman
5609 S.W. 41st Street
Amarillo, Texas 79106

Dear Susan:

Your League's Project Request for use of \$190 plus \$10 administration fee of the Education Fund money you have on deposit was given tentative emergency approval April 20, 1984 and will be officially approved by the LNV-TEF Board of Trustees at the June meeting. The request was for partial funding of Voters Guides for the May Primary.

Your Project Supervisor is Franci Smith, 9597 Barclay, Amarillo, 79101. Contact her if you need help with the paper work necessary to complete the project.

The IRS requires that a complete record of each project be on file as proof that funds are spent for tax deductible purposes. Since your project was given emergency approval it is particularly important that the forms be completed and forwarded as indicated as soon as possible so our records will be in order. I am enclosing the following:

1. "How To" for Local League Projects.
2. Project Director's Report
3. Project Financial Report

All publications funded by Education Fund money must carry the full name: League of Women Voters of Texas Education Fund.

Sincerely,

Margie Morrill, LNV-TEF Secretary

Enclosures

cc: Lois Carpenter, LNV-TEF Chairman
Marsha Titus, LNV-Amarillo President
Franci Smith, LNV-TEF Project Supervisor
State Office

APR 19 1984

APR 23 1984

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND1212 Guadalupe, #109
Austin, TX 78701

For state use only

Approved _____

Disapproved _____

Supervisor: _____

Date _____

PROJECT REQUEST FORM

Distribution: Sec'y ✓ (2 copies)

Pres. _____ Treas. _____ S.O. _____

FROM: LWV of Amarillo

Proposed Project:

Voter's Guides for May Primary

Anticipated Completion Date 5/07/84

Plans for execution, including distribution of any printed material:

35,000 copies to be printed.

Distribution: through the evening newspaper the Wednesday before the election & through distribution to banks and public facilities.

Proposed Project Director: NAME Susan Coleman PHONE: _____

Address: _____

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 200.00Anticipated donations to
Ed. Fund account from: _____Portion from LL general
fund: _____

From fees or sales: _____

Other: _____

TOTAL

- 10.00 fee
\$ 190.006110.00\$1300.00
\$190.00

Printing: _____

Postage: _____

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Other: _____

TOTAL

**Administration fee: _____

TOTAL COST OF PROJECT: \$ 1300.00

Signature of LL President

Marilyn Titus (by _____)
Treasurer

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is submitted.

JUN. 4 1984

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

PROJECT DIRECTOR'S REPORT

LWV of Amarillo PROJECT Voters Guides for May primary

PROJECT SUPERVISOR (TEF trustee) Franci Smith

(Name)

(Address)

1. What was the primary accomplishment of the project:

Publication (please describe):

Voter's Guide for 1984 primary election

Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?

We published 35,000 Guides which were distributed through members' efforts and by the evening newspaper in Amarillo.

3. Was the project successful? (please describe)

We provided a unique and very popular service to the community through the Guides. The information is not duplicated anywhere else.

Susan Coleman
Signature of Project Director

5-15-1984
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

JUN 4 1984

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of Amarillo

PROJECT: Voters Guides for May Primary

Project Supervisor (TEF Trustee) Name: Franci Smith

Address: [REDACTED]

INCOME

Requested from TEF: \$

From sales:

Other:

TOTAL: \$

EXPENDITURES

Printing: \$ 902.60

125.00

Office overhead:

Volunteers' expenses

Other: Postage 55.00

Copies 15.00

SUBTOTAL: \$ 1096.60

Additional 5% admini-
stration fee (\$5.00
minimum; \$100 maximum)
to be deducted from
local League account:

TOTAL COST OF PROJECT \$

May 17, 1984
Date

Franci Smith
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.

Keep one copy for your files.

Please submit as soon as possible following completion of the project.



Southwestern Publications

POST OFFICE BOX 9357 • 100 SOUTH TAYLOR
AMARILLO, TEXAS 79105 • PHONE (806) 372-3888

*Franci ? Did copy statement
go to Jeannette?*

League of Women Voters
% Susan Coleman
[REDACTED]

May 3, 1984

Acct. #69180

INVOICE N^o 7045

DATE	TICKET NO.	DESCRIPTION	DEBIT	CREDIT	BALANCE
5/2	13992	Voters Guide 35,000 4 Tab	902.60		
		Total Amount Due			902.60

Terms: Payable at the above address in Amarillo, Texas. Payment in full is due 10th of month following month of purchase. A service charge of 1½ percent on your past due unpaid balance will be charged to your account monthly, or a minimum charge of \$1.00 per month. Annual percentage rate of 18 percent.

*4/23/84
operate this to inquire
how to do paper work.*

APR. 23 1984

April 20, 1984

TO: Lois
Margie ✓
Jeanette V.
Ethel
Rachel
Franci

FROM: Lovelace *q*

RE: Amarillo's Project Request for primary Voters Guides

All of you now know about this. Marsha Titus called here Friday morning to say that this is an emergency project. Lois is in Ft. Worth for the weekend, so I got on the phone. Most of you know the following.

They have \$200.00 on deposit; they seem to know this and to know how much the fee is. Jeanette is sending the check for \$190.00 directly to Marsha, whom I have not been able to get back in touch with. She is to call me today; if she doesn't I'll call her.

I called Franci and Ethel. Ethel will get in touch with Rachel who is in Amarillo (her mother fell last weekend) and with Myrtle about all this.

