Notice of Regular
The Board of Trustees
Granbury ISD
Monday, August 25, 2014
6:00 PM

A Regular of the Board of Trustees of Granbury ISD will be held Monday, August 25, 2014, 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
    b. Chapter 551.072 - Purchase, exchange, lease or value of real property
3. Reconvene in open session - 6:00 PM
4. Public Meeting to Discuss Budget and Proposed Tax Rate
5. Moment of Silence/Invocation
6. Pledges - U.S. Flag & Texas Flag
7. Achievement Spotlight
8. Public comments/audience participation
9. Discussion/Action
    a. Consider Consent Agenda Items
        1. Minutes of the July 14, 2014 Special Meeting and July 21, 2014 Regular Meeting. 3
        2. Consider Budget Amendments 9
        3. Consider Continued Participation in the TASB Unemployment Program 12
        4. Consider Utility Costs 14
        5. Consider Renewal Grounds Supplies CSP 2012-22 15
        6. Consider Library Books, E-Books, Class Sets, Reference Materials and Video Media Bid 2014-16 17
        7. Consider Instructional Supplies and Teaching Aids Bid 2014-15 19
        8. Consider Renewal Pest Management Services 2014-05 22
        9. Consider Athletic Supplies - Spring Sports Bid 2014-17 24
        10. Consider Renewal Transportation Aftermarket Parts Bid #2014-04 29
        11. Consider Renewal Remanufactured Transmissions Bid # 2014-03 32
        12. Consider Renewal Bus Refurbishing and Vehicle Collision Repair Services CSP #2012-19 34
        13. Consider Renewal Bus OEM Parts and Repair Services Bid #2014-02 36
        14. Consider Renewal Automotive Lubricants Bid 2014-01 39
        15. Consider Renewal DOT Drug and Alcohol Testing Administration & Physicals CSP 2012-20 41
        16. Consider Xerox Lease Continuations 43
    b. Consider the May Board Meeting date change from May 18 to May 11, 2015 44
    c. Consider Policy EIF(Local) Change - Academic Achievement Graduation 45
    d. Consider Policy FNF(Local) Change - Student Rights and Responsibilities Interrogations and Searches 46
    e. Consider inter-Local Agreement - Granbury ISD and County of Hood Truancy Program (A.S.A.P.) 47
    f. Consider inter-Local Cooperation Agreement between GISD and the City of Granbury for the purpose of the Drug Detection Program 48
    g. Consider 2014-2015 Compensation Plan 49
    h. Consider 2014-2015 Salary Increases 50
    i. Consider Adoption of the 2014-15 General Operations, Food Service and Debt Service Budgets 51

j. Consider 2014 Tax Rate 53
k. Consider Resolution Committing Fund Balance 54
l. Consider Technology Purchases 56
m. Consider Approval for Foreign Exchange Student Waiver 60
n. Consider inter-Local Cooperative Agreement and Proposal for Property, Crime, General Liability, Educator's Legal Liability, and Automobile Insurance with Texas Schools Property & Casualty Cooperative 61

10. Reports
    a. Superintendent's Report
        1. Facilities Report
    b. GISD Security Audit 2014 63
    c. Policy Update 100 70
    d. Financial Statements as of June 30th, 2014 71
11. Consider action on items discussed in closed session
    a. Consider Staff Appointments
    b. Consider purchase, exchange, lease or value of real property
12. Adjourn

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 22nd Day of August, 2014 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
Minutes of Regular Meeting
July 21, 2014

A Regular of the Board of Trustees of Granbury ISD was held Monday, July 21, 2014, beginning at 6:00 PM in the Granbury ISD Board Room, 600 West Pearl St., Granbury, TX 76048.

Presiding Officer..... Mark A. Jackson, President

Board Members Present

Nancy Alana
Barbara Herrington
Joe Jones
Micky Shearon
B.J. Wallace
Don Walton

Board Members Absent

School Officials Present

Dr. James M. Largent, Superintendent
Carol Howard, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance & Operations
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

Mark A. Jackson, President, called the meeting to order at 5:03 p.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 5:04 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 of Trustees reconvened in open session at 6:01 pm.

Moment of Silence/Invocation

Nancy Alana led the invocation.

Pledge - U.S. Flag and Texas Flag

Don Walton led the Pledges.

Achievement Spotlight

Public comments/audience participation
Patrons who have duly registered per policy BED (LOCAL) may address the board regarding matters of concern/interest to the district, other than the character of any student, staff or board member. The board may not act upon any matter that is not listed under the action item portion of the agenda.
Ray Wilcox – Abatement of taxes
Douglas Kay
Marjorie Hibbs

Discussion/Action

Consider Consent Agenda Items

1. Minutes of the June 16, 2014 Team of Eight Training and Regular Meeting; 2. Consider Budget Amendments; 3. Consider Renewal for Building Materials and Supplies CSP 2013-18; 4. Consider Renewal for Electrical Supplies and Equipment CSP 2012-14; 5. Consider Renewal for Paint Supplies, Athletic Field Marking Paint and Equipment CSP 2012-17; 6. Consider Renewal for Plumbing Supplies and Equipment CSP 2013-19; 7. Consider Renewal for General Maintenance Supplies and Equipment CSP 2012-13; 8. Consider Renewal for Pizza and Other Ready to Serve Items CSP 2013-12; 9. Consider Exclusive Broadcasting Rights of GISD Athletic Events 2013.

A motion was made by Micky Shearon and seconded by Don Walton to approve consent items as presented. **Motion Carried**: 7 Yes - 0 No

Consider the Proposed Tax Rate to be Published in the "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate"
A motion was made by Don Walton and seconded by Micky Shearon for the Proposed Tax Rate to be Published in the "Notice of Public Meeting to Discuss Budget and Proposed Tax Rate" as presented.
Motion Carried: 7 Yes - 0 No

Consider the Agreement for Purchase of Attendance Credits with the Texas Education Agency for the 2014-15 School Year
A motion was made by Barbara Herrington and seconded by Micky Shearon for the Agreement for Purchase of Attendance Credits with the Texas Education Agency for the 2014-15 School Year as presented. **Motion Carried**: 7 Yes - 0 No

Consider Approval for F1 in Schools International Travel for World Travels
A motion was made by Barbara Herrington and seconded by Micky Shearon to approve F1 in Schools International Travel for World Travels as presented.
Motion Carried: 7 Yes – 0 No

Consider Interlocal Agreement for Region 10 Education Service Center Multi-Regional Child Nutrition Cooperative Purchasing Program
A motion was made by Micky Shearon and seconded by Nancy Alana to approve Interlocal Agreement for Region 10 Education Service Center Multi-Regional Child Nutrition Cooperative Purchasing Program as presented. **Motion Carried**: 7 Yes - 0 No

Consider Region 7 Education Service Center Purchasing Cooperative Resolution
A motion was made by B. J. Wallace and seconded by Micky Shearon to approve Region 7 Education Service Center Purchasing Cooperative Resolution as presented.
Motion Carried: 7 Yes – 0 No

Consider Student Success Initiative (SSI) Waiver (Accelerated Instruction)
A motion was made by Nancy Alana and seconded by Don Walton to approve Student Success Initiative (SSI) Waiver (Accelerated Instruction) as presented.
Motion Carried: 7 Yes – 0 No

Consider Teacher Appraisal Calendar for 2014-2015 and List of Appraisers
A motion was made by Micky Shearon and seconded by Don Walton to approve Teacher Appraisal Calendar for 2014-2015 and List of Appraisers as presented.
Motion Carried: 7 Yes – 0 No

Consider Student Code of Conduct
A motion was made by Don Walton and seconded by Micky Shearon to accept changes on Student Code of Conduct as presented.
Motion Carried: 7 Yes – 0 No

Consider Call of November 4, 2014, Board of Trustees Election for the Purpose of Filling Places 1 and 2
A motion was made by Barbara Herrington and seconded by Nancy Alana to approve the Call of November 4, 2014, Board of Trustees Election for the Purpose of Filling Places 1 and 2 as presented.
Motion Carried: 7 Yes – 0 No

Consider Contract for Board of Trustees Election and Joint Agreement with the Hood County Elections Administrator
A motion was made by Micky Shearon and seconded by Don Walton to Consider Contract for Board of Trustees Election and Joint Agreement with the Hood County Elections Administrator as presented.
Motion Carried: 7 Yes – 0 No

Consider Salary Changes for Substitute Teachers, Paraprofessionals, and LVN's
A motion was made by Micky Shearon and seconded by Barbara Herrington to accept Salary Changes for Substitute Teachers, Paraprofessionals, and LVN's as presented.
Motion Carried: 7 Yes – 0 No

Discuss Granbury High School Grade Point Average and Class Rank Policies
No action at this time. Moved to the August meeting.

Consider Selecting District's Representative for TASB's 2014 Delegate Assembly
A motion was made by Micky Shearon and seconded by Don Walton to nominate Barbara Herrington as our District Representative for TASB.
Motion Carried: 7 Yes – 0 No

Consider Bond Purchase for Classroom Teachers Technology Stations
A motion was made by Don Walton and seconded by Micky Shearon to approve Bond Purchase for Classroom Teachers Technology Stations as presented.
Motion Carried: 7 Yes – 0 No

Reports

Superintendent's Report

Facilities Report
No report at this time.

Child Nutrition
Linda Williams, Director of Support Services presented the Child Nutrition report to the board.

Financial Statements for Period Ending May 30, 2014
Dobie Williams, Assistant Superintendent presented the financial statements for period ending May 30, 2014 to the board.

Quarterly Investment Report
Dobie Williams, Assistant Superintendent presented the quarterly investment report to the board.

Bond Expenditure Recap as of May 31, 2014
Dobie Williams, Assistant Superintendent presented the bond expenditure recap as of May 31, 2014 to the board.

Consider action on items discussed in closed session

Consider Staff Appointments and Consider Catastrophic Leave Days for Employees
Dr. Largent recommended accepting the Staff Appointments and Leaves as presented to the board. The motion was made by Barbara Herrington and seconded by Micky Shearon.
Motion Carried: 7 Yes – 0 No

Consider purchase, exchange, lease or value of real property
None

Consider Goals for Superintendent's Evaluation
Moved to the August Meeting

Adjournment
There being no further business, the meeting was adjourned at 7:18 p.m.

