Notice of Regular
The Board of Trustees
Granbury ISD
Monday, March 4, 2013
6:00 PM

A Regular of the Board of Trustees of Granbury ISD will be held Monday, March 4, 2013, beginning at 6:00 PM in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048, W Pearl St, Granbury, TX 76048.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

1. Call to order - 5:00 PM - GISD Board Room
2. Convene in closed session under the Texas Open Meetings Act, Texas Government Code Section 551.001 et seq.
    a. Chapter 551.074 - Personnel
        1. Consider staff appointments
        2. Consider contracts for Teachers, Librarians, Counselors, Diagnosticians, Speech Therapists, and Nurses
    b. Chapter 551.072 - Purchase, exchange, lease or value of real property
3. Reconvene in open session - 6:00 PM
4. Moment of Silence/Invocation
5. Pledges - U.S. Flag & Texas Flag; Brett Ross, Winter Painter and Zach Barree from Baccus
6. Achievement Spotlight
    a. Spelling Bee Winner: Tiffany Wynne, 5th grader at Acton Elementary
    b. Instructional Leader Award from the Effective Schools Project at Tarleton State University: Pam Carver, 5th Grade Teacher Nettie Baccus Elementary
7. Public comments/audience participation
8. Discussion/Action
    a. Consider Consent Agenda Items
        1. Minutes of the February 11, 2013 Regular Meeting. 3
        2. Consider Budget Amendments 6
        3. Consider Athletic Supplies - Catalog Discount Bid 2013-06 8
        4. Consider Athletic Supplies and Equipment - Fall Sports Bid 2013-08 10
        5. Consider Printing and Copying Services CSP 2013-07 17
        6. Consider Renewal of Office and Administrative Furniture CSP 2011-04 19
        7. Consider Renewal of Athletic Trainer Supplies and Equipment Bid 2012-07 21
    b. Consider Hood County/YMCA Project
    c. Consider Adoption of a Resolution Expressing Official Intent to Reimburse Costs of Energy Savings Projects 24
    d. Consider Resolution for Vouchers, Taxpayer Savings Grants, Tax Credits and Other Mechanisms that Reduce Public Education Funding. 25
    e. Consider Mascot Change at the Elementary Campuses 26
9. Discussion/Information
    a. Superintendent's Reports
        1. Strategic Team Report
        2. Legislative Session Updage
    b. Policy Update 96 27
10. Consider action on items discussed in closed session
    a. Consider staff appointments
    b. Consider contracts for Teachers, Librarians, Counselors, Diagnosticians, Speech Therapists, and Nurses
11. Adjourn
12. Consider purchase, exchange, lease or value of real property

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If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act,

Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.

On March 1, 2013 this notice was faxed or mailed to the news media who have previously requested such notice, posted on the GISD web page at www.granburyisd.org, and an original was posted on an outside door at 3:00 p.m. at the School District Administration Building at 217 N. Jones St., Granbury, Texas.

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Superintendent or Designee (For the Board of Trustees)

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL REGULAR MEETING
MINUTES
February 11, 2013

The Board of Trustees of the Granbury Independent School District convened in an official **REGULAR** meeting on Monday, February 11, 2013, at 5:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas.

Presiding Officer .....Micky Shearon, President

Board Members Present

Nancy Alana
Barbara Herrington
Mark Jackson
Wade Railsback
Don Walton

Board Members Absent

School Officials Present

Dr. James M. Largent, Superintendent
Carol Howard, Assistant Superintendent
Sharay Boynton, Executive Director of Finance
Tom Howard, Director of Human Resources
Amy Wood, Technology Director
Jeff Meador, Public Information Officer
Sandy Bruner, Recording Secretary

Others Present

School Employees
Media
Community Members

Meeting Called to Order

Micky Shearon, President, called the meeting to order at 5:01p.m. and noted that a quorum of board members was present. The meeting was duly called and that notice of the meeting was posted in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

Convened in Closed Session

The Board of Trustees convened in closed session at 5:02 p.m. under the Texas Open Meeting Act, Chapter 551.072 – purchase, exchange, lease or value of real property and 551.074 – personnel.

Reconvened

The Board reconvened in open session at 5:41 p.m. and went into recess until 6:00 p.m.

Reconvened

Reconvened in open session at 6:00 pm.

Moment of Silence/Invocation

Micky Shearon, Board President, led the invocation.

Pledge - U.S. Flag and Texas Flag

Marley Fox, Claire Hampton, Ally Adams, Jacob Johnson, Ty Gilbert, Austen Streeter, and Sidney Stephenson Mambrino Student Council, led the Pledges.