Franci has agreed to be their Proj. Sup. and will talk with Marsha very soon.

I have now (one hour later) talked with Marsha to give her the wording of the TEF statement that must be on the Guides. She knew about the change in absentee voting dates. She also knows the check is coming to her.

Amen. The whole board has not been contacted. Not enuf hours in the day.

Put in minutes complete

Completed

January 16, 1984

Sue Smith
P. O. Box 23548 T.W.U.
Denton, Texas 76204

Dear Sue,

Your League's Project Request for use of \$551.25 of the Education Fund money you have on deposit to publish an "Informative publication about Denton County government" was approved by the League of Women Voters of Texas Education Fund Board of Trustees on January 13, 1984.

Your Project Supervisor is Sondra Ferstl, 1505 Victoria, Denton 76201. She will be overseeing this project and is ready to help you follow the guidelines. Above all she must approve the publication before it is sent to the printer.

The IRS requires that a complete record of each TEF project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your information and use in completing this project:

1. The "How To" for Local League Projects
2. Project Directors Report
3. Project Financial Report

Your promptness in completing these forms will speed up the process and the LWV-TEF treasurer can then make the transfer of your TEF money to your League to cover the costs of the project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Sondra Ferstl, LWV-TEF Project Supervisor
State Office

LEAGUE OF WOMEN VOTERS OF TEXAS
EDUCATION FUND
1212 Guadalupe, #109
Austin, TX 78701

PROJECT REQUEST FORM

FROM: LWV of Denton

Proposed Project:

Informative publication about
Denton County government

Anticipated Completion Date March 1984

Plans for execution, including distribution of any printed material:

We plan to place this publication in public locations, e.g., libraries,
banks, schools, and businesses. We will give them to our contributors,
also.

Proposed Project Director: NAME Sue Smith PHONE: (817) 387-1016
A/C

Address: P. O. Box 23548, T. w. U. Denton, TX 76204

Proposed budget:

INCOME

EXPENDITURES

Portion budgeted from LL

Ed. Fund money on deposit: \$ 525.00

Printing: \$ 500

Anticipated donations to
Ed. Fund account from:

Postage: 25.

Supplies: _____

Office Overhead: _____

Volunteers' Expenses: _____

Portion from LL general
fund:

Other: _____

TOTAL \$ 525.00

From fees or sales: _____

**Administration fee: 26.25

Other: _____

TOTAL COST OF PROJECT: \$ 551.25

TOTAL \$ 525.00

Sue Smith
Signature of LL President

MAKE TWO COPIES. Send one to the state office (address above); keep one for LL files.

** A 5% (\$5.00 minimum; \$100 maximum) administration fee will also be deducted from
your account based on amount of payment from TEF when PROJECT FINANCIAL REPORT is
submitted.

6/6/84

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, TX 78701

PROJECT SUPERVISOR'S EVALUATION

LWV of Denton

PROJECT Informative publication about
Denton County government

1. Have you received copies of the following:

Project Director's Report *yes*

Financial Report *yes*

Publication(s) *yes*

Conference invitation *- n/a*

Other printed material. Please list.

photo printed in newspaper

2. Was the project implemented as planned? *yes*

3. Do you have suggestions for managing similar projects in the future?

A publication requires two OK's by supervisors: 1) OK on copy to go to printer and 2) OK on typesetting before publication is printed

4. Do you have other comments?

5. Are there any individuals who worked on the project whom you would recommend for future TEF projects?

Carol Alexander, LWV-Denton member, is a commercial artist and did the brochure layout.

In salaried jobs? *She does unpaid work.*

Yes, if a major undertaking

John Ferrell

Signature of Supervisor

6-5-84

Date

Please fill out this form as soon as possible after completion of the project and mail to the TEF secretary, along with one copy each of the PROJECT DIRECTOR'S REPORT and PROJECT FINANCIAL REPORT.

Heavy load

The League of Women Voters recently presented Denton County Judge Buddy Cole with 2,500 copies of its new publication, "Denton County Government: A Citizens Guide." An initial printing of 11,000 copies was funded by league's Texas Education Fund, the Commissioners Court, Wal-Mart and area businessmen. Copies are available at city and county government offices, businesses, schools and libraries.