_____ _____

Mark A. Jackson, President Micky Shearon, Board Secretary

GRANBURY ISD
BOARD OF TRUSTEES
OFFICIAL SPECIAL MEETING
MINUTES
JULY 14, 2014

The Board of Trustees of the Granbury Independent School District convened in an official **SPECIAL** meeting on Monday, July 14, 2014 at 6:00 p.m. in the Board Room of the Administration Building, 600 West Pearl St., Granbury, Texas.

Presiding Officer ..... Mark A. Jackson, President

Board Members Present

Nancy Alana
Barbara Herrington
Micky Shearon
B.J. Wallace
Don Walton

Board Members Absent

Joe Jones

School Officials Present

Dr. James M. Largent, Superintendent
Carol Howard, Assistant Superintendent for Administrative Services
Dobie Williams, Assistant Superintendent for Finance & Operations
Tom Howard, Director of Human Resources
Amy Wood, Technology Director
Jeff Meador, Public Information Officer
Sandy Bruner, Recording Secretary

Others Present

School Employees
Community Members

Meeting Called to Order

Mark A. Jackson, President, called the meeting to order at 12:00 p.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 12:02 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 of Trustees reconvened in open session at 12:16 pm.

Consider action on items discussed in closed session

Staff Appointments

Dr. Largent recommended accepting the Staff Appointments as presented. A motion was made by Micky Shearon and seconded by Barbara Herrington to approve Staff Appointments as presented.
MOTION CARRIED: Yes 6 – No 0

Consider the GHS Project with Huckabee and BTC.

Tim McClure and Lance Melton of Huckabee presented the GHS Project to the Board. Scott Barnes from BTC updated the board on construction already in progress.

Consider purchase, exchange, lease or value of real property

None

Adjournment

There being no further business, the meeting was adjourned at 3:28 p.m.

_____ _____

Mark A. Jackson, President Micky Shearon, Board Secretary

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
Asst. Supt. for Finance and Operations
DATE: August 15, 2014
RE: Budget Amendments

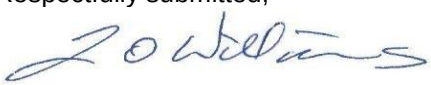
SUMMARY:

Attached are the monthly budget amendments as well as the 2013-14 Final Amended Budgets for Board Approval.

RECOMMENDATION:

I recommend the Board approve the amendments as presented.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Carrie Knight-Mapes

Date Submitted: August 15, 2014

Revenue & Expense

Fund 181, Mr. Dwight Butler, Originator
This amendment recognizes funds in the amount of $3,172 allocated to fund 181 function 36 (Extra-curricular). These funds result from the Rash Photography commission check for athletic photos.

Fund 181, Mr. Dwight Butler, Originator
This amendment recognizes funds in the amount of $400 allocated to fund 181 function 36 (Extra-curricular). These funds result from a donation.

Fund 199, Mr. Dobie Williams, Originator
This amendment recognizes funds in the amount of $450 allocated to fund 199 function 13 (Curriculum Development and Instructional Staff Development). These funds result from a donation from the Association of Texas Professional Educators.

Fund 199, Mr. Dobie Williams, Originator
This amendment recognizes funds in the amount of $185 allocated to fund 199 function 41 (General Administration). These funds result from a donation from the United Educators Association of Granbury.

Fund 199, Mr. Dobie Williams, Originator
This amendment recognizes funds in the amount of $894 allocated to fund 199 function 51 (Plant Maintenance and Operations). These funds result from an insurance payment.

Function to Function

Fund 181, Mr. Dobie Williams, Originator
This Amendment recognizes funds in the amount of $400 allocated from function 11 (Instruction); $3,800 allocated from function 52 (Security and Monitoring); $14,393 allocated from function 61 (Community Services); and $18,593 allocated to function 36 (Extra-Curricular). These are year-end amendments.

Fund 199, Mr. Dobie Williams, Originator
This Amendment recognizes funds in the amount of $2,308 allocated from function 12 (Instructional Resources); $140 allocated from function 13 (Curriculum Development and Instructional Staff); $2,607 allocated from function 21 (Instructional Leadership); $1,401 allocated from function 33 (Health Services); $10,800 allocated from function 41 (General Administration); $27,246 allocated from function 51 (Plant Maintenance and Operations); $12,263 allocated to function 11 (Instruction); $1,275 allocated to function 23 (School Leadership); $884 allocated to function 31 (Guidance and Evaluation); $526 allocated to function 36 (Extra-curricular); $12,493 allocated to function 53 (Data Processing Services); and $17,061 allocated to function 81 (Facility Acquisition and Construction). These are year-end amendments.

In-Kind Donations

Fund 199, Mr. Donnie Cody, Originator
This amendment recognizes In-Kind Donations from the Oak Woods PTO in the amount of $5,877 allocated to fund 199 function 11 (Instruction); $1,974.99 allocated to function 36 (Extra-curricular); and $4,311.08 allocated to function 51 (Plant Maintenance and Operations). In addition GCH/Clay Petty donated the Pea Gravel which is allocated to function 51.

Fund 199, Mr. Donnie Cody, Originator
This amendment recognizes In-Kind Donations from Rhythm Band Instruments and owner, Brad Kirkpatrick, in the amount of $2,164 allocated to fund 199 function 11 (Instruction).

Final Adopted Budget Amendments

Fund 599, Mr. Dobie Williams, Originator
This amendment recognizes funds in the amount of $5,088,050 allocated to fund 599 functions 00 (Locally Defined) and 71 (Debt Service) in preparation for adopting the Final 2013-14 Budget.

Fund 199, Mr. Dobie Williams, Originator
This amendment recognizes funds in the amount of $850,973 allocated to fund 199 function 11 (Instruction); $60,000 allocated to function 12 (Instructional Resources); $100,000 allocated to function 23 (School Leadership); $50,000 allocated to function 33 (Health Services); $3,000 allocated to function 35 (Food Service); $100,000 allocated to function 51 (Plant Maintenance and Operations); $20,000 allocated to function 52 (Security and Monitoring Services); $50,000 allocated to function 53 (Data Processing Services); and $1,233,973 allocated from function 91 (Contracted Services Between Public Schools) in preparation for adopting the Final 2013-14 Budget.

Information only

Fund 879, Mr. Dobie Williams, Originator
This amendment recognizes a donation from First Financial Bank to the JROTC Student Activity Fund in the amount of $100.00. Because all Student Activity funds are held by GISD Administration for student use, they are tracked in function 41 (General Administration).

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: TASB Unemployment Compensation Program - Renewal

SUMMARY:

According to Board Policy CRF (LEGAL), "The District shall contribute to the Unemployment Compensation Fund by choosing one of the following options: (1) Paying a state unemployment compensation tax administered by the Texas Workforce Commission (TWC); (2) Reimbursing the state fund for the amount of any benefits paid to ex-employees of the District; (3) Entering a joint group account with other political subdivisions under which claims handling and cost control may be centralized."

The District has been an active member in the TASB Unemployment Compensation Group Account as a pool member. By being a member of this group, the District has access to resources to assist with this program and in years past have paid considerably less than would be due if the District paid directly to the TWC. TASB UCGA serves as a resource for District employees in the area of unemployment claims processes. In past years, due to the climate of school district funding and the practices of school districts related to RIFs and layoffs, the cost to the program expanded. However, in recent years the staffing levels and employment conditions in the state have stabilized, allowing continued savings for 2014-15 which TASB is passing on to members.

The renewal is projected to decrease in cost by approximately 40% for the period of October 1, 2014 to September 30, 2015. This decrease follows a 25% decrease last year and a 20% decrease the year before that. The decreases in recent years follow increases in prior years that were due to economic conditions in Texas and specifically public education. Projected cost for 2014-15 is $46,778 ($31,185 less than last year). Annual cost history is detailed below:

2010-11 Cost	2011-12 Cost	2012-13 Cost	2013-14 Cost	2014-15 Cost
$68,399	$129,939	$103,951	$77,963	$46,778

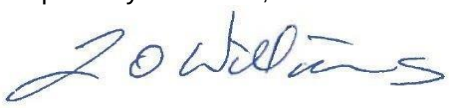
This coverage will be automatically renewed if TASB does not receive written notification of cancellation by September 1, 2014.

While expenses for GISD are not projected to be near the amount identified as cost of this program, the resources available and the unknown of what the future holds are such that it would be in the best interest of GISD to stay in this program this year. However, if unemployment claims continue to be low in relation to the annual contributions paid it may be in the interest of the district to consider becoming self-insured at some point by reimbursing the state fund directly for the amount of the benefits paid to ex-employees of the District.

RECOMMENDATION:

It is recommended that GISD continue participation in the TASB Risk Management Fund Unemployment Compensation program for the period of October 1, 2014 to October 1, 2015.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Tom Howard

Date Submitted: August 15, 2014

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Utility Costs

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into function 35 in a categorical exemption.".

The district budget includes payment of utilities across the District. Since the cost of these services will exceed $50,000 and it does not fit the function 35 categorical exemption, the Board will need to approve the issuance of the purchase orders for these expenditures.

Anticipated cost for the following utilities is budgeted and is presented for your information and authorization to issue the purchase orders as needed for the 2014-2015 fiscal year.

Electricity - $1,249,000 (Granbury Municipal Utilities, United Cooperative Services, Tri-County Cooperative)
Water - $ 202,650 (Granbury Municipal Utilities, Acton Municipal Utility District)
Gas - $ 223,500 (Atmos Energy)

The following recommendation is that of Mr. Randy Leach.

RECOMMENDATION:

It is recommended that the utility purchases described above be approved as presented.

Respectfully submitted,

L. O. “Dobie” Williams. RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Randy Leach
Melissa Coulombe

Date Submitted: August 15, 2014

7GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Grounds Supplies 2012-22 - Renewal

SUMMARY:

Grounds supplies for the district are purchased on an as needed basis. A bid was let to provide vendors for grounds supplies for the 2012-13 school year with the option to automatically renew for two additional one-year terms if agreed to by all parties. Vendors responded on September 4, 2012. The original term of award was October 1, 2012 to September 30, 2013. This renewal will be the last renewal option.

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

Mr. Randy Leach, Facilities Director, has requested that the award be renewed. The renewal is automatic unless either party notifies the other in writing within 90 days of the expiration of the term. That time has passed and there has been no notice from the vendors.

Anticipated annual expenditures are $70,000. The following is Mr. Leach's recommendation.

RECOMMENDATION:

It is recommended that the Board renew Granbury ISD Bid 2012-22 for the purchase of grounds supplies on an as needed basis, with the following vendors for the period of October 1, 2014 through September 30, 2015.

