



TASB PUBLICATIONS ORDER FORM

Board Governance and Operations		Quantity	Member Price	Nonmember Price	Subtotal
457	A New Board Member's Guide to Superintendent Evaluation ©2013		\$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		\$10.00	\$15.00	
471	A President's Guide to Facilitating Superintendent Evaluations ©2013		\$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, 490)		\$22.50	\$33.75	
496	Board Presidents' "Leadership to GO" package (Includes 469, 471, 488, 489)		\$30.00	\$45.00	
513	Effective Board Practices: An Inventory for School Boards ©2011		\$40.00	\$50.00	

District Operations		Quantity	Member Price	Nonmember Price	Subtotal
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	

Salary Survey Reports

(HR Services member districts may access these reports for free through their myTASB account. Survey participants pay the member price.)

398	2015-16 Superintendent Report (Electronic document—PDF)		\$50.00	\$175.00	
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HR Services Work-Site Posters

413	Federal and State Employment Poster Set (Quantities of 9 or fewer) (Includes Federal and State poster in English and Spanish text)		\$52.00	\$62.00	
	Federal and State Employment Poster Set (Quantities of 10 or more) (Includes Federal and State poster 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	

Legal

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, 4th edition ©2014		\$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	
408	Religion in the Public Schools DVD, 2008 Edition (Texas version) (CEC)		\$200.00	\$250.00	
409	Additional DVDs with package purchase (Texas version) (CEC)		\$10.00	\$20.00	
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	
426	Use of Public Funds		\$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	
445	When Does the Open Meetings Act Apply?		\$10.00	\$20.00	



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447	School Official's Quick Guide to Nepotism and Other Conflicts of Interest		\$10.00	\$20.00	
449	School District Liability		\$10.00	\$20.00	
451	Model School District Educator Contracts CD ©2012		\$35.00	\$75.00	
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	
466	Legal Issues in Extracurricular Activities		\$10.00	\$20.00	
467	An Introduction to the Texas Open Meetings Act Training DVD (CEC)		\$65.00	\$100.00	
485	Board Member Communications: Legal Tips on Voicing Your Opinion		\$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	
500	An Introduction to the Texas Public Information Act Training DVD (CEC)		\$65.00	\$100.00	
504	Open Government Training DVD Package (CEC) (Includes 467 and 500)		\$100.00	\$175.00	
507	Resolving Grievances in the Public Schools DVD (CEC)		\$150.00	\$200.00	
507B	Additional DVDs with package purchase		\$15.00	\$25.00	
508	A Guide to Student Discipline DVD (CEC)		\$150.00	\$200.00	
508B	Additional DVD/CD sets with package purchase		\$25.00	\$35.00	
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	
514	Technology in Schools DVD (CEC)		\$250.00	\$325.00	
514B	Technology in Schools - Additional DVDs with package purchase		\$25.00	\$35.00	
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	
519	Bullying in Schools Training Video (CEC)		\$250.00	\$325.00	
519B	Bullying in Schools - Additional Videos with package purchase		\$25.00	\$35.00	
519C	Bullying in Schools for Parents, Students, and the Community DVD - Additional DVDs with package purchase		\$10.00	\$15.00	
521	Harassment in Schools Training Video (CEC)		\$250.00	\$325.00	
521B	Harassment in Schools - Additional Videos with package purchase		\$25.00	\$35.00	
522	TASB Legal Services Guide to School District Elections		\$20.00	\$45.00	
523	Bullying and Harassment in Schools Training Package (Includes 519 and 521)		\$400.00	\$500.00	
700	New Board Member Legal Package (Includes 422, 431, 445, 447, 485, and 518)		\$45.00	\$65.00	

General Information

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

Legislative

524	2015 Legislative Summary for Community Colleges and Their Attorneys		\$50.00	\$75.00	
525	2015 Legislative Summary for School Officials		\$50.00	\$75.00	
526	2015 Legislative Summary for TASB Members (Quantities of 5 or fewer)		\$20.00	\$40.00	
	2015 Legislative Summary for TASB Members (Quantities of 6 or more)		\$15.00	\$35.00	

School Board Candidates

304	2016 Guide for School Board Candidates		\$10.00	\$10.00	
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Subtotal:	
Shipping:	
Total:	

WAYS TO ORDER:

- **ONLINE:** store.tasb.org
- **E-MAIL:** 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

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 _____