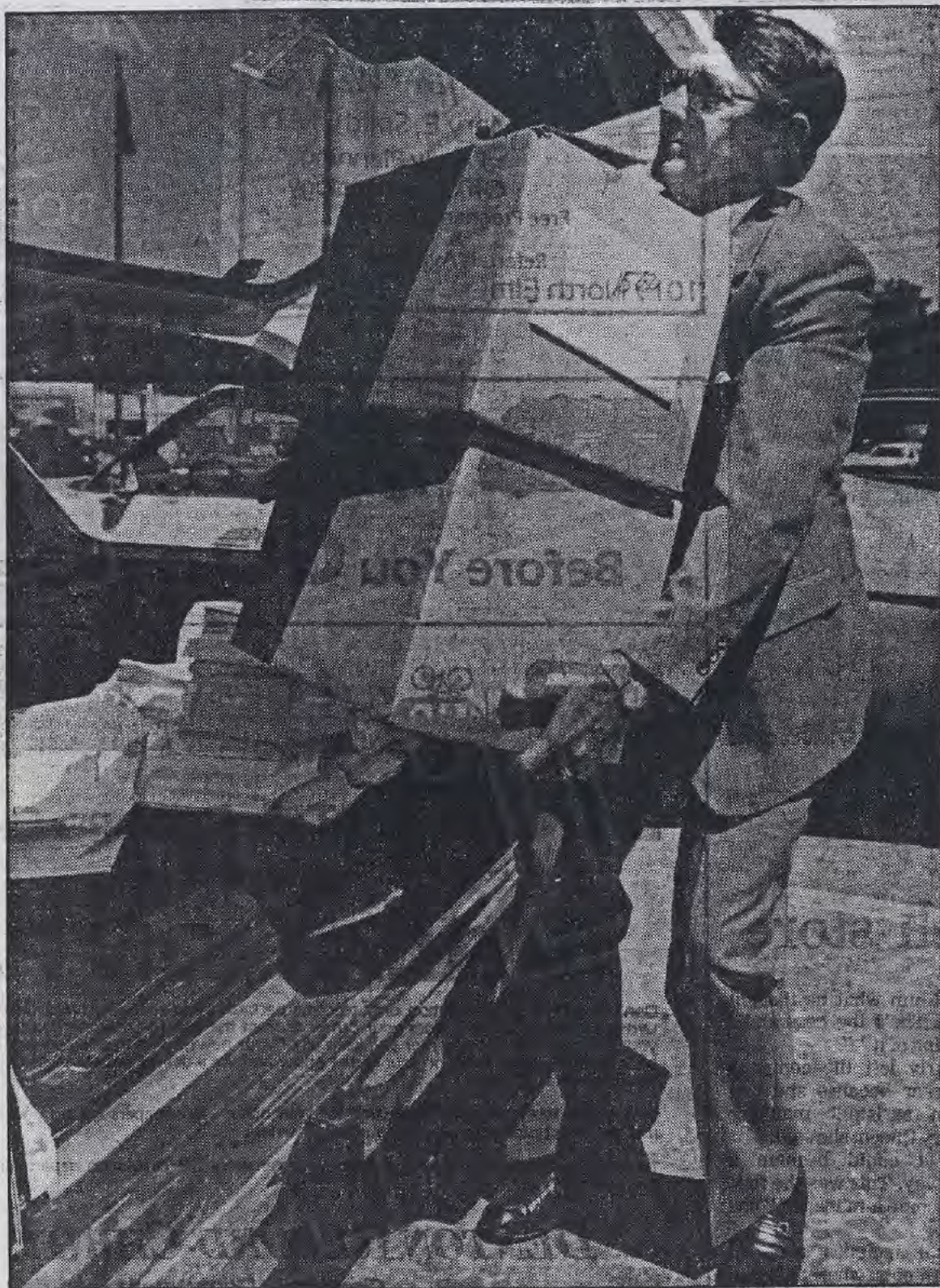


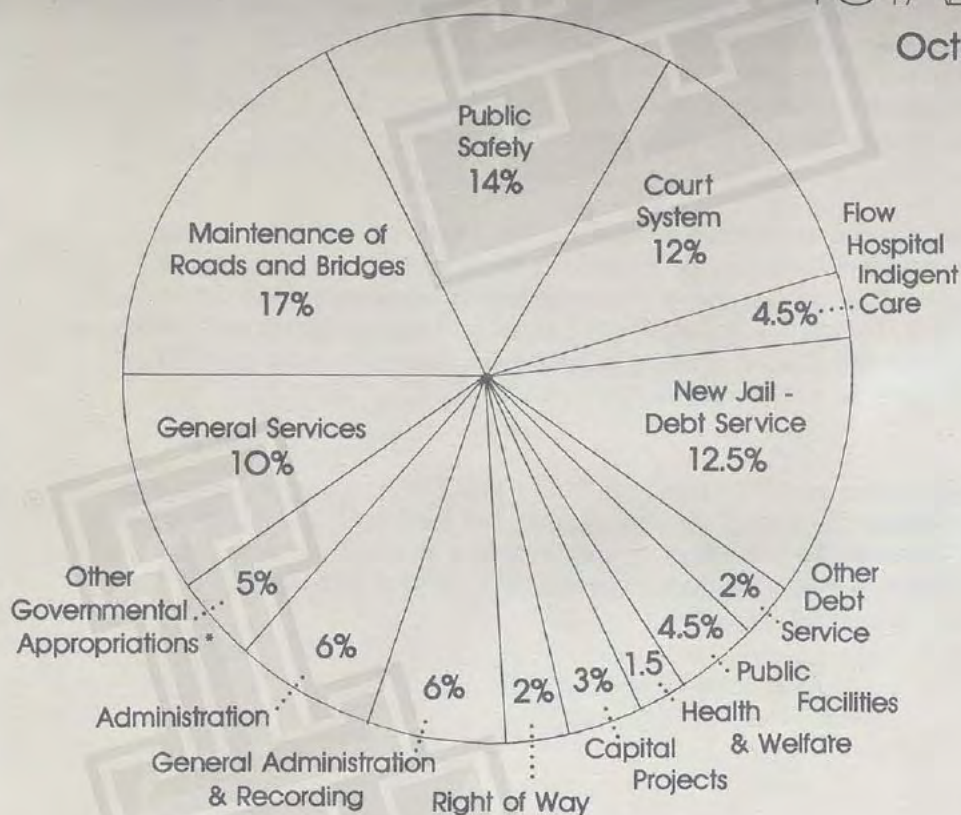
Photo by Tommy Hultgren

DENTON COUNTY GOVERNMENT a citizens guide

TOTAL BUDGET SUMMARY

October 1- September 30 1983-84

\$13,869,625. = 100%



OTHER GOVERNMENTAL APPROPRIATIONS:

1. Ambulance Service . . . \$374,727.00
2. Libraries 103,900.00
3. Civil Defense 18,033.00
4. Denton Co. Appraisal Dist. 125,000.00
5. Water Conservation 3,000.00
6. Child Welfare 37,000.00
7. Social Service Agencies . 41,575.00

HOW YOUR COUNTY GOVERNMENT WORKS FOR YOU

County government in Texas is an extension of state government, acting for the state in such areas as law enforcement, the judicial system, tax collection, public health and welfare, voter registration and conduction of elections.