The Home Depot Store #6571, John Deere Landscapes, Lake Lawn Equipment, Tomlinson Ball Field Material

Respectfully submitted,



L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Randy Leach
Debbie Johnson

Date Submitted: August 15, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: September 17, 2012 **Bid Number:** 2012-22

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

2. **Brief description:** A proposal was submitted to provide vendors for Grounds Supplies for the 2012-13 school year with the option to renew automatically for two additional years in one year increments.

3. **Period of time bid covers:** From notice through September 30, 2013

4. **Person and title responsible for the expenditure:** Randy Leach – Director of Facilities

5. **Number of bids sent to vendors:** 66

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

7. **Listing of recommended vendors and total prices:** The needs of the district vary; therefore, it is necessary to establish a contract with multiple vendors. Recommendation is to award to the following vendors:

   The Home Depot of Granbury
   John Deere Landscapes
   Lake Lawn Equipment
   Tomlinson Ball Field Material

   It is the recommendation of the Purchasing Department that the person making the purchase, along with the Maintenance Director, compare pricing among several vendors to ensure the district is receiving “best value”.

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

9. **Last bid date (bid of comparable nature within last 5 years):** July 27, 2009

10. **Percentage increase or decrease from last bid**: Changes were made to this proposal which divided it up into four different proposal areas to meet the needs of the maintenance department.

11. **Budget information:** Expenditures for grounds supplies will come from account codes 199 e 51 6317 00 951 0 99 000, 199 E 51 6317 00 951 0 99 0010, 199 E 51 6317 00 951 0 99 580 with a total proposed budget of $55,615.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Library Books, E-books, Class Sets, Reference Materials and Video Media Bid 2014-16

SUMMARY:

A bid was let to provide an annual contract for the purchase of library books, e-books, class sets, reference materials and video media on an as needed basis across the district. The bid was due May 28, 2014. The initial contract period will be from notification of award through May 31, 2015 with the option to renew for two additional one-year terms.

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

The following is the recommendation of Amy Wood, Technology Director. Since the needs of the district vary by grade level, it is recommended that all vendors be approved for purchases to provide a greater variety of options for the end users. Estimated annual expense under this bid will be $80,000 to $120,000.

RECOMMENDATION:

It is recommended that the Board approve the following vendors for the purchase of library books, e-books, class sets and video media on an as needed basis for the period from written notification of award through May 31, 2015 with the option to renew for two additional one-year terms.

Baker & Taylor, Barnes & Noble Booksellers. Inc, Bound to Stay Bound Books, Inc., Capstone, Cavendish Square Publishing, LLC, Cengage Learning, Inc., Central Programs Inc. dba Gumdrop Books, Children's Plus, Inc., Davidson Titles, Inc., DLB Educational Corporation, Facts on File, Inc. dba Infobase Learning, Follett School Solutions, Inc., Gareth Stevens Publishing, LLP, Garrett Book Company, Lectorum Publications, Inc., Lerner Publishing, Mackin Educational Resources, National Reading Styles Institute, Over Drive, Inc., Perma-Bound Books, Rainbow Book Company, Rourke Educational Media, LLC, Salem Press, div. of Grey House Publishing, Scholastic Library Publishing, Inc., Sommer Associates, LLC, The Rosen Publishing Group, Inc., Weston Woods Studios, Inc. World Book, Inc.

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Amy Wood
Debbie Johnson

Date Submitted: August 15, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: August 25, 2014 **Bid Number**: 2014-16

1. **Item, material or service (specific or classification):** Library Books, E-books, Class sets, Reference Materials and Video Media

2. **Brief description:** A bid was let to provide an annual contract for the purchase of library books, e-books, class sets, reference materials and video media on an as needed basis for all campuses.

3. **Period of time bid covers:** From written notice of award through May 31, 2015 with the option to renew for two additional one-year periods.

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

   Campus Teachers and Campus Librarians with principal approval
   Amy Wood – Technology Director

5. **Number of bids sent to vendors:** Notification letters were sent to 137 vendors, the bid was advertised in the Hood County News and posted on the district website.

6. **Number of bids received from vendors:** 28 (3 no bid notifications were also revived)

7. **Listing of recommended vendors and total prices:** Recommendation is to approve all vendors on the attached tabulation. The vendors offer different selections, approving all that responded will provide a pool of vendors for the campuses providing a greater selection to meet their individual needs. Estimated expense will be between $80,000 and $120,000.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 4/15/2011

10. **Percentage increase or decrease from last bid:** N/A

11. **Budget information:** Expense will come from budgeted funds under function 12 and object code 6669 for all campuses.

12. **Other comments:** N/A

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Instructional Supplies and Teaching Aids Bid 2014-15

SUMMARY:

A bid was let to provide instructional supplies and equipment across the district. Vendors were asked to quote a percentage discount from their pricing for items to be purchased on an as needed basis. The award will be for the period from written notification of bid acceptance through May 31, 2015 with the option to renew for two additional one-year terms.

A summation of the process and a copy of the tabulation are attached for your review.

Ms. Sharon Williams, Director of Curriculum, reviewed the responses. The following recommendation is that of Ms. Williams. Annual expenditures for instructional supplies and equipment are estimated to be between $200,000 and $225,000.

RECOMMENDATION:

It is recommended that the Board award the vendors highlighted on the tabulation for the period from written notification of award through May 31, 2015 with the option to renew for two additional one-year terms.

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Sharon Williams
Debbie Johnson

Date Submitted: August 15, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: August 25, 2014 **Bid Number:** 2014-15

1. **Item, material or service (specific or classification):** Instructional Supplies and Teaching Aids

2. **Brief description:** A discount bid was let to provide vendors for instructional supplies and teaching aids for the various programs for all grades.

3. **Period of time bid covers:** From written notification of award through May 31, 2015 with the option to renew for two additional years.

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

   Teachers with campus principal approval
   Sharon Whitefield – Director of Curriculum

5. **Number of bids sent to vendors:** 121 bid notification letters were mailed; the bid was posted on the district web site and advertised in the Hood County News.

6. **Number of bids received from vendors:** 70

7. **Listing of recommended vendors and total prices:** It is recommended that the following vendors be approved for purchases. The bid document explained that the bid would be a multiple award and Granbury ISD did not guarantee any minimum or maximum amount of purchases. By providing a wide selection of vendors for the teachers to choose from, we are able to better meet the needs of the individual teachers and various programs throughout the district. Anticipated expenditures will be between $200,000 and $225,000.

   Ace Educational Supplies, Active Parenting Publishers, Aims Education Foundation, American Eagle Company dba Teacher's Discovery, Barnes & Noble Booksellers, B&H Foto & Electronics Corp., Blick Art Materials, Capstone, Capstone Classroom, Conn Education dba Classroom Library Company, Coast to Coast Computer Products, Constructive Playthings, Creations Plus dba Econocrafts, Davidson Titles, Delta Education, LLC, ETA Hand2Mind, Flatt Stationers, Flinn Scientific, Inc., Follett School Solutions, Frey Scientific, G.L. Group, Inc. dba Booksource, Houghton Mifflin Harcourt, KAMICO Instructional Media, Inc., Kaplan Early Learning Company, Lakeshore Learning Materials, Lone Star Learning, Matthews Office Supply, Martin's Office Supply, Inc., National Reading Institute NRSI, Oriental Trading Company, Perfection Learning, Pro-Ed, Inc., Quill Corporation, Rainbow Book Company, Really Good Stuff, Saddleback Educational Publishing, Scholastic, School Specialty, S&S Worldwide, Sunburst Digital, Inc., Teaching Systems, Inc., Textbook Warehouse, Triarco Arts and Crafts, Wood, Etc.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 3/24/11

10. **Percentage increase or decrease from last bid**: This bid is a percentage discount bid and not a line item bid where a price comparison could be made.

11. **Budget information:** Instructional supplies and teaching aids will be purchased from budgeted funds for instructional supplies.

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Pest Management Services
CSP No. 2014-05 - Renewal

SUMMARY:
A competitive sealed proposal (CSP) was let to request proposals from companies to provide pest management services on an annual basis at all district facilities. The proposals were received October 31, 2013. The award called for an initial term of notification of award to October 31, 2014 with the option to renew automatically for two additional one-year terms unless a 90 day notice of non-renewal was given to the district. We have received notification that the vendor will renew. This will be the first renewal option.

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

Ms. Linda Williams, Support Services Director, has recommended a renewal with the current vendor. The following is her recommendation. Anticipated expenditures are between $25,000 and $35,000 to include the annual expense and any emergency treatments as needed.

RECOMMENDATION:

It is recommended to renew Granbury ISD CSP 2014-05 for Pest Management Services with Double "D" Termite and Pest Control, Inc. for the period of November 1, 2014 through October 31, 2015.

Respectfully submitted,



L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Linda Williams
Debbie Johnson

Date Submitted: August 15, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: November 18, 2013 **Bid Number:** CSP 2014-05

1. **Item, material or service (specific or classification):** Pest Management Services

2. **Brief description:** Proposals were requested for companies to provide pest management services on an annual basis at all district facilities.

3. **Period of time bid covers:** From written notification of award through October 31, 2014 with an automatic renewal. The contract will automatically renew annually for the option period unless the vendor or GISD provide written notification 90 days prior to the contract expiration stating they do not want to renew. The renewal periods will be 11/1/2014 thru 10/31/2015 and 11/1/2015 thru 10/31/2016.

4. **Person and title responsible for the expenditure:** Alicia Hernandez – Support Services Director

5. **Number of bids sent to vendors:** 12

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

7. **Listing of recommended vendors and total prices:** Recommendation for award is to Double "D" Termite and Pest Control, Inc. for an annual expenditure of $25,000 to $35,000 to include the annual service expense and any emergency treatments as needed.

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

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

10. **Percentage increase or decrease from last bid**: Monthly cost increase of 9.58%

11. **Budget information:** Expense will come from budgeted funds under account code(s)

    199.E.51.6246.00.00.xxx.0.99.520

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Athletic Supplies & Equipment – Spring Sports 2014-17

SUMMARY:

A bid was let to provide supplies for the secondary campuses for spring sports. This bid covered supplies for the baseball, softball and track programs. The award will be for the period of written notification of award through August 31, 2015. 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. Total expenditures under this award will be $13,483.74.

RECOMMENDATION:

It is recommended that the Board award the shaded items on the attached tabulations for the period of award notification to August 31, 2015.