Achievement Spotlight

Texas Deafblind Project Intervener Award given to Laura Cornell, presented to the board by Special Education Director Chuck Schreiber and GHS Principal Jeremy Ross.

District History Fair Best of Show Winners, Justin Jackson and Matthew McKelvain, was presented to the board by Curriculum Coordinator Becky Strain and GHS Principal Jeremy Ross

Elementary District Science Fair Best of Show Winners, Caleb Hammond, Mambrino and Mikayla Roach, Baccus was presented to the board by Curriculum Coordinator Heather Dollins and Principals Dana Goode and Trisha Suitt.

Middle School Geography Bee Winners, Maclane May, AMS and Christian McClain, GMS was presented to the board by Principals Jimmy Dawson and Pat Yelverton.

Public comments/audience participation

Susan Mitchell May spoke on artificial turf on field at Pirate Stadium.
Scotty Pugh spoke on artificial turf on field at Pirate Stadium.

Consider Consent Agenda Items

A motion was made by Barbara Herrington and seconded by Mark Jackson to approve consent items as presented; 1. Minutes of the January 21, 2013 Regular Meeting; 2. Consider Budget Amendments. **MOTION CARRIED:** Yes 6 - No 0

Consider Resolution Placing Hood County in Weatherford College Service Area Presenter

A motion was made by Mark Jackson and seconded by Don Walton to approve Resolution Placing Hood County in Weatherford College Service Area as presented. **MOTION CARRIED:** Yes 6 - No 0

Consideration and possible action to select an architectural firm for the Energy Conservation Services Program through Performance Contracting

A motion was made by Don Walton and seconded by Mark Jackson to select WRA Architects as the architectural firm for the Energy Conservation Services Program through Performance Contracting as presented. **MOTION CARRIED**: Yes 6 – No 0

Consider Engineering Services RFQ 2013-11

A motion was made by Mark Jackson and seconded by Nancy Alana to select Reed Wells Benson & Company for the Engineering Services as presented. **MOTION CARRIED**: Yes 6 - No 0

Consider Internet Access Provider RFP 2013-05

A motion was made by Don Walton and seconded by Nancy Alana to select Tel West Network Services Corporation as the Internet Access Provider as presented. **MOTION CARRIED**: Yes 6 – No 0

Consider Acceptance of Increased Scope of Project Submitted by DMI Entegral Solutions Group related to Energy Conservation Program

A motion was made by Don Walton and seconded by Nancy Alana to approve administration to continue working with Entegral on the scope of the project within the Option C budget addressed above to include the turf and fund balance not to exceed $2,800,000 and to proceed with funding as presented. **MOTION CARRIED**: Yes 5 - No 1

Strategic Design Report

Dr. Largent reported that the six groups of 10 are meeting weekly working on the long-range strategic planning for the district. They will report in May to the school board.

Financial Lawsuit Update

Dr. Largent reported that at this time no resolution has been made and may not be for 2 years.

Financial Statements for the period ending December 31, 2012

Sharay Boynton, Executive Director of Finance presented the Board with the Financial Statements for the period ending December 31, 2012.

Action on Items Discussed in Closed Session

- **Staff Appointments**
  None

- **Consider Contract Recommendations for Assistant Superintendent, Executive Director, Directors, Principals, Assistant Principals, Coordinators, Supervisors, Managers and Administrative Staff**

A motion was made by Barbara Herrington and seconded by Don Walton to approve Contract Recommendations for Assistant Superintendent, Executive Director, Directors, Principals, Assistant Principals, Coordinators, Supervisors, Managers and Administrative Staff. **MOTION CARRIED**: Yes 6 – No 0

- **Consider purchase, exchange, lease or value of real property**

Adjournment

There being no further business, the meeting was adjourned at 7:52 p.m.

_____ _____

Micky Shearon, President Nancy Alana, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 04, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: February 25, 2013
RE: Budget Amendments

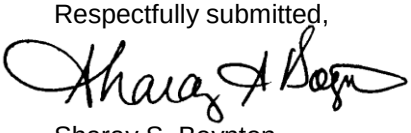
SUMMARY:

Attached are budget amendments that are for Board approval.

RECOMMENDATION:

I recommend the Board approve the amendments.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Emmett Whitefield

Date Submitted: February 25, 2013

Fund 199, Ms. Pat Yelverton, Originator
This Amendment recognizes a donated Kiln valued in the amount of $2,500 allocated to function 11 (Instruction). This Kiln was donated by the Galleries of Granbury.