Because county government affects your life in many ways, the League of Women Voters of Denton is publishing this booklet to provide information about this important level of government.

You are participating in county government:

- when you vote for county officials
- when you let these officials know your views on the issues
- when you pay your taxes which help to support county services

COMMISSIONERS' COURT

The Commissioners' Court is composed of the County Judge and four Commissioners and is the general governing body of the county. It sets the tax rate and adopts the budget for the county. Although the Court does not supervise or set policy for other elective county offices, it does exercise some control over them through its budget-making authority.

Other duties include: letting contracts, paying all county bills, appointing and hiring certain county personnel, setting voting precincts, building and maintaining county roads and bridges, providing the public health and welfare, and providing and maintaining all facilities used by the county.

Commissioners Court meets every Monday at 9:00 A.M. on the Sixth Floor of the Joseph A. Carroll Courts Building. Meetings are open to the public.

TAX APPRAISAL DISTRICT BOARD

The Tax Appraisal District Board is a political subdivision of the state. It consists of five members who are nominated and elected by the taxing entities within the Tax Appraisal District. The board members serve without pay. The number of votes a particular taxing entity may cast for a nominee is based on the amount of money collected by that entity. For example, in our Tax Appraisal District, Lewisville Independent School District has 1,100 votes, while the city of Corinth has three votes. The Board sets tax appraisal policies as outlined by state statute. The Board also appoints the TAX APPRAISAL OFFICER and oversees the implementation of board and state policies. The Tax Appraisal Officer and the staff are responsible for appraisal of property.

State law allows the Tax Appraisal District to appraise, assess and collect taxes on all property within the District as a more efficient use of personnel and resources. At the present time, our District does not collect taxes — collections are currently performed by the various taxing units.

NONPARTISAN POLICY

The League of Women Voters of Denton is a nonpartisan organization which works to promote political responsibility through informed and active participation of citizens in government and acts on selected governmental issues. The League does not support or oppose any political party or any candidate. For membership information, write P.O. Box 23548 TWU, Denton, Texas 76204.

Published by the League of Women Voters in 1984 and funded by the LWV-Texas Education Fund, Denton County Commissioners Court and Wal-Mart.

DENTON COUNTY OFFICIALS

COUNTY JUDGE

The County Judge is elected for four years and serves as the presiding officer of the Commissioners Court. The Judge represents the county at ceremonial occasions and serves on various boards and committees such as regional councils of governments and community action agencies. The Judge handles hearings for mental commitments, beer and wine permits and probates wills and handles guardianships as Judge of Probate Court. A County Judge is not required by law to have legal training. Salary: \$39,697; \$1,500 Juvenile Board Allowance; \$600 Car Allowance.

COUNTY COMMISSIONER

A County Commissioner is elected from each of the four county precincts and serves for four years. In addition to duties as a member of Commissioners Court, each Commissioner has individual responsibilities such as supervision of a staff and a road crew which operate within his or her precinct. Denton County Commissioners have offices in the Carroll Courts Building and precinct offices at the county barns. Salary: \$30,901.13; \$3,600 Mileage.

COUNTY CLERK

The County Clerk is elected for a four-year term. The County Clerk serves as clerk of the Commissioners Court and keeps all county records such as filing, indexing and recording all vital statistics (births, deaths and adoptions) and all legal documents affecting real property within the county (deed, mortgages, bills of sale, liens or any written documents concerning lands or rental property or goods or movable property of any kind). In addition to these duties, the Clerk is chief election officer and handles all matters pertaining to voter registration. Salary: \$30,901.13; \$1,500 Mileage.

TAX ASSESSOR COLLECTOR

The County Tax Assessor-Collector is elected to a four-year term of office. The primary duties include the collection of taxes and registration of all motor vehicles within the county. Salary: \$32,169.54

COUNTY TREASURER

The County Treasurer is responsible for the county treasury which involves receipt of funds, disbursement of funds and all record-keeping functions associated with these activities. The Treasurer is elected to a four-year term. Salary: \$25,000.

CRIMINAL DISTRICT ATTORNEY

The Criminal District Attorney performs the duties of both the County Attorney and the District Attorney in Denton County and is elected from a judicial district to serve for four years. The District Attorney represents both the state and the county in District Courts or County Courts, acts as legal advisor to the Commissioners Court and other county officials. Felony and misdemeanor criminal offenses, civil suits and other matters such as child support cases and commitment proceedings are handled by the District Attorney. Salary: \$49,050 from the State; \$12,500 County supplement.