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dwight Butler
Mallory Smith
Brad Eppler
Amber Ward
Jodie Scott
Debbie Johnson

Date Submitted: August 15, 2015

BID FOR BOARD APPROVAL

Board Meeting Date: August 25, 2014 **Bid Number**: 2014-17 Athletic Supplies – Spring Sports Softball

1. Item, material or service (specific or classification): Softball 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 award notification through August 31, 2015

4. Person and title responsible for the expenditure:

Mallory Smith – Granbury ISD Head Softball Coach
Dwight Butler – Athletic Director

5. Number of bids sent to vendors: 70 (included all sports)

6. Number of bids received from vendors: 10

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 $3564.33. 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 purchases for supplies on an as needed basis will be made through the catalog discount bid.

8. Explanation of other than low recommendations:
B5-GTM Performance Tees- Please accept 2nd lowest bid, GTM Sportswear, because low bid, BSN Sports, is for a different brand and will not match existing stock.
B6-GTM Performance Tees-please accept 2nd lowest bid, GTM Sportswear, because low bid, BSN Sports, is for a different brand and will not match existing stock.

9. Last bid date (bid of comparable nature within last 5 years): 9/10/2013

10. 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 the supplies will come from account code(s) with the following budgets:

181.e.36.6395.00.001.0.91.930	$4000.
181.e.36.6649.00.001.0.91.930	$400.

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.

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

BID FOR BOARD APPROVAL

Board Meeting Date: August 25, 2014 **Bid Number**: 2014-17 Athletic Supplies – Spring Sports Baseball

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

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

5. Period of time bid covers: From written award notification through August 31, 2015

6. Person and title responsible for the expenditure:

Brad Eppler – Granbury ISD Head Baseball Coach
Dwight Butler – Athletic Director

5. Number of bids sent to vendors: 70 (included all sports)

6. Number of bids received from vendors: 10

8. 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 $4575.35. 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 purchases for supplies on an as needed basis will be made through the catalog discount bid.

11. Explanation of other than low recommendations:
C2- Holloway Homefield Jacket - will not be purchased due to budgetary restraints.
C3**-** Russell Dri-Power Tee – will not be purchased due to budgetary restraints
C8- Short Toss Screen – will not be purchased due to budgetary restraints
C12- BP Tarp - will not be purchased due to budgetary restraints

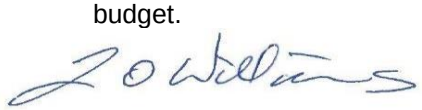
12. Last bid date (bid of comparable nature within last 5 years): 9/10/2013

13. 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 the supplies will come from account code(s) with the following budgets:

181.e.36.6395.00.001.0.91.050	$5046.
181.e.36.6649.00.001.0.91.050	$300.

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.



L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

BID FOR BOARD APPROVAL

Board Meeting Date: August 25, 2014 **Bid Number**: 2014-17 Athletic Supplies – Spring Sports Boys Track

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

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

7. Period of time bid covers: From written award notification through August 31, 2015

8. Person and title responsible for the expenditure:

Jodie Scott – Granbury ISD Head Boys Track Coach
Dwight Butler – Athletic Director

5. Number of bids sent to vendors: 70 (included all sports)

6. Number of bids received from vendors: 10

9. 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 $3833.58. 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 purchases for supplies on an as needed basis will be made through the catalog discount bid.

14. Explanation of other than low recommendations:
15. E4- Boathouse Mens Facet Jacket - no bids received.
E5- Boathouse Mens Windpant - no bids received.
E6- Mens Saucony Soaring J Pole Vault Shoe - no bids received.
E13- 90 Durometer - no bids received.

16. Last bid date (bid of comparable nature within last 5 years): 9/10/2013

17. 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 the supplies will come from account code(s) with the following budgets:

181.e.36.6395.00.001.0.91.060	$6312.
181.e.36.6649.00.001.0.91.060	$200.
181.e.36.6395.00.041.0.91.060	$1483.
181.e.36.6395.00.042.0.91.060	$1483.

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.

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

BID FOR BOARD APPROVAL

Board Meeting Date: August 25, 2014 **Bid Number**: 2014-17 Athletic Supplies – Spring Sports Girls Track

1. Item, material or service (specific or classification): Girls Track 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 August 31, 2015

10. Person and title responsible for the expenditure:

Amber Ward – Granbury ISD Head Girls Track Coach
Dwight Butler – Athletic Director

5. Number of bids sent to vendors: 70 (included all sports)

6. Number of bids received from vendors: 10

10. 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 $1,510.48. 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 purchases for supplies on an as needed basis will be made through the catalog discount bid.

18. Explanation of other than low recommendations:
D1- Speedline Women's Fitted Sublimated Track Jersey and Compression Shorts- will not be purchased due to budgetary restraints.
D3- GTM Velocity - no bids received.
D4- Holloway top and Charles River Apparel - no bids received.
D5- Mesh Sling Bag – will not be purchased due to budgetary restraints.

19. Last bid date (bid of comparable nature within last 5 years): 9/10/2013

20. 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 the supplies will come from account code(s) with the following budgets:

181.e.36.6395.00.001.0.91.070	$6059.
181.e.36.6395.00.041.0.91.070	$200.
181.e.36.6395.00.042.0.91.070	$200.

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.



L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 11, 2014
RE: Transportation Supplies & After Market Parts Bid No. 2014-04 - Renewal

SUMMARY:

A bid was let to provide vendors for the purchase of transportation supplies and after-market parts on October 10, 2013. Vendors were asked to quote a percentage discount from manufacturer's suggested retail pricing. Initial period of award was from written notice until August 31, 2014 with the option to renew for two additional one-year periods. This will be the first renewal option.

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

Mr. Terry Slemmons, Transportation Director, has requested a renewal with the current vendors. Expense for these purchases will come from budgeted funds. Below is the recommendation of Mr. Slemmons.

RECOMMENDATION:

It is recommended that the Board approve the renewal of Granbury ISD Bid 2014-04, for the purchase of transportation supplies and after-market parts on an as needed basis, with the following vendors for the period of September 1, 2014 through August 31, 2015.

A-1 Autoglass, Inc., Alternator Service, Inc., Buck's Collision Center, Buck's Wheel & Equipment Company, Chalk's Truck Parts, Heavy Duty Bus Parts, M & R McGowen, LLC dba NAPA Auto Parts, Rush Truck Centers of Texas, Southwest International Trucks, Inc.,

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Terry Slemmons
Debbie Johnson

Date Submitted: August 11, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: November 18, 2014

Bid Number: 2014-04
Transportation Supplies & After Market Parts

1. **Item, material or service (specific or classification):** Transportation Supplies & After Market Parts

2. **Brief description:** A bid was let to provide vendors for the purchase of transportation supplies and after-market parts. Vendors were asked to quote a percentage discount from manufacturer's suggested retail pricing.

3. **Period of time bid covers:** From written notification of award through August 31, 2014 with the option to renew for two additional one-year periods

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

   Terry Slemmons – Director of Transportation

5. **Number of bid notification letters sent to vendors:** 54

6. **Number of bids received from vendors:** 9

7. **Listing of recommended vendors and total prices**: Due to the number of different vehicles and buses we have in service at this time and the availability of parts on short notice from any individual supplier, plus the variance in cost of an item at any given time, it is recommended award be made to multiple vendors. Recommendation for award is to the following vendors.

   A-1 Autoglass, Inc.
   Alternator Service, Inc.
   Buck's Collision Center
   Buck's Wheel & Equipment Company
   Chalk's Truck Parts
   Heavy Duty Bus Parts
   M& R McGowen dba NAPA Auto Parts
   Rush Truck Center of Texas dba Rush Bus Center, Dallas
   Southwest International Trucks, Inc.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 7/20/2010

10. **Percentage increase or decrease from last bid**: N/A - Prices vary with each brand by line item so an accurate comparison cannot be made.

11. Budget information:

Expenditures for supplies and after-market parts will come from the following budgeted amounts.

199 E 34 6395 00 800 0 99 000 proposed budget of $ 40,000
199 E 34 6399 00 800 0 99 000 proposed budget of $ 65,000

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 11, 2014
RE: Remanufactured Transmissions
Bid No. 2014-03 Renewal

SUMMARY:

A bid was let to provide remanufactured transmissions on an as needed basis for the 2013-14 school year. The initial award was from written notification through August 31, 2014 with the option to renew for an additional two years in one-year increments. Current award will expire on August 31, 2014. This renewal will be the first renewal option.

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

Mr. Terry Slemmons, Transportation Director, has requested a renewal with the current vendor. Below is his recommendation.

RECOMMENDATION:

It is recommended that the Board approve the renewal of Granbury ISD Bid 2014-03, for the purchase of remanufactured transmissions on an as needed basis, with ATS Transmission for the period of September 1, 2014 through August 31, 2015.

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Terry Slemmons
Debbie Johnson

Date Submitted: August 11, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: November 18, 2013 **Bid Number**: 2014-03
Remanufactured Transmissions

1. Item, material or service (specific or classification): Remanufactured Transmissions

2. Brief description: A bid was let to provide remanufactured transmissions on an as needed basis with an option to renew for two additional years in one year increments.

3. Period of time bid covers: Written notification of award through August 31, 2014 – with the option to renew for two additional one-year terms

4. Person and title responsible for the expenditure:

Terry Slemmons – Director of Transportation

5. Number of bids sent to vendors: 8

6. Number of bids received from vendors: 3

7. Listing of recommended vendors and total prices: Since these items are purchased on an as needed basis, an approximate expenditure cannot be identified at this time. Recommendation for award is to ATS Transmission (Armadillo Transmission Service).

8. Explanation of other than low recommendations: Rush Truck Centers of Texas require the transmissions be delivered and picked up by the district. The transmissions are not kept in inventory or rebuilt at their facility; they send them out for repair which would require a longer turnaround time and a longer down time for the vehicle.

9. Last bid date (bid of comparable nature within last 5 years): 6/10/2010

10. Percentage increase or decrease from last bid: On the items that stayed the same:
Bus AT545 increase of 23.08%
Bus MD300 decrease of 24.09%
Bus 2000S increase of 9.56%

11. Budget information: Expense for remanufactured transmissions will be charged to account code 199 E 34 6245 00 800 0 99 000. The budgeted amount for that code is $15,000.

