

IN THE UNITED STATES DISTRICT COURT FOR THE
SOUTHERN DISTRICT OF TEXAS
HOUSTON DIVISION

UNITED STATES OF AMERICA,)	
)	
Plaintiff,)	C.A. No. H-84-2949
)	
v.)	
)	
SPRING BRANCH INDEPENDENT)	
SCHOOL DISTRICT, et al.,)	
)	
Defendants.)	
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PLAINTIFF'S NOTICE OF DEPOSITION OF DEFENDANT
SPRING BRANCH INDEPENDENT SCHOOL DISTRICT

Pursuant to Rule 30(b)(6) of the Federal Rules of Civil Procedure, notice is hereby given that plaintiff United States will take the depositions of the following persons, seriatum, in continuation of the deposition of defendant Spring Branch Independent School District ("SBISD"), at the office of Jeffrey A. Davis, Esquire, Reynolds, Allen & Cook, 3300 Allied Bank Plaza, Houston, Texas 77022, on November 10, 1986, commencing at 9:00 a.m., and continuing until completed, or at such other time as is agreed to by the parties:

Dr. Don Stacy

Rex Williams

Arlie Beckendorf
Donald Moore
Patsy Thomas
Becky Harper
Marilyn Schideler
Jacqueline Kiet
Diane Riley
Terry Cannon
Carol Drepard
Dr. Harold Gutherie

Definitions

Unless a contrary meaning clearly applies in the context, the following definitions shall apply to this Notice:

1. "DOCUMENTS" refers to:

(1) Any papers or writings of any kind, including but not limited to: records; files; folders; applications; correspondence; reports; studies; analyses; memoranda; letters; telegrams; calendars or diaries; minutes; pamphlets; notes; charts; tabulations; press releases; published books, articles, treatises or papers; photographs; accounting entries; accountant's work papers; receipts; vouchers; recording of minutes, conferences and telephone or other communications;

(2) Any drafts of any DOCUMENTS as defined in Paragraph (1), above;

(3) Any alterations, notes, comments or other material not included in the original of any DOCUMENTS as defined in Paragraph (1), above; and

(4) The data base and all output, either in printed or machine-readable form, of any computerized data recording, storage, analyzation and retrieval system (e.g., tapes, punch cards, microfilm, printouts), as well as the written information necessary to understand and use such data base or output.

2. The phrases "CURRENT AND PAST," "CURRENT AND FORMER," and similar phrases refer to the time period from the present dating back to 1964, or whatever subsequent year for which information as to the particular matter inquired into is available to SBISD. Applicable dates are requested for each matter or area of inquiry included in this Notice.

3. "TEACHING POSITIONS" include, but are not necessarily limited to, elementary classroom teachers, secondary classroom teachers, other classroom teachers, and guidance, psychological, and librarians/audiovisual staff -- the five categories of full-time staff listed at numbers 5 through 10 of the EEO-5 reports submitted by SBISD to the Equal Employment Opportunity

Commission. "TEACHING POSITIONS" also include student teaching and substitute teaching positions.

4. "CLERICAL POSITIONS" include both clerical and secretarial positions.

Subject Matter of Deposition

The examination of the person(s) designated by SBISD to testify in its behalf will include inquiry into the following matters:

(1) ALL DOCUMENTS maintained by or available to SBISD relating to CURRENT AND PAST applicants and applications for TEACHING POSITIONS including, but not limited to, DOCUMENTS which reflect each such applicant's name, address, telephone number, date of birth, social security number and other identifying information, race, national origin, educational background, employment history (including any prior service with SBISD as a substitute and/or student teacher), employment qualifications, date of application, and treatment within SBISD's recruitment and selection process.

(2) ALL DOCUMENTS maintained by or available to SBISD relating to SBISD's CURRENT AND FORMER employees in TEACHING AND CLERICAL positions, including, but not limited to, DOCUMENTS which reflect each such employee's name, home and

business addresses, home and business telephone numbers, race, national origin, date of birth, social security number, educational background, employment history (including any prior service with SBISD as a substitute and/or student teacher), date of applications, employment qualifications, salary or wages, assignments, job classifications and pay grades, evaluations of job performance, other information related to the terms and conditions of employment.

(3) The CURRENT AND FORMER organizational structure and chain of command within SBISD, including identification of and job descriptions and salary schedules for all positions within the district, with applicable dates.