DISTRICT COURT JUDGES

The District Court Judges handle felony cases, domestic relations such as divorce proceedings, contested elections and major civil suits (those involving claims greater than \$1,000). The County Auditor, the Purchasing Agent, the Bailiff and the Probation Officer are appointed and supervised by District Judges. Both the county and the state contribute to the salaries paid District Judges although these Judges are considered state officials. District Judges must be licensed attorneys and are elected to office for a four-year term. Salary: \$54,500 from the State; \$11,000 County Supplement; \$1,500 Juvenile Board Allowance.

DISTRICT CLERK

The District Clerk serves as the record-keeper and general administrator for the district courts and is elected to a term of four years. Arranging for juries, appointing deputies and recording all acts and proceedings of the district courts are a few of the duties performed by the District Clerk. Salary: \$30,901.13.

COUNTY COURT-AT-LAW JUDGES

County Court-at-Law Judges preside over minor civil and criminal misdemeanor cases when the contested amount is \$200-\$500 or when a jail sentence is imposed, and they have concurrent civil jurisdiction with District Court Judges in cases involving amounts greater than \$500 but less than \$1,000. These Judges have no administrative duties in the day-to-day operation of county government. County Court-at-Law Judges must be licensed attorneys and are elected for four years. Salary: \$39,697; \$1,500 Juvenile Board Allowance.

SHERIFF

The Sheriff is the chief law enforcement officer for the county and oversees operation of the county jail, investigates crimes and makes arrests, maintains communications with other law enforcement organizations and supervises Deputy Sheriffs. The Sheriff is elected for four years. Salary: \$35,000

JUSTICES OF THE PEACE

Justices of the Peace handle civil suits up to \$1,000, small claims suits up to \$1,000, wage disputes up to \$1,000 hot checks under \$20, Class C misdemeanors and inquests. The Justice of the Peace can also perform marriages. He or she is elected for a four-year term. Salary Precincts 1, 3 and 4: \$26,400; \$600 Mileage. Salary Precincts 2 and 5: \$8,084.58

CONSTABLE

Constables are the executive officers of the Justice of the Peace Courts. Although Constables may perform patrol functions and investigate criminal activities, their primary duties consist of serving subpoenas and executing judgments of the courts. Constables are elected for four-year terms. Salary Precincts 1, 3 and 4: \$18,979.70; \$2,400 Car allowance. Salary Precincts 2 and 5: \$14,971.44; \$2,400 Car allowance.

COUNTY AUDITOR

Unlike elected county officials, the COUNTY AUDITOR is appointed for a two-year term by the District Judges, who also set the salary. The Auditor's primary duty is to oversee recordkeeping for the county as well as assisting in preparing a preliminary budget for Commissioners Court. Salary: \$32,169.54.

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

6/6/94

PROJECT DIRECTOR'S REPORT

LWV of Denton

PROJECT Informative publication about
Denton County government

PROJECT SUPERVISOR (TEF trustee) Sondra Ferstl

(Name)

(Address)

1. What was the primary accomplishment of the project: County-wide distribution of publication.
Publication (please describe): Listing of county offices listing duties + salaries, brief paragraph on county government in general, commissioners court and Tax Appraisal District Board; budget.
Conference/workshop (please describe):

Other (please describe):

2. How many persons did the project reach? How was this accomplished?
It will reach 11,150. League members will take copies to businesses, government offices, schools + libraries. Each contributor will receive copies as well as League members, of course.
3. Was the project successful? (please describe)
Yes.

Sue Smith
Signature of Project Director

6-4-84
Date

Make two copies. Send one to your Project Supervisor
Keep one for local League files

PLEASE ATTACH COPIES OF LOCAL PUBLICATIONS, INVITATIONS, PROGRAMS, AND OTHER
PRINTED MATERIALS TO THIS REPORT.

6/6/84

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109 Austin, TX 78701

For state use only

PFR with receipts mailed to TEF
treasurer:

Date

By

PROJECT FINANCIAL REPORT

LWV of Denton

PROJECT: Informative publication about
Denton County government

Project Supervisor (TEF Trustee) Name: Sondra Ferstl

Address: [REDACTED]

INCOME

Requested from TEF: \$ 570.52

From sales: _____

Other: _____

TOTAL: \$ 570.52

EXPENDITURES

Printing: \$ 528.35

Office overhead: _____

Volunteers' expenses _____

Other: Postage 15.00
(Bulk mailing
cost to mail
300 copies to
contributors +
members)

SUBTOTAL: \$543.35

Additional 5% admini-
stration fee (\$5.00
minimum; \$100 maximum)
to be deducted from
local League account: 27.17

TOTAL COST OF PROJECT \$570.52

June 4, 1984
Date

Mary R. French
Signature of local League treasurer

Make three copies: Send two to Project Supervisor with receipts justifying all
expenditures attached to one copy.
Keep one copy for your files.

Please submit as soon as possible following completion of the project.



MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

*Completed project forms taken 6/6/84
to State office for calendar years
1981, 1982, & 1983 this date*



MEMORANDUM

LEAGUE OF WOMEN VOTERS OF TEXAS

1212 Guadalupe, No. 109 • Austin, Texas 78701 • Tel 512/472-1100

January 16, 1984

TO: Myrtle McMahan
FROM: Margie Morrill
RE: Tarrant County reprinting of 5000 YOE & request for \$265 TEF reimbursement without prior Project Application

You will remember that the TEF board decided you would handle this matter and diplomatically remind them not to do it again. I neglected giving you the copy at the meeting--sorry.