Fund 199, Ms. Trisha Suitt, Originator
This Amendment recognizes donated funds in the amount of $1,872 allocated to function 11 (Instruction). These funds were donated by the campus PTO for use in the Camp Grady Spruce trip.

Fund 199, Ms. Trisha Suitt, Originator
This Amendment recognizes donated funds in the amount of $16,100 allocated to function 51 (Plant Maintenance). These funds were donated by the campus PTO to fund the playground shade project.

Fund 199, Ms. Dana Goode, Originator
This Amendment recognizes donated funds in the amount of $3,541 allocated to function 11 (Instruction). These funds were donated by the campus PTO and the campus Student Council to fund additional student travel.

Fund 199, Ms. Stacie Brown, Originator
This Amendment recognizes donated funds in the amount of $5,250 allocated to function 11 (Instruction). These funds were donated by the campus PTO to fund additional technology equipment and additional music supplies.

Fund 199, Ms. Stacie Brown, Originator
This Amendment recognizes donated funds in the amount of $300 allocated to function 12 (Instructional Resources). These funds were donated by an individual (Parrish) for additional Library Books.

Fund 199, Ms. Stacie Brown, Originator
This Amendment recognizes funds in the amount of $2,040 allocated to function 11 (Instruction). These funds were generated from students to fund Austin field trip.

Fund 181, Mr. Dwight Butler, Originator
This Amendment recognizes donated funds in the amount of $3,834 allocated to function 36 (Co-Curricular). These funds were donated by athletic booster clubs and will be used to fund additional entry fees for Boys and Girls Golf and to fund additional travel expenses for the Volleyball Hawaii tournament.

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 4, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: February 26, 2013
RE: Athletic Supplies –Catalog Discount – 2013-06

SUMMARY:

A bid was let to provide vendors for catalog purchases of athletic supplies. Vendors were to quote a fixed rate percentage discount from catalog or list prices that would be held firm for the duration of the contract, and any renewal periods, for items not identified in the line item bids for spring and fall sports. The original term is from written notification to March 31, 2014 with automatic renewal for up to two one-year increments unless 90 day notice is exercised by parties. The current award will expire March 31, 2013.

A summation of the process and outcome as well as a copy of the tabulations is attached for your review.

Mr. Dwight Butler, Director of Athletics, has reviewed and the following is his recommendation.

RECOMMENDATION:
That the Board award to all responding vendors on the attached tabulation for the purchase of catalog items not included on line-item bids for the period of April 1, 2013 to March 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Deborah Johnson
Dwight Butler
Coaches

Date Submitted: February 26, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: March 4, 2013 **Bid Number:** 2013-06

1. **Item, material or service (specific or classification):** Athletic Supplies – Catalog/Price List Discount

2. **Brief description:** A bid was let to provide vendors for catalog purchases of athletic supplies. Vendors were to quote a fixed rate percentage discount from catalog or list prices that would be held firm for the duration of the contract, and any renewal periods, for items not identified in the line item bids for spring and fall sports.

3. **Period of time bid covers:** From written notification of award through March 31, 2014 with the option to renew for two additional years in one-year increments. Automatic renewal unless either party notifies the other party, prior to 90 days of contract expiration, their intention not to renew.

4. **Person and title responsible for the expenditure:** Dwight Butler - Athletic Director

   The bid stated that when using the catalog discount method for purchasing, "The purchasing office shall recommend to the end user that pricing be compared from more than one catalog. If pricing is not printed in the catalog, it shall be recommended that the item be quoted from more than one vendor." It is the responsibility of the coach, along with the athletic director, to ensure that the district is receiving best value in accordance with the criteria in Texas Education Code §44.031 when making their individual campus/sport purchases.

5. **Number of bids sent to vendors:** 158 to cover all sports

6. **Number of bids received from vendors:** 37 (including one incomplete submission)

7. **Listing of recommended vendors and total prices:** It is recommended that all vendors on the tabulation be approved for purchases of athletic supplies and equipment. Awarding to multiple vendors will provide vendors for the different sports in the athletic program at GISD. Many vendor catalogs only carry items pertaining to a specific sport so a variety of vendors would allow for a better selection to meet the needs of the program. A total expenditure cannot be identified at this time as the purchases will be on an as needed basis. It is estimated the annual expense under this contract will be $35,000 to $45,000.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 3/8/2010

10. **Percentage increase or decrease from last bid**: Most of the percentages remained the same for vendors that were approved for purchases from the previous contract.