Sharay s. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 11, 2014
RE: Bus Refurbishing CSP 2012-19 – Renewal

SUMMARY:

A proposal was let asking vendors to identify a specific brand of labor guide as a benchmark to be used in cost estimating for bus refurbishing and repair for the 2012-13 school year with the option to renew two additional one-year terms. Original term was from notice of award to September 30, 2013. This will be the last of the renewal options.

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

Mr. Terry Slemmons, Transportation Director, was contacted and requested that the award be renewed. The renewal is automatic unless either party notifies the other in writing within 90 days of the expiration of the term. That time has passed and there has been no notice from the vendors.

Anticipated annual expenditures are $20,000. The following is Mr. Slemmons' recommendation.

RECOMMENDATION:

It is recommended that the Board renew the award of the purchase of these services to Buck's Collision Center and Southwest International Trucks, Inc. for the period of award October 1, 2014 to September 30, 2015.

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Terry Slemmons
Debbie Johnson

Date Submitted: August 11, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: October 15, 2012 **Bid Number:** CSP 2012-19

1. **Item, material or service (specific or classification):** Bus Refurbishing and Collision Repair Services

2. **Brief description:** A proposal was let asking vendors to identify a specific brand of labor guide as a benchmark to be used in cost estimating for bus refurbishing and repair.

3. **Period of time bid covers:** Award notice through September 30, 2013 with automatic annual renewal for 2 additional one-year terms.

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

   Terry Slemmons – Transportation Director

5. **Number of bids notifications sent to vendors:** 2

6. **Number of bids received from vendors:** 2

7. **Listing of recommended vendors and total prices:** The recommendation for award is to Buck's Collision Center and Southwest International, Inc. At the time of need, each of the awarded vendors will be contacted to provide a quotation for repair. Vendor will be awarded by quote from each refurbish request. Expenditures will be based on the amount of revenue received from the sale of used buses and need of district.

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

9. **Last bid date (bid of comparable nature within last 5 years): 9/21/09**

10. **Percentage increase or decrease from last bid**: Quotations requested for repairs

11. **Budget information:** This is not a budgeted item. Expense will be based on amount of revenue received from sale of buses and need. Anticipated $15,000 to $25,000.

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 11, 2014
RE: Bus OEM Parts & Repair Services
Bid No. 2014-02 - Renewal

SUMMARY:

A bid was let for bus original equipment manufactured parts and repair services for the Transportation Department. Vendors were asked to quote an hourly labor rate and a percentage discount from the manufacturers' suggested retail pricing. The initial term covered by this bid was from award notification through August 31, 2014 with the option to renew for two additional one-year terms. This renewal will be the first renewal option. All expense under this contract will come from budgeted funds for the Transportation Department.

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

Mr. Terry Slemmons, Transportation Director, has requested a renewal with the current vendors and all vendors have agreed to the renewal. The following is the recommendation of Mr. Slemmons.

RECOMMENDATION:

It is recommended that the Board approve the renewal of Granbury ISD Bid 2014-02, for the purchase of bus OEM parts and repair services, with the following vendors for the period of September 1, 2014 through August 31, 2015.

Buck's Collision Center, Buck's Wheel & Equipment Co., Chalk's Truck Parts, Classic Chevrolet, Fort Worth Freightliner, Rush Truck Centers of Texas, Southwest International Trucks, Inc.

Respectfully submitted,



L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Terry Slemmons
Debbie Johnson

Date Submitted: August 11, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: November 18, 2013 **Bid Number**: 2014-02

1. **Item, material or service (specific or classification):** Bus OEM Parts and Repairs Services

2. **Brief description:** A bid for bus original equipment manufactured parts and repair services for the transportation department was let. Vendors were asked to quote a percentage discount from the manufacturer's suggested retail pricing and hourly labor charges.

3. **Period of time bid covers:** Written notification of award through August 31, 2014 with the option to renewal for two additional one-year periods. Renewal period will be from September 1st through August 31st of the renewal years.

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

   Terry Slemmons – Director of Transportation

5. **Number of bids sent to vendors:** 10

6. **Number of bids received from vendors:** 7

7. **Listing of recommended vendors and total prices:** Due to the number of different buses and vehicles we have in service at this time and the availability of parts on short notice from any individual supplier, plus the variance in cost of an item at any given time, it is recommended award be made to multiple vendors. OEM parts and repair services are purchased on an as needed basis so an approximate expenditure is not available. Recommendation for award is as follows. This award would allow for parts or labor to be purchased from any vendor as needed.

Section One: OEM Bus Parts	**Section Two: Labor – Repair Services**
Buck's Wheel & Equipment	Buck's Collision Center
Classic Chevrolet	Classic Chevrolet
Fort Worth Freightliner	Fort Worth Freightliner
Southwest International Trucks	Southwest International Trucks
Chalk's Truck Parts	Rush Truck Parts

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

9. **Last bid date (bid of comparable nature within last 5 years):** 6/15/2010

10. **Percentage increase or decrease from last bid:** This proposal had several changes and additions to better meet the needs of the district so an accurate comparison could not be made.

11. Budget information:

Expenditures for OEM parts and repair will come from the following budgeted amounts.

199 E 34 6395 00 800 0 99 000 proposed budget of $ 40,000
199 E 34 6399 00 800 0 99 000 proposed budget of $ 65,000
199 E 34 6249 00 800 0 99 400 proposed budget of $ 40,000

12. Other comments: N/A

Sharay Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 11, 2014
RE: Automotive Lubricants
Bid No. 2014-01 Renewal

SUMMARY:

The current bid for automotive lubricants will expire on August 31, 2014. A bid was let on October 10, 2013 to provide automotive lubricants for the district on an as needed basis for the period of notification of award through August 31, 2014. The award included the option to renew for two additional one-year terms if agreed to in writing by both parties; this renewal will be the first renewal option.

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

Mr. Terry Slemmons, Transportation Director, was contacted regarding a renewal. He requested a renewal with the current vendor. Anticipated expenditures for automotive lubricants for the renewal period will be approximately $18,000.

The following is the recommendation of Mr. Slemmons.

RECOMMENDATION:

It is recommended that the Board approve the renewal of Granbury ISD Bid 2014-01, for the purchase of automotive lubricants on an as needed basis, with Jessie P. Taylor Oil Company for the period of September 1, 2014 through August 31, 2015.

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Terry Slemmons
Debbie Johnson

Date Submitted: August 11, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: November 18, 2014 **Bid Number**: 2014-01 Automotive Lubricants

1. **Item, material or service (specific or classification):** Automotive Lubricants

2. **Brief description:** A bid was let to provide automotive lubricants for the district.

3. **Period of time bid covers:** From written notification of award through August 31, 2014 – with the option to renew for two additional years in one-year increments

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

   Terry Slemmons – Director of Transportation

5. **Number of bids sent to vendors:** 22

6. **Number of bids received from vendors:** 1

7. **Listing of recommended vendors and total prices:** Recommendation for award is to Jessie P. Taylor Oil Company**.** Automotive lubricants are purchased on an as needed basis and expenditures will be from the general supplies account.

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

9. **Last bid date (bid of comparable nature within last 5 years):** 7/22/2010

10. **Percentage increase or decrease from last bid:**

    Due to product additions and price increases in oil products an accurate comparison could not be made.

11. **Budget information:** Expense for lubricants is not broken out under a separate budget account number. It is covered under the 6395 object code for transportation supplies.

    Budgeted amount for 199 34 6395 00 800 99 0 000 is $50,000 (Automotive lubricant expense is estimated to be approximately $18,000 annually.)

Sharay S. Boynton
Executive Director of Finance

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 11, 2014
RE: DOT Drug and Alcohol Testing Administration & Physicals CSP 2012-20 Renewal

SUMMARY:

A request for proposal was let for alcohol and drug testing program administration for DOT tests for district bus drivers and DOT driver physicals for the 2012-13 school year. The initial period of award was to August 31, 2013 with the option to renew for two additional one-year terms if agreed to by all parties. The current renewal period will expire on August 31, 2014. Extending the contract for an additional year will be the last renewal option.

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

Mr. Terry Slemmons, Transportation Director, has requested a renewal. The renewal is automatic unless either party notifies the other in writing within 90 days of the expiration of the term. That time has passed and there has been no notice from the vendors.

Anticipated annual expenditures for both services are approximately $17,000. The following is Mr. Slemmons' recommendation.

RECOMMENDATION:

It is recommended that the Board approve the renewal extension of the DOT testing and administration services to Compliance Consortium and the DOT Physicals to Dolan Chiropractic for the period of September 1, 2014 to August 31, 2015.

Respectfully submitted,

L. O. "Dobie" Williams, RTSBA
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Terry Slemmons
Debbie Johnson

Date Submitted: August 11, 2014

BID FOR BOARD APPROVAL

Board Meeting Date: October 15, 2012 **Bid Number:** 2012-20

1. **Item, material or service (specific or classification):** DOT Alcohol and Drug Testing Administration and DOT Physical Program

2. **Brief description:** A request for proposal was let for alcohol and drug testing program administration for DOT tests for district bus drivers and DOT physical services program.

3. **Period of time bid covers:** notice of award to 8/31/13 with the option to automatically renew for two additional 1-year terms

4. **Person and title responsible for the expenditure:**
Terry Slemmons – Transportation Director

5. **Number of bids sent to vendors:** 10 notification letters were mailed, the proposal was posted on the district web site and advertised in the Hood County News

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

7. **Listing of recommended vendors and total prices**

Terry Slemmons, Transportation Director, has recommended award to Compliance Consortium for the DOT testing at an approximate expenditure of $4,500.00

Terry Slemmons, Transportation Director, has recommended award to Dolan Chiropractic for the DOT Physical Services at an approximate expenditure of $12,500.00

8. **Explanation of other than low recommendations:**
Physicals offered by Compliance Consortium do not meet the needs of the district. Personnel need physicals at different times and once a month is not conducive with the need.

9. **Last bid date (bid of comparable nature within last 5 years):** 8/31/2009 for drug testing – first bid for physical exams

10. **Percentage increase or decrease from last bid**:

DOT testing - no increase

11. **Budget information:** Expenditures for drug testing and physical exams will be from the following budget codes.

199 e 34 6219 00 800 0 99 000

Sharay Boynton
Executive Director of Finance

GRANBURY ISD
TECHNOLOGY DEPARTMENT

TO: Dr. James Largent, Superintendent	**FROM**: Amy Wood **DATE**: August 18, 2014 **RE**: Xerox Leases - Continuation

SUMMARY:

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into function 35 in a categorical exemption.".