The minutes will reflect you are doing this with no other paper work involved.

cc: Lois Carpenter
State Office

file

Completed

For state use only

Approved

Disapproved _____ Date _____

Supervisor:

PROJECT REQUEST FORM

JAN 9 1984

FROM: LWV of Tarrant County

Distribution: Sec'y 2 Pres. _____
Treas. _____ S.O. _____

Proposed Project:

Re-order 5000 copies of YOUR ELECTED OFFICIALS

Plans for execution, including distribution of any printed material:

Make available to our members and the public

Anticipated completion date: upon receipt

Proposed Project Director: Name Georgia Kidwell

Phone:

Address:

Proposed budget:

Income

Expenditures

Portion budgeted from LL

Ed. Fund money on deposit: \$

Printing: \$ 265.00

Donations from:

Postage:

Supplies:

Office Overhead:

Volunteers' Expenses:

Other:

Portion from LL taxable
money:

Sales:

Other:

TOTAL

TOTAL.

\$265.00 *

(If more space needed, use another sheet)

Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

approved



JAN 9 1984

LEAGUE OF WOMEN VOTERS OF TARRANT COUNTY
512 West 4th Street
Fort Worth, Texas 76102
336-1333

L Ca
MM(2)-
JV
SO

January 5, 1984

Lois Carpenter, Chairman
League of Women Voters of Texas Education Fund
1212 Guadalupe, #109
Austin, Texas 78701

Dear Ms. Carpenter,

Please help us clear up an error made regarding a re-order
of YOUR ELECTED OFFICIALS.

In November we ordered additional copies of this publication
before submitting a TEF request form. Since the project had
been approved when the first order was made, and since no changes
had been made in the publication, we request that the Texas
Education Fund reimburse the League of Women Voters of
Tarrant County \$265.00 for the reprinting of 5000 copies
of YOUR ELECTED OFFICIALS.

Thank you,

Janie Luebbehusen
Janie Luebbehusen



LEAGUE OF WOMEN VOTERS OF THE BAY AREA

January 21, 1984

*TEF
2/13/84
with Susan*

Diane Sheridan
[REDACTED]

Dear Diane:

The League of Women Voters of the Bay Area is withdrawing its request for use of \$1000 Education Fund money for the publication of additional Voters Guides. This request was approved by the LWV-TEF Board of Trustees on September 16, 1983. It was subject to our proposal to Houston and Galveston Aquatic Foundation being approved. The withdrawing of our request is due to the fact that the Houston and Galveston Aquatic Foundation had a loss of revenue this year and will not be contributing to many local organizations and projects. I was also informed that HAGAF considers publishing information of this sort as an "in house" project and does not fall under their guidelines for contributions to organizations.

If other forms are needed in the withdrawal of our request, please let me know.

Sincerely,

Barbara Murray

Barbara Murray
Project Director

Melba Heselmeyer

Melba Heselmeyer
President, LWV-BA

C: Margie Morrill
Melba Heselmeyer



LEAGUE OF WOMEN VOTERS OF THE BAY AREA

2/11/84

January 21, 1984

Diane Sheridan

Dear Diane:

The League of Women Voters of the Bay Area is withdrawing its request for use of \$1000 Education Fund money for the publication of additional Voters Guides. This request was approved by the LWV-TEF Board of Trustees on September 16, 1983. It was subject to our proposal to Houston and Galveston Aquatic Foundation being approved. The withdrawing of our request is due to the fact that the Houston and Galveston Aquatic Foundation had a loss of revenue this year and will not be contributing to many local organizations and projects. I was also informed that HAGAF considers publishing information of this sort as an "in house" project and does not fall under their guidelines for contributions to organizations.

If other forms are needed in the withdrawal of our request, please let me know.

Sincerely,

Barbara Murray

Barbara Murray
Project Director

Melba Heselmeyer

Melba Heselmeyer
President, LWV-BA

C: Margie Morrill
Melba Heselmeyer

11/13/84
c

September 20, 1983

Barbara Murray
[REDACTED]

Dear Barbara:

Your League's request for use of \$1000 Education Fund money for publication of additional Voters Guides was approved by the LWV-TEF Board of Trustees on September 15, 1983, subject to your success in raising the \$1000 from the Houston and Galveston Aquatic Foundation.

Your Project Supervisor is Diane Sheridan, 4127 Rolling Green, Seabrook, 77586. She will be overseeing this project.

The IRS requires that a complete record of each TEF project be on file as proof that funds are spent for tax deductible purposes. I am enclosing the following forms for your use for this project:

1. "How to" for Local League Projects
2. Project Director's Report
3. Project Financial Report

We are in the process of revising the LWV-TEF Handbook and the forms. I have adapted the enclosed so your project can go forward without waiting for the revised forms.

All publications funded by TEF money must carry the name League of Women Voters of Texas Education Fund.

Your promptness in completing the required forms will speed up the process and the LWV-TEF Treasurer can then make the transfer of your TEF money to your League to pay for your project.

Sincerely,

Margie Morrill, LWV-TEF Secretary

Enclosures

cc: Lois Carpenter, LWV-TEF Chairman
Melba Reselmeyer, LWV-Bay Area President
Diane Sheridan, LWV-TEF Project Supervisor
State Office

SEP. 10 1983

LEAGUE OF WOMEN VOTERS OF TEXAS EDUCATION FUND
1212 Guadalupe, #109, Austin, Texas 78701

For state use only

Approved _____
Disapproved _____ Date _____
Supervisor: _____

PROJECT REQUEST FORM

SEP 7 1983

FROM: LWV of BAY AREA

Distribution: Sec'y ✓ Pres. _____
Treas. _____ S.O. _____

Proposed Project: To submit a request proposal to the Houston and Galveston Aquatic Foundation for \$1000.00 to be used for the printing of additional Voter Guides over and above what has been planned from the Local League budget. If the request is not forthcoming, only the Voter Guides for which we have allocated funds in our 1983-84 budget will be printed.

