



# TASB PUBLICATIONS ORDER FORM

		Quantity	Member Price	Nonmember Price	Subtotal
<b>Board Governance and Operations</b>					
457	A New Board Member's Guide to Superintendent Evaluation ©2013 (under revision)		\$10.00	\$15.00	
468	Getting Started as a New School Board Member ©2014		\$10.00	\$15.00	
469	Getting Started as a New School Board President ©2014		\$10.00	\$15.00	
470	Developing Superintendent Performance Goals ©2014 (under revision)		\$10.00	\$15.00	
471	A President's Guide to Facilitating Superintendent Evaluations ©2013 (under revision)		\$10.00	\$15.00	
488	A Board President's Guide to Meeting Preparation ©2014		\$10.00	\$15.00	
489	A Board President's Guide to Parliamentary Procedure ©2014		\$10.00	\$15.00	
490	A New Board Member's Guide to Parliamentary Procedure ©2014		\$10.00	\$15.00	
495	New Board Member "Leadership to GO" package (Includes 457, 468, and 490)		\$22.50	\$33.75	
496	Board Presidents' "Leadership to GO" package (Includes 469, 471, 488, and 489)		\$30.00	\$45.00	
513	Effective Board Practices: An Inventory for School Boards ©2011		\$40.00	\$50.00	

<b>District Operations</b>					
309	Superintendent Secretary Guidebook: A Simple Primer for a Complex Job		\$55.00	\$75.00	
338	The Administrator's Guide to the Fair Labor Standards Act, 12th edition ©2013		\$45.00	\$55.00	
440	The Administrator's Guide to Managing Leaves and Absences, 3rd edition ©2013		\$45.00	\$55.00	

<b>Salary Survey Reports</b>					
(HR Services member districts may access these reports for free through their myTASB account. Survey participants pay the member price.)					
398	2017–18 Superintendent Report (Electronic document—PDF)		\$50.00	\$175.00	

<b>HR Services Work-Site Posters</b>					
413	Federal and State Employment Poster Set (Quantities of 9 or fewer) (Includes Federal and State posters in English and Spanish text)		\$52.00	\$62.00	
	Federal and State Employment Poster Set (Quantities of 10 or more) (Includes Federal and State posters in English and Spanish text)		\$42.00	\$52.00	
414	State Work-Site Poster (Quantities of 9 or fewer) (One set of two posters—English and Spanish text)		\$27.00	\$37.00	
	State Work-Site Poster (Quantities of 10 or more) (One set of two posters—English and Spanish text)		\$22.00	\$32.00	
432	Federal Work-Site Poster (Quantities of 9 or fewer) (One set of two posters—English and Spanish text)		\$27.00	\$37.00	
	Federal Work-Site Poster (Quantities of 10 or more) (One set of two posters—English and Spanish text)		\$22.00	\$32.00	
433	Handguns Prohibited—Concealed and Open Carry Poster Set (Quantities of 9 or fewer) (Includes Concealed Handguns Prohibited and Openly Carried Handguns Prohibited Posters—both English and Spanish text on each poster)		\$15.00	\$25.00	
	Handguns Prohibited—Concealed and Open Carry Poster Set (Quantities of 10 or more) (Includes Concealed Handguns Prohibited and Openly Carried Handguns Prohibited Posters—both English and Spanish text on each poster)		\$10.00	\$20.00	
462	No Smoking Poster (Quantities of 9 or fewer) (English only)		\$10.00	\$15.00	
	No Smoking Poster (Quantities of 10 or more) (English only)		\$8.00	\$13.00	

<b>Legal</b>					
103	The School Official's Guide to the Texas Open Meetings Act, 14th edition ©2016		\$35.00	\$40.00	
104	TASB Legal Services' Guide to Educator Contracts, 5th edition ©2017		\$45.00	\$85.00	
379	TASB Legal Services' Guide to Superintendent Contracts, 4th edition ©2014 (Board members, superintendents, and CSA members may access the guide online and download it for free using their myTASB passwords.)		\$45.00	\$85.00	
415	Hearing Guide for Nonrenewal (Term Contracts)		\$10.00	\$20.00	
416	Hearing Guide for Grievances		\$10.00	\$20.00	
421	Nepotism Issues for School Officials		\$10.00	\$20.00	
422	Open Meetings Act Basics		\$10.00	\$20.00	
423	Closed Meetings		\$10.00	\$20.00	
425	Grievances		\$10.00	\$20.00	
430	Nonrenewals		\$10.00	\$20.00	
431	School Official's Quick Guide to the Texas Open Meetings Act		\$10.00	\$20.00	
447	School Official's Quick Guide to Nepotism and Other Conflicts of Interest		\$10.00	\$20.00	
453	Public Information Act		\$10.00	\$20.00	
459	School Official's Quick Guide to Grievances		\$10.00	\$20.00	
463	Public Participation In (and Out of) Board Meetings		\$10.00	\$20.00	