The district budget includes the continuation of the leases for Xerox machines across the District. These contracts were entered into as part of our participation in the Texas Comptroller's Office interlocal (TPASS) and the TCPN Interlocal. The purchase has been reviewed and it is determined to be in the best interest of the District to purchase using these methods.

A spreadsheet detailing all contracts is attached for your review. Since the cost of these services will exceed $50,000 and it does not fit the function 35 categorical exemption, the Board will need to approve the continuation of the lease contracts.

RECOMMENDATION:

It is recommended that the Xerox leases described above be continued as presented.

Respectfully submitted,



Amy Wood
Director of Technology

OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 25, 2014**
Action:	**Discussion/Action**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**August 18, 2014**
		RE:	**Board Meeting Date Change**

SUMMARY:
As recommend by TASB. the May board meeting will need to be changed from the 18th to the 11th to accommodate the scheduled teacher contracts requirement of 15 days before the last day of school.

Respectfully submitted,



Dr. James M. Largent
Superintendent

OFFICE OF THE ASSISTANT SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 25, 2014**
Action:	**Discussion/Action**

To:	**Dr. James M. Largent, Superintendent**	**From:**	**Carol Howard**
		Date:	**August 18, 2014**
		RE:	**Policy EIF(L) Change**

SUMMARY:
The changes to this policy on graduation requirements, EIF(L), are also due to HB 5 and the foundation program and endorsements.

RECOMMENDATION:

Respectfully submitted,

Carol Howard

Carol Howard
Assistant Superintendent

Staff Persons Responsible:

Athletics / Community Education

For:	**Board of Trustees**
Date:	**August 25, 2014**
Action:	**Discussion / Action**

To:	**Dr. James M. Largent, Superintendent**
From:	**Dwight Butler**
Date:	**8-19-14**
RE:	**Proposed changes to the GISD Drug Testing Policy**

SUMMARY:

Proposed changes to the GISD Drug Testing Policy.

Respectfully submitted,



Dwight Butler
Director of Athletics / Community Education

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 14, 2014
RE: 2014-15 A.S.A.P. Program Agreement

SUMMARY:

An interlocal agreement between Hood County and GISD authorizes the above program to function. The attached agreement is what has been agreed to this year between Hood County Constable Chad Jordan and GISD Superintendent.

The cost is increased by $6,248.34 over last year due to the salary increase for the officer appointed to GISD for this program.

The proposed budget has the full amount included.

RECOMMENDATION:

That the Board approves the agreement as presented.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Mr. Dobie Williams

Date Submitted: August 14, 2014

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Drug Detection Canine Program

SUMMARY:

An interlocal agreement between the City of Granbury and GISD for a Drug Detection Canine Program was originally approved in December 2012 and amended in August 2013 for the 2013-14 school year. The interlocal agreement for the 2014-15 school year and beyond is being amended to allow for automatic renewal each year as long as both parties are in agreement by August 1st of each year as to the salary that will be paid the officer for the following school year and as long as neither party has exercised its right to terminate the agreement.

The cost for the 2014-15 year for Officer Hastings will be $54,678. This is up slightly from last year's cost of $51,846.

The proposed budget has the full amount included.

RECOMMENDATION:

That the Board approves the amended agreement as presented.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Dobie Williams

Date Submitted: August 15, 2014

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: 2014-15 Compensation Plan

SUMMARY:

Board Policy DEA (Local) establishes that, "*The Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives*."

The attached Salary Schedules, Stipend/Extra Duty Schedules and Signing Bonus program are attached for your review.

Policy DEA(local) further states "*The Superintendent shall administer the compensation plans consistent with the budget approved by the Board*."

The budget to be adopted includes the cost associated with the attached schedules.

RECOMMENDATION:

That the Board adopt the schedules as presented by Administration.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Tom Howard
Dobie Williams

Date Submitted: August 15, 2014

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: 2014-15 Salary Increase

SUMMARY:

Board Policy DEA (Local) states that, "*The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget. The Superintendent or designee shall determine annual increases for individual employees, within budgeted amounts*."

The budget to be adopted includes the cost associated with a step increase for Teacher / Librarian / RN and SLP Assistant and SLP Bachelor positions along with a 2% mid-point increase for the other positions.

You, as superintendent, have the authority to determine annual increases for individual employees, within the budgeted amounts.

RECOMMENDATION:

That the Board approve the increases as presented by the Superintendent.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Tom Howard
Dobie Williams

Date Submitted: August 15, 2014

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Budget Adoption

SUMMARY:

Budgets for General Operating, Food Service and Debt Service have been presented and discussed in the budget workshop and board meeting. The required Notice has been published in the local newspaper and the Public Hearing scheduled for 8/25/14 at 6:00 pm will have taken place by the time this agenda item is considered.

There have been no changes to the General Fund budget from the budget workshop held on 8/11/14. The bottom line for the General Fund budget is a projected decrease to fund balance of $620,168. However, a projected expenditure lapse of 1% by fiscal year end will result in an estimated net increase to fund balance of $17,306. The projected General Fund balance at 8/31/15 is still within policy requirements.

The only change in the Food Service budget from the workshop is for finalized payroll numbers (which came in lower) and $38,500 has been added to capital outlay for the purchase of new Point of Sale (POS) computer terminals and software for every campus. The current POS computer terminals are old (Windows XP) and necessary software upgrades are not expected to function properly on the existing computer terminals. Even with the purchase of new POS computer terminals, the food service fund balance is still predicted to increase by $21,751 by year end.

The Debt Service budget is presented based on a tax rate of $0.225. This is a decrease from the rate of $0.24 published in the required Notice. The published rate of $0.24 was based on preliminary value estimates. However, certified values came in considerably higher making the lower rate of $0.225 sufficient to raise the funds needed to meet debt service obligations for the 2015 fiscal year. It should be noted that once a proposed tax rate is published in the required Notice the District cannot adopt a tax rate higher than what is published. However, adopting a tax lower rate than the published rate is not a problem.

It is law that budgets be adopted prior to the start of the fiscal year, which is September 1, 2014.

RECOMMENDATION:

That the Board adopt the budgets as presented by Administration.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible:	Dr. James Largent Dobie Williams
Date Submitted:	August 15, 2014

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Action

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Adoption of Tax Rate

SUMMARY:

The budgets are to be adopted by the Board at the August 25, 2014 meeting. The tax rate will have to be set to raise the revenue needed to fund the budgets. The Notice of Public Meeting has been published as required by statute and is scheduled for 6:00 pm on the night of the August 25th board meeting. The meeting will have occurred by the time this business item is presented.

A tax rate of $1.04 for Maintenance and Operations (M&O) and a tax rate of $0.225 for Debt Service (total tax rate of $1.265) is proposed for the 2014-15 school year and will be sufficient to fund the budgets. The effective M&O tax rate calculation for the 2014-15 school year is $1.03494 and as such, the proposed M&O tax rate of $1.04 exceeds the effective M&O tax rate. Tax Code § 26.05(b) states that a motion to adopt an ordinance, resolution, or order setting a tax rate that exceeds the effective tax rate must be made in the following form:

"I move that the property tax rate be increased by the adoption of a tax rate of $1.04, which is effectively a 0.49 percent increase in tax rate."

Further, the tax rate cannot be set until such a time as TEA has approved the District's Letter of Intent on the methods to be used to lower the wealth per WADA as a result of the Chapter 41 status. Attached is a copy of the letter sent by TEA accepting GISD's intent and authorizing the Board to set the tax rate.

RECOMMENDATION:

That the attached resolution be adopted as presented setting the M & O tax rate to $1.04 and the Debt Service tax rate to $0.225 for a total tax rate of $1.265. The motion to adopt the resolution should be made in the form required by Tax Code § 26.05(b) as indicated above.

Respectfully submitted,

D O Williams

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent

Date Submitted: August 15, 2014

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Resolution Committing Fund Balance

SUMMARY:
Policy CE (LOCAL) identifies "*A financial goal of the District shall be to have a sufficient fund balance in the general operating fund in order to be able to maintain fiscal independence in case of a financial need or crisis. At a minimum, the goal of the District shall be to maintain committed, assigned, and unassigned fund balances in the general operating fund equal to or exceeding 20 percent of the total annual operating expenditures*."

Further the policy allows for Fund Balance to be committed.

Currently the following are identified as committed fund balances.

- Construction and remodel - $1,200,000
- Capital Expenditures for vehicles and equipment - $400,000
- Other Purposes – Instructional Improvement Fund - $200,000

Committed funds are constrained to a specific purpose by the Board of Trustees and require Board action to commit and uncommit.

Policy is that unassigned fund balance be maintained at 20%. It is recommended that the full remainder be committed. In anticipation of the year end activity the following amounts would do just that. Uncertainty on what consideration of District fund balances will have in the State funding process, by doing this; there is evidence that the District has a planned purpose for these funds.

The attached resolution will be needed for committed funds.

RECOMMENDATION:
That the Board approve the proposed resolution to change the Committed Fund Balance.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dr. James Largent
Dobie Williams

Date Submitted: August 15, 2014

RESOLUTION COMMITTING FUND BALANCE:

WHEREAS, committed fund balance requires formal board action to commit funds;

WHEREAS, funds are to be set aside for specific purposes;

WHEREAS, the amount of committed funds is reviewed annually;

NOW, THEREFORE, BE IT RESOLVED:

That the following total amounts are constrained for the specific purposes identified:

Construction or Facility Remodel - $1,200,000
Capital Expenditures for vehicles and equipment - $400,000
Other Purposes – Instructional Improvement fund - $200,000

PASSED AND APPROVED this 25th day of August 2014.

ATTEST:

By: _____ By: _____

Mark Jackson Mickey Shearon

President, GISD Board of Trustees Secretary, GISD Board of Trustees

GRANBURY ISD
TECHNOLOGY DEPARTMENT

TO: Dr. James Largent, Superintendent	**FROM**: Amy Wood **DATE**: August 18, 2014 **RE**: Technology Purchases for 2014-2015

SUMMARY:

Board Policy CH(LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place".

Technology purchases are all purchased using DIR and TCPN contracts or other interlocal agreements the District has entered into. DIR and TCPN award contracts via an approved purchasing method. GISD is able to purchase directly from their contracts without going through the formal bid process. GISD uses these resources to gather quotes for purchasing decisions at the time of the purchase. The following purchases are planned to occur prior to August 31, 2014 by the technology department. These purchases include funds allocated to the technology department, campuses, and various departments in the district. Since these purchases could exceed the $50,000 amount, they need to be approved by the Board.