11. **Budget information:** Purchases shall be made from funds budgeted for each sport at the secondary campus level with a total budget for all sports of $154,927.21.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 4, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: February 26, 2013
RE: Athletic Supplies & Equipment – Fall Sports – 2013-08

SUMMARY:

A bid was let to provide supplies for the secondary campuses for the Fall Spors. This bid covered supplies for the football program, volleyball program, cross country program, and tennis program. The award will be for the period of notice to March 31, 2014. There is no option for renewal.

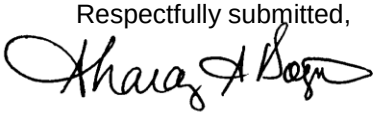
Summations of the processes and outcomes as well as a copy of the tabulations are attached for your review. Each sport is presented separately for accommodation of the appropriate coaches.

Mr. Dwight Butler, Director of Athletics, and respective coaches reviewed the responses. The following is their recommendation.

RECOMMENDATION:

That the Board award the shaded items on the attached tabulations for the period of award notification to March 31, 2014.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Deborah Johnson
Dwight Butler
Coaches

Date Submitted: February 26, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: March 4, 2013 **Bid Number**: 2013-08 Athletic Supplies Football Section

1. **Item, material or service (specific or classification):** Football Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From award notification through March 31, 2014

4. **Person and title responsible for the expenditure:**

   Granbury Athletic Coordinator – Scotty Pugh
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** 145 (included all sports, some vendors provide supplies specific to one sport)

6. **Number of bids received from vendors:** 9 (for the football portion)

7. **Listing of recommended vendors and total prices:** The recommendation for award is shaded in the column under the vendor name on the tabulation for a total expenditure of $31,050.94. If the selected vendor is unable to provide the product, recommendation is to proceed to the next lowest vendor providing best value to the district. Additional supplies will be purchased on an as needed basis through the catalog discount bid.

8. **Explanation of other than low recommendations:**

   A1, A2: Please accept second lowest bid, BSN Sports, because low bid (America Team Sports) is for is for an Adidas shoe and it will not match the existing stock of Nike Shoes.

   A3 Please accept second lowest bid, BSN Sports, because low bid (American Team Sports) is for a Badger shirt which will not match the existing stock of Nike compression shirts.

   A4: Please accept the third lowest bid, Alert Services, because lower bids (America Team Sports & Riddell/All American) are for Champro and Riddell respectively. The alternate brands will not match the existing stock of McDavid girdles.

   A6: Please accept the third lowest bid, RB Sporting Goods, because the lower bids (Riddell/All American & America Team Sports) are for the Champro and Riddell brands respectively. The alternate brands will not match the existing stock of Russell shorts.

   A7: Please accept the second lowest bid, America Team Sports, because low bid (America Team Sports) is for an Adidas glove. The Adidas glove will not match the existing stock of Nike gloves. .

   A8: Please accept the second lowest bid, RB Sporting Goods, because low bid (Riddell/All America) is for a Riddell shirt. The Riddell shirt will not match the existing tock of A-4 shirts.

9. **Last bid date (bid of comparable nature within last 5 years):** 1/12/2012

10. **Percentage increase or decrease from last bid:** Due to the number of items, a comparison was not made.

11. **Budget information:** Football supplies and equipment will be purchased from the following budget codes.

181 e 36 6395 00 001 0 91 020	$27,000.
181 e 36 6395 09 005 0 91 020	4,850.
181 e 36 6395 00 041 0 91 020	5,500.
181 e 36 6395 00 042 0 91 020	5,500.
181 e 36 6649 00 001 0 91 020	5,000.

12. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

BID FOR BOARD APPROVAL

Board Meeting Date: March 4, 2013 **Bid Number**: 2013-08 Athletic Supplies Volleyball Section

1. Item, material or service (specific or classification): Volleyball Supplies

2. Brief description: A bid was let to provide supplies for the athletic programs at the secondary campuses.

6. Period of time bid covers: From award notification through March 31, 2014

7. Person and title responsible for the expenditure:

Tammy Clark – Granbury High School Coach
Dwight Butler – Athletic Director

8. Number of bids sent to vendors: 145 (included all sports, some vendors provide supplies specific
to one sport)

6. Number of bids received from vendors: 9 (for this section of the bid)

7. Listing of recommended vendors and total prices: The recommendation for award is shaded on the tabulation, in the column under the vendor name, for a total expenditure of $6,814.59. If the selected vendor is unable to provide the product, recommendation is to proceed to the next lowest vendor providing best value to the district. Additional supplies will be purchased on an as needed basis from the catalog discount bid.