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466	Legal Issues in Extracurricular Activities		\$10.00	\$20.00	
492	Electronic Records: Legal Issues and Best Practices		\$10.00	\$20.00	
493	Legal Issues in Student Drug Testing		\$10.00	\$20.00	
494	Working With Your School Attorney		\$10.00	\$20.00	
509	School Board Member's Guide to Purchasing		\$10.00	\$20.00	
510	Hearing Guide for Expulsions		\$10.00	\$20.00	
512	School Attendance and Admissions Issues		\$10.00	\$20.00	
515	Grading and Graduation Issues		\$10.00	\$20.00	
517	Trustees and Technology		\$10.00	\$20.00	
518	Compensation of School District Employees		\$10.00	\$20.00	
522	TASB Legal Services Guide to School District Elections, 2nd Edition		\$20.00	\$45.00	
700	New Board Member Legal Package (Includes 422, 431, 447, 463, 517, and 518)		\$45.00	\$65.00	

## General Information

307	<i>Texas Lone Star</i> magazine (1 yr. September/October–August; Call for prorated amount during year; S&H included)		\$36.00	\$36.00	
	<i>Texas Lone Star</i> —2-year subscription		\$69.00	\$69.00	
	<i>Texas Lone Star</i> —3-year subscription		\$99.00	\$99.00	
308	<i>Texas Lone Star</i> (single issue) Specific issue: _____		\$5.00	\$5.00	

## Legislative

524	2017 Legislative Summary for Community Colleges and Their Attorneys		\$50.00	\$75.00	
525	2017 Legislative Summary for School Officials		\$50.00	\$75.00	
526	2017 Legislative Summary for TASB Members (Quantities of 5 or fewer)		\$20.00	\$40.00	
	2017 Legislative Summary for TASB Members (Quantities of 6 or more)		\$15.00	\$35.00	

## School Board Candidates

304	2018 Guide for School Board Candidates		\$10.00	\$10.00	
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Subtotal:	
Shipping:	
Total:	

**WAYS TO ORDER:**

- **ONLINE:** [store.tasb.org](http://store.tasb.org)
- **E-MAIL:** [communications@tasb.org](mailto:communications@tasb.org)
- **FAX:** 512.483.7159
- **CALL:** 800.580.8272, extension 1068

**PAYMENT OPTIONS:**

- **MAIL checks with order form:**  
TASB, Inc., P.O. Box 975112  
Dallas, Texas 75397-5112
- **FAX credit cards and purchase orders:**  
512.483.7159
- **E-MAIL purchase orders:**  
[communications@tasb.org](mailto:communications@tasb.org)

**Shipping Charges**

The shipping fee may cover one or more of the following: shipping, handling, and electronic delivery. Shipping is based on the total cost of your order and the shipping method that you select: USPS, UPS ground, or UPS next day.

ORDER TOTAL	USPS (3-5 DAYS)	UPS GROUND (1-3 DAYS)	UPS NEXT DAY
Less than \$25 .....	\$6.25 .....	\$10.95 .....	\$25.95 .....
\$25 to \$49 .....	\$6.75 .....	\$11.95 .....	\$30.95 .....
\$50 to \$74 .....	\$7.50 .....	\$12.95 .....	\$32.95 .....
\$75 to \$99 .....	.....	\$13.95 .....	\$34.95 .....
\$100 to \$124 .....	.....	\$14.95 .....	\$36.95 .....
\$125 to \$149 .....	.....	\$15.95 .....	\$38.95 .....
\$150 to \$199 .....	.....	\$17.95 .....	\$40.95 .....
\$200 to \$249 .....	.....	\$18.95 .....	\$43.95 .....
\$250 to \$499 .....	.....	\$19.95 .....	\$45.95 .....
\$500 to \$999 .....	.....	\$39.95 .....	\$60.95 .....

FOR ORDERS OVER \$1,000 PLEASE CALL FOR SHIPPING AMOUNT.

**Ordering Information**

- Member pricing is available to employees and trustees of districts and entities that are TASB members.
- If the customer is an entity that is eligible for Active, Associate, or Affiliate TASB membership, the entity must be a member to purchase at member rates. An individual may purchase at nonmember prices.
- Member-priced orders are confirmed by TASB before the order is completed.
- The TASB Store accepts several forms of payment: credit card, check, or purchase order.
- All orders are shipped via USPS, UPS ground, UPS next day, or document download.
- Shipping is based on the total cost of your order and the shipping method that you select: USPS, UPS ground, UPS next day, or electronic delivery.

- Please note that tracking for USPS delivery is limited to date and time of receipt at local post office.
- All prices are subject to change without notice.

**Returns/Refunds**

- Items may be returned for refund within 20 days of shipment. To receive a refund, all returned items must be in good condition. Shipping for returned items is not refundable.
- TASB does not accept returns from bookstores or for downloadable documents.
- Refunds will be made promptly after the item has been received by TASB. The refund will be made according to the method of payment.

Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

District/Company \_\_\_\_\_

Mailing/Street Address \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Fax \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Check/Money Order (Payable to TASB, Inc.) District Purchase Order No. \_\_\_\_\_

Amex  Visa  MC  Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ CID or CVV2: \_\_\_\_\_  
(Please print.) (3- or 4-digit security code)

Credit Card Billing Address \_\_\_\_\_

Signature \_\_\_\_\_