- **Account Code 199 E 11/51/52/53 6244**

  - Cisco SMARTnet Premium Support Contract Renewals – **$29,000**
  - Maintenance Contract Renewal for Dell PowerEdge Servers – **$12,500**
  - SIF Licensing & Maintenance - **$14,500**
  - Fluke DTX-1200 Gold SuperVision Support Contract Renewal – **$1,500**
  - Maintenance Contract Renewal for Web Security/Packet Shaper– **$10,000**
  - AS400 Maintenance - **$8,000**
  - Dell App Assure - **$5,000**
  - Generator Maintenance **- $900**

Budget - Up to **$90,000**

- Account Code 199 E 11/51/52/53 6249

  - SkyWard Annual Maintenance/Training - **$89,000**
  - SolarWinds and Orion Maintenance - **$4,500**

Budget – Up to **$95,000**

- Account Code 199 E 53 6291

  - VST Renewal - **$7,500**

Budget – Up to **$7,000**

- **Account Code 199 E 11 6297**
  - Microsoft Support Pack **- $1,300**

Budget - Up to **$1,500**

- **Account Code 199 E 11/53 6393**

    - Toner Cartridges - $**46,900**

Budget - Up to **$50,000**

- **Account Code 199 E 11/13/41/53 6397**

    - Computer/Server/Projector Supplies – **$54,000**
    - LTO2 200/400GB Ultrium Tape Cartridges – **$1,500**
    - Server Room Rack Replacements – **$3,600**
    - FiberOptic Cable - **$2,350**
    - SIF Licenses – **$12,000**
    - Cisco GBICS/Cables/Connectors - $**16,230**
    - ARIN Fee - **$500**
    - VMWare Vcenter Management Software - **$10,000**
    - Microsoft Licenses (remote management) - **$5,000**
    - Microsoft Licenses for Office and Windows – **per FTE price**
    - Citrix Renewal - **$1,150**
    - Hyena Maintenance and Security Certificates **– $1,500**
    - Terminal Services Licenses - **$3,500**
    - Eduphoria Software Suite - **$12,000**

Budget - Up to **$250,000**

- **Account Code 199 11/51/53 6636**

    - Server Replacements - **$155,000**
        - Server Replacement including VM and Radius, Cisco Blad/Module for 6509 Chasis, End of Life Tape backup, Storage, Voice Router, and other critical components

Budget - Up to **$155,000**

- **Account Code 199/410 E 11/12/23/31/33/51/53 6645**

    - Replacement Campus/Department APC UPS Systems - **$8,000**
    - Replacement Campus/Department Cisco Network Switches – **$69,000**
    - Replacement Cisco Voice Gateways – **$14,500**
    - Department Desktop & Laptop Replacements – **$75,000**
    - Student, Teacher, and Staff Replacement Schedule - **$630,000**
        - Including Virtual Desktop Solution, Netbooks, Desktops, Laptops, NComputing, iPads, iPods, tablets, Printers, Projectors, Document Cameras, SmartBoards, etc.
    - Access Points - **$42,000**
    - Video/Distance Learning Cameras - **$15,000**
    - Servers under $5000 **- $17,100**
    - Phone Replacements **– $8,000**

Budget - Up to **$900,000**

- **Other Campus Technology**

- TelePacific Internet Access – **$60,000** (199 E 11 6219 99 xxx x xx xxx)
- AT&T T1 Distance Learning Circuit – **$4,000** (199 E 11 6219 99 xxx x xx xxx)
- Charter Communications Fiber Optic Lease – $**120,500** (199 E 11 6219 99 xxx x xx xxx)
- Internet Content Filtering and Antivirus- **$51,000** (199 E 11 6239 00 xxx x xx xxx)

-Software Expenditures

- ACT Engage - **$7,600** (xxx E 31 6397 xx xxx x xx xxx)
- Admin Studio - **$1,000** (xxx E 11 6397 xx xxx x xx xxx)
- AESOP Absence Reporting and Substitute Calling - **$7,000** (xxx E 41 6397 xx xxx x xx xxx)
- AgileSports Technology - **$2,500** (xxx E 36 6397 xx xxx x xx xxx)
- AR Renaissance Place - **$25,000** (xxx E 11 6397 xx xxx x xx xxx)
- Assistive Technology as needed by students (xxx E 11/31 6397 xx xxx x xx xxx)
- BoardMaker Software - **$399 per license** (xxx E 11/31 6397 xx xxx x xx xxx)
- BrainPop - **$25,000** (xxx E 11 6239 xx xxx x xx xxx)
- CTE Certification/Curriculum Software **- $60,000** (xxx E 11 6397 xx xxx x xx xxx)
- Curriculum Online Professional Development **- $50,000** (xxx E 11 6397 xx xxx x xx xxx)
- DMAC - **$15,000** (xxx E 11 6397 xx xxx x xx xxx)
- Edulog Route Editor **- $10,000** (xxx E 34 6397 xx xxx x xx xxx)
- ESC Comprehensive Contract - **$25,000** (xxx E 13 6239 xx xxx x xx xxx)
- E-Scholarships Online - **$500** (xxx E 31 6397 xx xxx x xx xxx)
- eStar Class Software - **$10,000** (xxx E 11/31 6397 xx xxx x xx xxx)
- Field Trip Software **- $6,000** (xxx E 34 6397 xx xxx x xx xxx)
- Follett Destiny Software - **$40,000** (199 E 12 6397 99 xxx x xx xxx)
- Follett Scanner Support Renewal **-$2,000** (199 E 12 6244 99 xxx x xx xxx)
  (textbook module addition) (199 E 12 6244 99 xxx x xx xxx)
- Galaxy Software **- $150** (xxx E 51 6297 xx xxx x xx xxx)
- Imagine Learning **– $20,000** (xxx E 11 6397 xx xxx x xx xxx)
- iStation - **$26,000** (xxx E 11 6397 xx xxx x xx xxx)
- Lego Education Robotics Software **- $350 per license** (xxx E 11 6397 xx xxx x xx xxx)
- LoneStar Maintenance **- $3,000** (xxx E 12 6244 xx xxx x xx xxx)
- Megatronics Fuel Pump **- $2,000** (xxx E 34 6397 xx xxx x xx xxx)
- Menu Planning Software - **$7,500** (xxx E 35 6397 xx xxx x xx xxx)
- Mizuni SIF Agent **- $7,000** (xxx E 35 6397 xx xxx x xx xxx)
- Music Software (Charms/Finale/SmartMusic) - **$5,000** (xxx E 11 6397 xx xxx x xx xxx)
- Naglieri Nonverbal Ability test (GT) - **$10,500** (xxx E 11 6397 xx xxx x xx xxx)
- Nutrikids and POS Software **- $8,500** (xxx E 35 6397 xx xxx x xx xxx)
- OdysseyWare - **$46,500** (xxx E 11 6397 xx xxx x xx xxx)
- Online IPT – **$1,000** (xxx E 31 6339 xx xxx x xx xxx)
- Research Databases **- $15,000** (xxx E 12 6239/6397 xx xxx x xx xxx)
- Rosetta Stone - **$125 per license** (xxx E 11 6397 xx xxx x xx xxx)
- School Messenger **- $20,000** (xxx E 11 6297/6397 xx xxx x xx xxx)
- School Recruiter **- $6,000** (xxx E 41 6397 xx xxx x xx xxx)
- SchoolDude (Facility and Utility**) - $6,000** (xxx E 51 6397 xx xxx x xx xxx)
- SchoolWires - **$25,000** (xxx E 11 6239 xx xxx x xx xxx)
- SPED Management Software - **$25,000** (xxx E 11/31 6397 xx xxx x xx xxx)
- Starfall - **$2,000** (xxx E 11 6397 xx xxx x xx xxx)
- Study Island - **$52,000** (xxx E 11 6397 xx xxx x xx xxx)
- Swank Motion Picture License**- $7,000** (xxx E 11 6397 xx xxx x xx xxx)
- Teacher Evaluation/Refesher (Online) - **$4,000** (xxx E 11 6397 xx xxx x xx xxx)
- Turnitin Paradigms **- $2,000** (xxx E 11 6397 xx xxx x xx xxx)
- USA TestPrep **- $250 per license** (xxx E 11 6397 xx xxx x xx xxx)
- Vector Works **– $2,000** (xxx E 11 6397 xx xxx x xx xxx)
- Webccat - **$3,000** (xxx E 13 6239 xx xxx x xx xxx)
- V-Soft (Raptor) Maintenance & Support Renewal – **$5,800** (199 E 52 6397 99 xxx x xx xxx)

- **Donated Funds for Technology Items**

    - Mobile Devices, SmartBoards, Projectors, Document Cameras, and other items – (199 E 11 6645 xx xxx x xx xxx)
    - Software, cases for devices, mounts, iTunes Cards and other items to support technology (199 E 11 6397 xx xxx x xx xxx)

Budget – Up to **$50,000**

RECOMMENDATION:

It is recommended that the above purchases be made with appropriate vendors in the best interest of the District.

Respectfully submitted,



Amy Wood
Director of Technology

OFFICE OF THE ASSISTANT SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 25, 2014**
Action:	**Discussion/Action**

To:	**Dr. James M. Largent, Superintendent**	**From:**	**Carol Howard**
		Date:	**August 18, 2014**
		RE:	**Consider Approval for Foreign Exchange Student Waiver**

SUMMARY:
This is a routine action item for Granbury ISD. It has been explained to me that this waiver limits the number of Foreign Exchange students to five due to the amount of time teachers and counselors have to spend with them

RECOMMENDATION:
I recommend approval of this waiver.

Respectfully submitted,

Carol Howard

Carol Howard
Assistant Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Approval

TO: Dr. James Largent, Superintendent

FROM: Dobie Williams
DATE: August 15, 2014
RE: Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance

SUMMARY:

The District currently has an executed Interlocal Agreement with the Texas Association of Public Schools Property and Liability Fund (TAPS). This agreement allows the District to purchase property and liability insurance using a partially self-funded process by participating in this fund. The current coverage is in effect from September 1, 2013 to August 31, 2014. The district has been renewing with TAPS for many years using the interlocal agreement process. In an effort to insure the district is receiving the best coverage, service and value possible, quotes from our current provider as well as additional insurance companies were solicited for the 2014-15 school year.