(4) SBISD's CURRENT AND FORMER procedures and policies with respect to recruitment, hiring, assignment, compensation, evaluation, discipline, nonrenewal of contracts, termination and other terms and conditions of employment for TEACHING AND CLERICAL POSITIONS, including but not limited to:

a. SBISD's procedures for announcing or publicizing vacancies or otherwise recruiting applicants for TEACHING AND CLERICAL POSITIONS, including the organizations and institutions which SBISD contacts or has contacted in an effort to locate or solicit applicants;

b. the procedure by which persons obtain and complete applications for TEACHING AND CLERICAL POSITIONS;

c. the process by which SBISD selects persons for hire, or assigns persons already hired, to various TEACHING POSITIONS, areas, fields and/or grade levels and various CLERICAL POSITIONS;

d. the standards, qualifications, criteria and other factors used by SBISD, including state certification and/or written employment tests, to recruit and select persons for hire for TEACHING AND CLERICAL POSITIONS, and the weight given the factors identified;

e. the process by which persons transfer from one TEACHING OR CLERICAL POSITION into another;

f. the standards, qualifications, criteria and other factors used by SBISD, including state certification and/or written employment tests, to assign or transfer persons already hired to various TEACHING POSITIONS, areas, fields and/or grade levels and various CLERICAL POSITIONS, and the weight given the factors identified;

g. the identity and job titles of all CURRENT AND FORMER SBISD officers and employees who are or have been involved in the process of recruiting, selecting and assigning persons for TEACHING AND CLERICAL POSITIONS; and

h. SBISD's practices and policies with respect to compensation of employees in TEACHING AND CLERICAL POSITIONS.

5. For each procedure, process, policy, practice, standard, qualification, criteria or other factor identified in response to Paragraph 4, above, state the dates of promulgation and use by SBISD.

6. SBISD's CURRENT AND FORMER policies and procedures for processing grievances and complaints of discrimination in employment, with applicable dates.

7. CURRENT AND PAST grievances and complaints of employment discrimination filed against SBISD by any person or governmental entity, including state and federal agencies, as well as the status and disposition of such grievances and complaints.

8. Promulgation and implementation of any CURRENT OR FORMER affirmative action plans or equal employment opportunity programs, by or for SBISD, to increase the number of blacks or other minorities within the school district or to defend against charges, complaints, or lawsuits alleging employment discrimination, with applicable dates.

9. CURRENT AND FORMER contact (written and oral) with state or federal agencies, including the Equal Employment Opportunity Commission or the Department of Education (formerly the Department of Health, Education and Welfare), relating to compliance or suggestions for compliance with state or federal equal employment opportunity laws and regulations and/or

affirmative action requirements, with applicable dates.

10. CURRENT AND FORMER enrollment, average daily attendance, and racial composition of students in SBISD schools, with applicable dates.

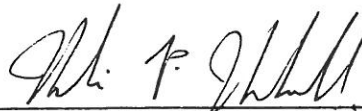
11. CURRENT AND FORMER schools in SBISD, and the number of TEACHING AND CLERICAL positions at each school, with applicable dates;

12. Information relating to the operation at any time by SBISD of a dual school system based on race with one set of schools or classrooms to which black students and teachers were assigned and another set of schools or classrooms to which white students and teachers were assigned, or other system for transporting or otherwise transferring black students residing within SBISD's boundaries to schools in other school districts, or any other action or series of actions having the purpose or effect of precluding black students residing within SBISD's boundaries from attending schools in SBISD.

13. All CURRENT AND PAST agreements relating to student teaching entered into by SBISD and any educational institution -- and any information relating thereto, with applicable dates.

14. Respecting each DOCUMENT produced by SBISD pursuant to Plaintiff's First Request For Production of Documents (Served Oct. 31, 1984) and Plaintiff's First Interrogatories (served Oct. 31, 1984), indicate:

- a. the identity, title and responsibilities of the person(s) who created the DOCUMENTS;
- b. the source of the information provided in the DOCUMENTS;
- c. the purpose(s) for which the DOCUMENTS were created; and
- d. the meaning of the information provided in the DOCUMENTS, to the extent such meaning is not apparent from the face of the DOCUMENTS.

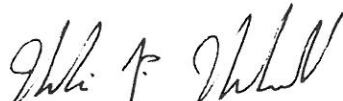


Gerald F. George
Melissa P. Marshall
John M. Devaney
Attorneys
U.S. Department of Justice
Civil Rights Division
Washington, D.C. 20530
(202) 633-3862

CERTIFICATE OF SERVICE

I certify that a true copy of the foregoing Plaintiff's Notice of Deposition of Defendant Spring Branch Independent School District and Plaintiff's Request for Production of Documents In Connection with Its Deposition of Defendant Spring Branch Independent School District has been served upon counsel for the Defendants by courier delivery service on this 27th day of October 1986, at the following address:

Jeffrey A. Davis
Reynolds, Allen & Cook
3300 Allied Bank Plaza
Houston, Texas 77002



Melissa P. Marshall
Attorney
Civil Rights Division
U.S. Department of Justice
Washington, D.C. 20530
(202) 633-3862