



# 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 (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	

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, 4th edition ©2016		\$45.00	\$55.00	

Salary Survey Reports		Quantity	Member Price	Nonmember Price	Subtotal
(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	

HR Services Work-Site Posters		Quantity	Member Price	Nonmember Price	Subtotal
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	

Legal		Quantity	Member Price	Nonmember Price	Subtotal
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	
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)		\$39.00	\$39.00	
	<i>Texas Lone Star</i> —2-year subscription		\$75.00	\$75.00	
	<i>Texas Lone Star</i> —3-year subscription		\$110.00	\$110.00	
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 3613

**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 .....	\$6.75 .....	\$11.25 .....	\$26.95 .....
\$25 to \$49 .....	\$7.00 .....	\$12.25 .....	\$31.95 .....
\$50 to \$74 .....	\$7.75 .....	\$13.25 .....	\$33.95 .....
\$75 to \$99 .....	.....	\$14.25 .....	\$35.95 .....
\$100 to \$124 .....	.....	\$15.25 .....	\$37.95 .....
\$125 to \$149 .....	.....	\$16.25 .....	\$39.95 .....
\$150 to \$199 .....	.....	\$18.25 .....	\$41.95 .....
\$200 to \$249 .....	.....	\$19.25 .....	\$44.95 .....
\$250 to \$499 .....	.....	\$20.25 .....	\$46.95 .....
\$500 to \$999 .....	.....	\$40.25 .....	\$61.95 .....

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 \_\_\_\_\_