9. Explanation of other than low recommendations:

B5: Please accept the second lowest bid, BSN Sports, because low bid (America Team Sports) is for a Badger uniform which will not match exiting in the program.

B10: Please accept the second lowest bid, RB sporting Goods, because low bid (BSN Sports) is for a different format of scorebook which is not user friendly, does not contain all information wanted for proper game stats, and does not transfer well with the other game reporting systems.

B11: Please accept 2nd lowest bid, BSN Sports, because low bid (Flaghouse) has a note stipulating that there must be a $100 minimum purchase. Purchase price of the ropes from Flaghouse would be $35.25 which would not reach the minimum order requirement.

9. Last bid date (bid of comparable nature within last 5 years): 1/12/2012

10. Percentage increase or decrease from last bid: Due to the number of items and a change in brand on some items a comparison was not made.

11. Budget information: Expenditures for these supplies will come from the following account code(s)
and budgets:

181.e.36.6395.00.001.0.91.120	$7,000.
181.e.36.6395.00.041.0.91.120	2,500.
181.e.36.6395.00.042.0.91.120	2,500.

12. **Other Comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

BID FOR BOARD APPROVAL

Board Meeting Date: March 4, 2013 **Bid Number**: 2013-08 Athletic Supplies Cross-Country

1. Item, material or service (specific or classification): Cross-Country Supplies

2. Brief description: A bid was let to provide supplies for the athletic programs at the secondary campuses.

9. Period of time bid covers: From written award notification through March 31, 2014

10. Person and title responsible for the expenditure:

Amber Ward – Granbury High School Coach
Dwight Butler – Athletic Director

11. Number of bids sent to vendors: 145 (included all sports, some vendors provide supplies specific to one sport)

6. Number of bids received from vendors: 5 (for this section of the bid)

7. Listing of recommended vendors and total prices: The recommendation for award is shaded in the column under the vendor name for a total expenditure of $1,756.40. If the selected vendor is unable to provide the product, the recommendation is made to proceed to the next lowest vendor providing best value to the district. Additional purchases for supplies on an as needed basis will be made through the catalog discount bid.

10. Explanation of other than low recommendations:

D7, D8: Please accept second lowest bid, GTM Sportswear, because low bid (America Team Sports) is for the Adidas brand which will not match existing in the program.

D2, D3: These items will not be purchased due to budgetary restraints.

11. Last bid date (bid of comparable nature within last 5 years): 1/12/2012

12. Percentage increase or decrease from last bid: Due to the size of the bid and some changes to the items or brands, a comparison was not made.

11. Budget information: Expense for cross country supplies will come from account code(s) with the following budgets:

181.e.36.6395.00.001.0.91.0.090 $3,000.

12. Other Comments: The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

BID FOR BOARD APPROVAL

Board Meeting Date: March 4, 2013 **Bid Number:** 2013-08 Athletic Supplies Tennis Section

1. **Item, material or service (specific or classification):** Tennis Supplies

2. **Brief description:** A bid was let to provide supplies for the athletic programs at the secondary campuses.

3. **Period of time bid covers:** From written notification of award through March 31, 2014

4. **Person and title responsible for the expenditure:**

   Jeff Bramlett – GHS Tennis Coach
   Dwight Butler – Athletic Director

5. **Number of bid notification letters sent to vendors:** 145 (included all sports, some vendors provide supplies specific to one sport)

6. **Number of bids received from vendors:** 3 (for this section of the bid)

7. **Listing of recommended vendors and total prices:** The recommendation for award of the line items is shaded in the column under the vendor name for a total expenditure of $8,050. If the selected vendor is unable to provide the product, recommendation is made to proceed to the next lowest vendor providing best value to the district. Additional supplies will be purchased on an as needed basis from the catalog discount bid.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 1/12/2012

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and a change in brands on some items, a comparison was not made.

11. **Budget information:** Expense for tennis supplies will come from account code(s) with the following budgets:

    181.e.36.6395.00.001.0.91.0.080 $5,000.

12. **Other Comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 4, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: February 26, 2013
RE: Printing & Copying Services
CSP No. 2013-07

SUMMARY:

A bid was let to provide a company to handle the district's printing and copying needs. The bid was divided into two parts, one for standard forms and one for specialty printing. Standard forms are the forms that are ordered on a routine or continual basis by the departments or campuses. Samples of the forms were provided to the vendors to provide pricing based on quantities of 250, 500, 1000, etc. Specialty printing is printing such as the district student handbooks, curriculum guides, etc. These are large orders that require a fast turnaround time.