Plans for execution, including distribution of any printed material:

For the funds requested an additional 2000 to 5000 Voter Guides per election could be printed or bought from LWV-H or LWV-T. These will be placed in area banks, libraries, etc. for use by the public.

Anticipated completion date: May, 1984

Proposed Project Director: Name Barbara Murray Phone: 474-3154

Address: ██████████ ██████████ ██████████

<u>Proposed budget:</u>	<u>Income</u>	<u>Expenditures</u>
Portion budgeted from LL		
Ed. Fund money on deposit to be raised	<u>\$1000.00</u>	Printing: <u>\$1000.00</u>
Donations from:		Postage: _____
<u>Houston and Galveston</u>	_____	Supplies: _____
<u>Aquatic Foundation</u>	_____	Office Overhead: _____
_____	_____	Volunteers' Expenses: _____
Portion from LL taxable money:	_____	Other: _____
Sales: _____	_____	_____
Other: _____	_____	_____
TOTAL	<u>1000.00</u>	TOTAL <u>1000.00</u> *

(If more space needed, use another sheet)

Melba Weselmeier
Signature of LL President or TEF Trustee

MAKE FIVE COPIES. Send four to the state office;
keep one for your files.

* Local Leagues: A 5% (\$5.00 minimum) administration fee will also be deducted from your account based on actual expenditures when PROJECT FINANCIAL REPORT is submitted.

Sheldon - Supervisor



From the desk of

MARGIE MORRILL 5/1/85

I abandoned this
method for the second
term because it changed
at board meetings - that is,
what was approved, etc.
Each letter had to be
different often.

Margie

LL TEF PROJECTS - BEGINNING MAY, 1981

League	DATE REQUEST	APPROVED	ANTICIPATED COMPLETION	PROJECT NAME	PROJECT DIRECTOR	PROJECT SUPERVISOR	AMOUNT REQUESTED	DATE NOTIFIED	Final REPORT
AUSTIN	4/18/81	5/6/81	5/30/81	VOTERS KEY FOR TRAVIS COUNTY	CHRISTINA S. LITTLE	TONI CLEM	894.46 336.07 enfin. report	5/8/81	Completed
DENTON	5/25/81	6/19/81	8/1/81	YOUR ELECTED OFFICIALS	KAREN JACKSON	Leslie Muller	249.55 Q & A-213.57 enfin. 10.68	6/22/81	Completed
TARRANT COUNTY	6/1/81	6/19/81	aug 1, 1981	YOUR ELECTED OFFICIALS	GEORGIA KIDWELL	GEORGIA KIDWELL Aug 27 PD 2	520.00 91.00 12.55	6/22/81	Completed
LUBBOCK	7/13/81			CITIZENS BENEFIT	RUTH LAWLER		280.00 (75% of 94) 12.55 199.99 paid	7/22/81	Completed
Tarrant County	9/8/81	9/9/81	9/30/81	your elected officials	Georgia Kidwell	Kidwell PD Oct 17 9.52 12.55	12.55	9/13/81	Completed
Bryan	9/8/81	9/9/81		2 Democratic for Democratic	Blane Edwards	Vanderwater	80.00	9/13/81	Completed
Corpus Christi	8/19/81	9/9/81		They represent you	Nita Clark	Manell	172.10 cost + 5.00 handling 145.50 92.50	12/7/81	Completed
Rockwall Co.	8/10/81	9/9/81		1-Know your office 2-Get your office 3-Run your office	Arlene Phelps	Sutherland	122.00 21.00 31.50	9/13/81	Completed
						Payment Pending			

8/1-82

LC Projects continued

Project	Date Requested	Date Approved	Anticipated Completion	Project Name	Project Division	Project Assignment	Amount Requested	Date Requested	Project Status
Auction	Oct. 30, 81			Video Studio Cincinnati, Ohio			71.15	11/30/81	Completed
Bay/Power, Rep. L-mech. Repair	Dec. 4, 1981			Video Studio for D150 & stereos and on 2 mps			19.70	12/22/81	Completed
Dallas	Dec. 14, 1981			Costy Union Reunions for 3 years. L.C. Hill			71.40		Completed
Carquest Distrib				Video Studio for Elec. Tools Long & Repair			67.00		Completed
Demauto.	Jan. 11, 1982			Video Studio for Elec. Tools Long & Repair			67.00		Completed
Grundland	Jan. 11, 1982			Video Studio for Elec. Tools Long & Repair			67.00		Completed
Computer Distrib				Electronics for Elec. Tools Long & Repair			30.50		Completed
Bay/Power	9/24/81			Video Studio for Elec. Tools Long & Repair			147.13	11/30/81	Completed
Bay/Power				Video Studio for Elec. Tools Long & Repair			47.43	12/22/81	Completed
Radwell				Video Studio for Elec. Tools Long & Repair			108.60	11/30/81	Completed
Radio				Video Studio for Elec. Tools Long & Repair			48.85	11/30/81	Completed
Radio	1/1/82	1/19/82	May 19, 1982	Health Care Study for 12 mps	McMinnville McMinnville	McMinnville	115.40	12/22/81	Completed
Dallas	1/1/82	1/19/82	May 1, 1982	Health Care Study for 12 mps	McMinnville McMinnville	McMinnville	199.75	12/22/81	Completed
Dallas	1/1/82	1/19/82	May 1, 1982	Health Care Study for 12 mps	McMinnville McMinnville	McMinnville	565.00	12/22/81	Completed