The CSP allowed for the District to award to multiple vendors for both standard and the specialty printing. By awarding to multiple vendors, costs and circumstances can be analyzed to determine best deal for the District. The proposal was written to allow for 2 one-year extensions should the parties agree in writing to extend the proposal. The current bid expired on January 31, 2013. Renewal terms will be February 1 to January 31.

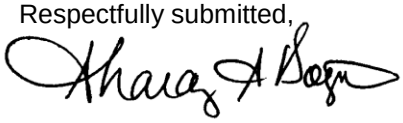
A summation of the CSP process and outcome as well as a copy of the tabulation is attached for your review.

Responses were reviewed by Ms. Deborah Johnson and myself. The following is our recommendation

RECOMMENDATION:

That the Board award the printing and copying services related to the standard forms as evidenced by the vendors highlighted on the attached tabulation and specialty printing of the District to all vendors who responded for the period of award notification through January 31, 2014.

Respectfully submitted,



Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton
Debbie Johnson

Date Submitted: February 26, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: March 4, 2013 **Bid Number:** 2013-07

1. **Item, material or service (specific or classification):** Printing and Copying Services

2. **Brief description:** A bid was let to provide the district's printing and copying needs. The bid was divided into two parts, one for standard forms and one for specialty printing. Standard forms are the forms that are ordered on a routine or continual basis by the departments or campuses. Samples of the forms were provided to the vendors to provide pricing based on quantities of 100, 250, 500, 1000, etc. Specialty printing is printing such as the curriculum guides, programs, etc., large orders that require a fast turnaround time.

3. **Period of time bid covers:** From written notification of award through January 31, 2014 with the option for two one-year renewals. Renewal terms will be February 1, 2014 through January 31, 2015 and February 1, 2015 through January 31, 2016.

4. **Person and title responsible for the expenditure:**

   Campus Principal – for campus purchases
   Department Head/Director – for department purchases

5. **Number of bids sent to vendors:** 19

6. **Number of bids received from vendors:** 4

7. **Listing of recommended vendors and total prices:** It is recommended that award be made for Section A –Standard Forms, as highlighted on the attached tabulation. Purchases will be based on an as needed basis. Should the awarded vendor be unable to fill the order for any reason, the district will proceed to the next lowest vendor until the purchase can be made. It is recommended for Section B – Specialty Printing that all four vendors be approved for purchases. At the time of need cost will be quoted from any two of the four vendors. Quoting from more than one vendor would allow for consideration of cost, layout design, turn around time, etc., as the printing and copying services are needed. It is anticipated expense for printing and copying services will be approximately $20,000 to $40,000 annually.

8. **Explanation of other than low recommendations:** N/A

9. **Last bid date (bid of comparable nature within last 5 years):** 11/19/09

10. **Percentage increase or decrease from last bid**: Due to the number of items on the bid, a comparison was not made.

11. **Budget information:** Costs for printing and copying services are built into the general supply accounts for each campus and department. Therefore, they cannot be specifically identified as a budgeted line item or amount

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 4, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton
DATE: February 25, 2013
RE: Office & Administrative Furniture
Bid No 2011-04 - Renewal

SUMMARY:
A bid was let to provide a vendor to supply office and administrative furniture to be purchased on an as needed basis. The initial period was April 1, 2011 to March 31, 2012 with the option to renew for 2 additional one-year terms. The current contract will expire on March 31, 2013. This will be the final renewal option.

The district has standardized with the Hon furniture line for reasons of durability and to match existing furniture already in place in the district. Vendors were asked to quote a percentage discount off the Hon List Price for the standardized furniture. They were also asked to quote a percentage discount off the Global brand and were given the option to provide a third miscellaneous brand for additional furniture needs.

A summation of the original process and outcome as well as a copy of the tabulation is attached for your review.

It was decided that it would be in the best interest of the district to renew this bid. Both vendors were contacted and have agreed to the renewal as awarded.

Anticipated annual expenditure is $10,000 to $30,000.

RECOMMENDATION:
It is recommended to award to Martin's Office Supply as primary vendor and Oak Cliff Office Products as secondary vendor for the period of April 1, 2013 to March 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Carol Howard

Date Submitted: February 25, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: March 7**,** 2011 **Bid Number:** 2011-04

1. Item, material or service (specific or classification): Office and Administrative Furniture

2. **Brief description:** A proposal was let to provide a vendor to supply office and administrative furniture on an as needed basis. The district has standardized with the Hon furniture line for reasons of durability and to match existing furniture already in place in the district. Vendors were asked to quote a percentage discount off the Hon List Pricer for the standardized furniture. They were also asked to quote a percentage discount off the Global brand and were given the option to provide a third miscellaneous brand for additional furniture needs.