with line

81-82 LL Projecta cont'd

Receipt	Date Requested	Date approved	completion Date	Project Name	Project Director	Project Supervisor	Amount Requested	Date received	Notes
Bourmont	2/16/82	3/12/82	subject to vet.	Jefferson Co. structural	Kenzie Xoomo	Altona Lull	7600	3/17/82	
Colverton	3/1/82	3/12/82	may 82	Water Tanks	Caroleen Penning	Beth Brown	3000	3/17/82	paid by County
San Antonio	3/2/82	3/12/82	may 82	Water Tanks Spout 3 & may 1	Martha Tompkins	Tommy Price	539	3/17/82	paid by County
Winington	2/26/82	3/17/82	may 82	Electricians 82	George Kildwell	George Kildwell	668	3/17/82	
Quinton	3/4/82	3/12/82	May 82	Water Tanks Spout	Barbara Ellis	Caroleen Penning	775	3/17/82	
Denton	3/5/82	3/12/82	May 82	Water Tanks May	Barbara Ellis	Caroleen Penning	775	3/17/82	
Dallas	3/24/82	3/12/82	May 82	Water Tanks	Barbara Ellis	Caroleen Penning	775	3/17/82	
Westport, Co. Municipal	?	?		Water Tanks	Barbara Ellis	Caroleen Penning	775	3/17/82	
Garrett Co.	5/17/82	6/2/82	7/15/82	Water Tanks	Barbara Ellis	Caroleen Penning	775	3/17/82	
Garrett Co.				Water Tanks	Barbara Ellis	Caroleen Penning	775	3/17/82	

Alt Projects cont'd 82-83

Agency	Request Made	Date approved	Completion Date	Project Description	Project Description	Project Description	Amount Requested	Actual amount paid	Date paid	Notes
Quinton	9/10/82	9/15/82		Water pump & be-pumped no bucket - ammeter	Bortosa Elko	Bortosa	106.00	9/21/82	✓	NOTE: Not in North Union
Curtain	9/15/82	9/15/82		Curtain pump & bucket - ammeter	Ream Radin	Bortosa	3,600	9/21/82		NOTE: Not in North Union
Handbook	9/8/82	9/12/82	10/17/82	Water pump & be-pumped no bucket - 45	Bortosa pump	Two pumps	2,525	9/20/82		CRAC comp 46.33
Wagon wheel	9/12/82	9/15/82	10/11/82	Water pump	Rita Clark	Maid	982 ✓	9/22/82		CRAC comp 46.33
Ben Antonio	9/15/82	9/15/82	10/16/82	Water pump & be-pumped no bucket - 45	Wagon wheel	Wagon	9130	9/21/82		CRAC comp 46.33
Dallas	9/15/82	9/15/82	10/2/82	Water pump & be-pumped no bucket - 45	Wagon wheel	Wagon	9130	9/21/82		CRAC comp 46.33
Donor Co.	10/12/82	10/24/82	10/24/83	Ammonia - 2 bel.	Donor Co.	Donor Co.	80.00	10/25/83		CRAC
Elkburg Mill	1/19/83	1/28/83	?	Water pump & be-pumped no bucket - 45	Water pump	Water pump	120.00 ✓	1/30/83		CRAC
Elkburg Mill	1/19/83	1/28/83	?	Water pump & be-pumped no bucket - 45	Water pump	Water pump	50.00	1/30/83		CRAC
Elkburg Mill	1/19/83	1/28/83	?	Water pump & be-pumped no bucket - 45	Water pump	Water pump	250.00	1/30/83		CRAC
Elkburg Mill	1/19/83	1/28/83	?	Water pump & be-pumped no bucket - 45	Water pump	Water pump	160.00	1/30/83		CRAC
Elkburg Mill	1/19/83	1/28/83	?	Water pump & be-pumped no bucket - 45	Water pump	Water pump	100.00	1/30/83		CRAC

all in same in

At Rijeka 1983-

Region	Project Request Date	Date Expense	Project	Project Director	Project Supervisor	Date Paid by Expense	Amount Requested	Date Paid by Account	All items in & completed
San Antonio	2/3/83	2/18/83	Water/Water	Project Director	Price	2/18/83	149.00		paid by Price
Mexico	1/24/83	2/11/83	YOE	Project Director	Price	2/13/83	45.00		paid by Price
Subsidiary	2/7/83	2/25/83	ut. Guide	Eut. Juan	Price	3/1/83	350.00	4/30/83 346.09	complete
Corpus Christi	3/16/83	3/28/83	YOE	Water/Water	Price	3/29/83	105.50	2/30/83	complete
Valles	3/16/83	3/28/83	Water/Water	Project Director	Price	3/29/83	1000.00	2/30/83	complete
San Antonio Co.	4/9/83	4/10/83	Water/Water	Eut. Juan	Price	4/20/83	135.00	4/11/83 131.75	complete

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