3. **Period of time bid covers:** From April 1, 2011 through March 31, 2012 with the option to renew for two additional one-year terms

4. Person and title responsible for the expenditure:

Campus level – campus principal
Department level – department head

5. Number of bids sent to vendors: Bid notification letters were mailed to 33 vendors, the bid was posted on the district web site and advertised in Hood County News.

6. Number of bids received from vendors: 5 (four no bid notifications and one late bid were also received)

7. Listing of recommended vendors and total prices: It is recommended award be made to Martin's Office Supply as the primary vendor and to Oak Cliff Office Products as the secondary vendor. It is estimated expenditures will be between $10,000 and $30,000. All purchases shall be on an as needed basis.

8. Explanation of other than low recommendations: N/A

9. Last bid date (bid of comparable nature within last 5 years): 2/15/2008

11. **Percentage increase or decrease from last bid**: The discount offered increased 1% from the previous contract.

12. Budget information: Funds for these purchases will be budgeted for each campus and department under object code 6644.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 4, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton,
DATE: February 25, 2013
RE: Athletic Training Supplies
Bid No. 2012-07 - Renewal

SUMMARY:

A bid was let asking vendors to quote a fixed rate percentage discount off catalog prices and to quote pricing on a list of equipment that would be held firm for the initial period of June 1, 2012 to March 31, 2013 with the option to renew for two additional one-year terms. Supplies and equipment will be purchased on an as needed basis. The current award will expire on May 31, 2013. This will be the first of two renewal options available.

A summation of the original process and outcome as well as a copy of the revised tabulation is attached for your review.

Mr. Andy Rankin, GHS Athletic Trainer, and Mr. Dwight Butler, Athletic Director reviewed and recommended renewal. All vendors were contacted and have agreed to continue as originally awarded with the exceptions noted below.

> *Medco – Would only renew the catalog discount portion, would not hold the prices firm on the items awarded under Section B. Shipping is FOB on orders over $90. (The items awarded to Medco under Section B can be purchased under the catalog discount portion from any of the vendors approved for catalog purchases.)*
>
> *BSN Sports - A new exceptions list with the publication of each new catalog and was attached to the renewal response.*

The budgeted amount for athletic trainer supplies and equipment is $20,870.

The following is Mr. Rankin and Mr. Butler's recommendation.

RECOMMENDATION:

It is recommended award be made to Alert Services, BSN Sports, Medco, School Health and William. MacGill for catalog discount purchases for the period of April 1, 2013 through March 31, 2014. It is also recommended that all items under Section B be awarded as indicated on the tabulation by shading under the vendor name for the period of April 1, 2013 through March 31, 2014.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Debbie Johnson
Dwight Butler

Date Submitted: February 25, 2013

BID FOR BOARD APPROVAL

Board Meeting Date: May 21, 2012 **Bid Number:** 2012-07

1. **Item, material or service (specific or classification):** Athletic Training Supplies

2. **Brief description:** A bid was let asking vendors to quote a fixed rate percentage discount off catalog prices and to quote pricing on a list of equipment that would be held firm through March 31, 2013. All supplies and equipment will be purchased on an "as needed" basis.

3. **Period of time bid covers:** The bid covers the period from June 1, 2012 through March 31, 2013 with the option of two renewal periods to run from 4/1/2013 to 3/31/2014 and 4/1/2014 to 3/31/2015. The dates of the first contract period were adjusted to accommodate a change to the athletic supplies bid schedule,

4. **Person and title responsible for the expenditure:**

   Connie Rhodes – GHS Athletic Trainer
   Andy Rankin - GHS Athletic Trainer
   Dwight Butler – Athletic Director

5. **Number of bids sent to vendors:** 46 bid notification letters mailed, advertised in the Hood County News and posted on the district web site

6. **Number of bids received from vendors:** 6 (also received 4 "No Bid" notifications)

7. **Listing of recommended vendors and total prices:** The bid was divided into two sections. Section A covered the need for additional catalog purchases for items not identified in the bid. Section B was for line items where pricing would be held firm for the duration of the contract. It is recommended that Alert Services, BSN Sports, Medco, School Health and William. MacGill be approved for catalog purchases. It is also recommended that all items under Section B be awarded as highlighted in the column under the vendor name on the tabulation. The expense total for the items awarded under Section B is $2,770.46.

8. **Explanation of other than low recommendations:**

   B3 – Cramer Tuf-Skin Pre-Tape Adherent: Please accept 2nd lowest bid from Medco, because lowest bid from Alert has different chemical properties than the Cramer Tuf-Skin.

   B11 – Cramer Iso-Quinn Germicidal Hand Wash: Please accept 2nd lowest bid from Medco, because lowest bid from Alert has different chemical properties that the Cramer Iso-Quin.

   B14 – Nitrile Exam Gloves Medium & B15 – Nitrile Exam Gloves Large: Please accept 2nd lowest bid from Alert, because lowest bid from Medco is only available in a 50 count box thus doubling the total cost of the bid according to the specifications.

9. **Last bid date (bid of comparable nature within last 5 years):** 4/13/2011

10. **Percentage increase or decrease from last bid:** Due to the size of the bid and some changes to the items and brands needed, a comparison was not made.

11. **Budget information:** All items will be purchased with budgeted dollars from the following codes:

181.e.36.6395.00.001.0.91.150 Supplies & Equipment $16,720.
181.e.36.6649.00.001.0.91.150 Equipment < $5,000 5,000.

12. **Other comments:** The Athletic Booster Club and the Athletic Activity Club will make donations to cover the additional expense if the items purchased for the program exceed the allotted budget.

13. **Expense for last fiscal year** under GISD Bid 2010-15 was $13,209.36. To date under the current bid 2011-17 expense has been $11,630.56. This amount does not include any interlocal purchases or spot purchases of items not available through the awarded GISD vendors.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: March 4, 2013
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Sharay Boynton, Finance Director
DATE: February 26, 2013
RE: Reimbursement Resolution

SUMMARY:

Funding associated with Granbury ISD's Energy Conservation Services Program through Performance contracting may include Tax Anticipation Notes. The exact dollar amount of these notes is not known at this time and will not be until the anticipated guaranteed savings amount is determined. With that being the case, expenditures may need to occur prior to funding from the notes is available.

In anticipation of this occurring, the attached resolution can be approved by the Board so that costs that occur, prior to or after funding, can be reimbursed with the funds from the notes. Without this resolution, any expenditure that GISD is out related to this project would not be able to be reimbursed with note funds.

The amount included in the resolution exceeds the anticipated note amount, but at this time the exact amount is not known. It is in the best interest of the district to reflect the higher number so that all expenditures will be able to be reimbursed.

RECOMMENDATION:

Recommend that the Board adopt the attached Reimbursement Resolution.

Respectfully submitted,

Sharay S. Boynton
Executive Director of Finance

Staff Person Responsible: Sharay Boynton

Date Submitted: February 26, 2013

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**March 4, 2013**
Action:	**Approval**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**February 27, 2013**
		RE:	**Resolution for Vouchers that Reduce Public Education Funding**

SUMMARY:

This is a resolution that Mr. Jackson asked us to put on the agenda this month. Many schools around the State have adopted this resolution and I am in 100% agreement with what it says. The resolution is attached.

Respectfully submitted,



Dr. James M. Largent
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**March 4, 2013**
Action:	**Approved**

To:	**Board of Trustees**
From:	**Dr. James M. Largent**
Date:	**February 27, 2013**
RE:	**Mascot Change at the Elementary Campuses**

SUMMARY:

I have had a couple of Elementary campuses approach me about changing their mascot to more of a "Pirate" themed mascot. I asked them to work with their campus committees, parents, etc. and bring a recommendation to the Board. At the time I am writing this, Dana Goode at Mambrino has said she is ready to recommend a change at her campus. Stacie Brown mentioned this to me earlier in the year, but I do not know if she is ready to do this at this time. The philosophy behind it is that we are all GISD and we are all Pirates. Some campuses may want to do this and others may not. I am really leaving it up to them, but they are encouraged to do this if they can get support at the campus level. I believe Mambrino is asking to change from the Mambrino "Colts" to the Mambrino "Pirates." Since Mambrino is a horse (I am told), they are thinking of having a Pirate riding a horse as their "official" mascot.

Respectfully submitted,



Dr. James M. Largent
Superintendent

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**March 4, 2013**
Action:	**Information**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**February 27, 2013**
		RE:	**Policy Update 96**

SUMMARY:

We have Policy Update 96 for a first look this month. It is attached for your review.

Respectfully submitted,



Dr. James M. Largent
Superintendent