Presented for consideration are quotes received from our current provider, TAPS as well as quotes from the Texas Association of School Boards (TASB) and the Texas Schools Property & Casualty Cooperative (TSPCC). Coverage from all companies can be obtained using an interlocal agreement and therefore do not require a formal bid process. Quotes were requested using the same property deductible of $10,000 that we currently have and the same automobile deductible of $500 that we currently have. Wind/Hail deductibles vary from company to company. All other limits and deductibles requested are the same or very similar with the property, wind/hail and automobile limits and deductibles being considered the most important. While cost is a big factor in determining best value for the district, other factors such as the wind/hail deductibles and service must also be taken into consideration.

The quotes received were as follows:

<u>TAPS</u>

- Annual Contribution $267,061
- Property Deductible $ 10,000
- Hail Deductible $ 10,000
- Automobile Deductible $ 500

<u>TSCPP (Option A)</u>

- Annual Contribution $270,129 (or $260,675 with 3 year commitment)
- Property Deductible $ 10,000
- Wind/Hail Deductible $ 15,000
- Automobile Deductible $ 500

TSPCC (Option B)

- Annual Contribution $245,535 (or $236,941 with 3 year commitment)
- Property Deductible $ 10,000
- Wind/Hail Deductible $ 25,000
- Automobile Deductible $ 500

TASB

- Annual Contribution $268,323
- Property Deductible $ 10,000
- Wind/Hail Deductible $100,000
- Automobile Deductible $ 1,000

This method of purchasing coverage, through the interlocal, is very cost effective and the method most commonly used by school districts. By obtaining quotes the best price and overall value for the district can be obtained without going through the formal bid process. Administration reviews this process annually and if such a time comes when this process is no longer beneficial to the District; the Administration will process the necessary paperwork to complete the formal bid process.

Even though this purchase can be made without going through the bid process, Board Policy CH (LOCAL) requires board approval on purchases in excess of $50,000. The policy states "The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more shall require Board approval before a transaction may take place, unless the purchase falls into function 35 in a categorical exemption."

The 2014-15 budget presented has sufficient funds to cover the cost of this insurance. The following is my recommendation.

RECOMMENDATION:

That the Board approve the Interlocal Agreement and purchase of Property, Crime, General Liability, Educators' Legal Liability; and Automobile Insurance through the Texas Schools Property & Casualty Cooperative (Option B) with an annual contribution of $236,941 (for a 3 year commitment) with a $10,000 property deductible, $25,000 Wind/Hail Deductible and $500 Automobile Deductible effective September 1, 2014 to August 31, 2015. This will be an annual contribution savings of $30,120 over the quote from the next lowest received from TAPS, our current provider.

Respectfully submitted,

Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams

Date Submitted: August 15, 2014

2014 District Audit Report

District: 111901

#	Question	Response
1a	First name of person reporting	Randy
1b	Last name of person reporting	Leach
2	Title of person reporting	Facilities / Maintenance Director
3	Contact email for person reporting	randy.leach@granburyisd.org
4	Contact phone for person reporting (xxx-xxx-xxxx)	817-408-4075
5	District Cumulative Enrollment (enter as whole number, no commas)	6605
6	What best describes the geographical area where the majority of the students in your district live	Suburban
7	How many instructional facilities are present in your district? Numbers only please.	11
8	How many non-instructional facilities are present in your district? Numbers only please.	6
9	Have all instructional facilities in your district completed safety and security audits? Please enter the number completed if not all.	Yes
10	Have all non-instructional facilities in your district completed safety and security audits? Please enter the number completed if not all.	Yes
11	Who conducted your district's safety and security audits? (Check all that apply)	District employees or District audit team
12	Your district's facility safety and security audits were conducted using audit procedures developed by which of the following? (Check all that apply)	Texas School Safety Center, Locally developed with input from the district, first responders, and/or emergency management personnel
13		

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#	Question		Response
	Which of the following elements were reviewed during your district's safety and security audits? (Check all that apply)		Interior of Facility, Exterior of Facility, Surrounding community, School Climate, Data, Emergency Management Plans and Programs
14a	Have the audit results of your district's facilities been reported to the district's Board of Trustees? (Select your answer and enter a date)		No, anticipated date to be reported (mm/yyyy): 08/2014
15a	Does your district have a functioning School Safety and Security Committee that meets regularly?		Yes
15b	Does the School Safety and Security Committee have a process in place to address safety and security practices and issues for the district?		Yes
16a	Has the district adopted a Multi-Hazard Emergency Operations Plan?		Yes
16b	Does your district's Multi-Hazard Emergency Operations Plan address the following four phases of emergency management?		
	16b.1	Mitigation/Prevention	Yes
	16b.2	Preparedness	Yes
	16b.3	Response	Yes
	16b.4	Recovery	Yes
16c	Which of the following were involved in the development and coordination of the Multi-Hazard Emergency Operations Plan for your district? (Check all that apply)		Local and/or Regional Law Enforcement, Fire Department/EMS, Local Emergency Planning Committee (LEPC), Local Emergency Management
16d	Is your district's Multi-Hazard Emergency Operations Plan reviewed annually and updated as needed?		Yes
16e	Do all of your district's instructional facilities have a specific Emergency Plan that is consistent with the district's plan?		Yes
16f			Yes

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#		Question	Response
		Do all of your district's non-instructional facilities have a specific Emergency Plan that is consistent with the district's plan?	
17		Has a hazard assessment/analysis been conducted for each district facility?	Yes
18a		Does your district have instructional facilities located within 1,000 yards of a railroad track?	Yes
18b		Does your district's Multi-Hazard Emergency Operations Plan include procedures for responding to a train derailment?	Yes
19		Has each instructional facility conducted the following drills at least once each year of the audit cycle?	
	19.1	Evacuation Drills	Yes
	19.2	Lockdown Drills	Yes
	19.3	Weather Drills	Yes
	19.4	Shelter-in-Place Drills	Yes
	19.5	Reverse Evacuation Drills	Yes
20		Has each non-instructional facility conducted the following drills at least once each year of the audit cycle?	
	20.1	Evacuation Drills	Yes
	20.2	Lockdown Drills	Yes
	20.3	Weather Drills	Yes
	20.4	Shelter-in-Place Drills	Yes
	20.5	Reverse Evacuation Drills	Yes
21		Has your district conducted or participated in exercises (other than drills) to prepare staff and students for responding to an emergency?	Yes
22		To which of the following groups has your district provided training for responding to an emergency?	

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#		Question	Response
	22.1	Substitute teachers	Yes
	22.2	Visitors	No
	22.3	Contractors	No
	22.4	Instructional Staff	Yes
	22.5	Support Staff	Yes
	22.6	Volunteers	Yes
	22.7	Parents	Yes
	22.8	Students	Yes
23	Does your district conduct after-action reviews following each:		
	23.1	Drills/Exercises	Yes
	23.2	Actual emergency	Yes
24	Does your district maintain documentation for emergency management planning activities that are subject to disclosure?		Yes
25a	Which of the following agreements does your district have in place pertaining to school safety and security? (Check all that apply)		Memoranda of understanding
25b	With whom has your district entered into memoranda of understanding, mutual aid agreements, and/or similar agreements? (Check all that apply)		Local and/or Regional Public Health Department, Local Emergency Management, Law Enforcement, Fire Department/EMS, Neighboring District, Off-Campus Evacuation Sites/Reunification Sites
26a	Has the district identified key personnel that are responsible for specific emergency functions?		Yes
26b	Have key personnel been trained in the National Incident Management System (NIMS) and Incident Command System (ICS)?		Yes

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#	Question	Response
26c	Which of the following trainings have key personnel in your district completed? (Check all that apply)	ICS-100.SCa Introduction to the Incident Command System for Schools, IS-700a NIMS: An Introduction, IS-362.a Multi-Hazard Emergency Planning for Schools
27	Does each instructional facility in your district have visitor policies/procedures that govern access?	Yes
28	Does each non-instructional facility in your district have visitor policies/procedures that govern access?	Yes
29	Does your district have a Board of Trustees-approved policy to authorize school personnel to carry a firearm in district facilities?	No
30a	Which of the following type of school safety/security personnel does your district utilize? (Check all that apply)	Local Jurisdiction School Resource Officer, School District Employees
30b	Indicate the grade levels to which school safety/security personnel are regularly assigned. (Check all that apply)	Middle/Junior, High
31	Does your district have a Mental Health Crisis Response Team?	Yes
32	Does each campus have a procedure in place for parent-student reunification?	Yes
33	Does your district have a Continuity of Operations plan or process in place?	Yes
34	Does your district have emergency procedures in place for Board of Trustee meetings?	Yes
35	Does your district have emergency procedures in place for athletic events, graduation, and other special events?	Yes
36a	Does your district involve students in emergency preparedness activities?	Yes
37	On a scale of 1 to 5, identify the relevance of each training topic for the TxSSC to support your district's needs, with 1 being the most relevant and 5 being the least relevant.	
	37.1 Bullying/Cyberbullying Prevention	1

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#		Question	Response
	37.2	Dating Violence Prevention	1
	37.3	School Violence Prevention	1
	37.4	Suicide Awareness - Recognizing Warning Signs	1
	37.5	Mental Health Awareness - Recognizing Warning Signs	2
	37.6	Current Drug Trends	2
	37.7	Emergency Management Planning	2
	37.8	Emergency Management Training and Exercise	1
	37.9	Digital Safety	2
	37.10	School District Safety and Security Audits	2
38	On a scale of 1 to 5, identify your district's preference in regards to each training delivery method, with 1 being the most preferred and 5 being the least preferred.		
	38.1	Full-Day Training at school	3
	38.2	Half-Day Training at school	1
	38.3	Full-Day Training away from school	4
	38.4	Half-Day Training away from school	4
	38.5	Multi-Day Topic Training (e.g., summit, conference	5
	38.6	Educational videos accessible through TxSSC website	1
	38.7	Webinar Discussion Forums	1
39	Have personnel in your district received training in any of the following response guidelines? (Check all that apply)		ALERRT Active Shooter Training, Department of Homeland Security - Run, Hide, Fight
40	In your district, how are teachers and staff trained to secure classrooms during a lockdown? (Check all that apply)		Teachers and staff are trained to lock the door, Teachers and staff are trained to turn off classroom

#	Question	Response
		lights, Teachers and staff are trained to barricade the doorway
41	Does your district have a procedure in place to end a lockdown?	Yes
42	To the best of your knowledge, what percentage (0-100) of your district's instructional facilities have classroom doors that can be locked during a lockdown?	99%
43a	In your district, how are the locks on your classroom doors generally secured?	Doors stay locked at all times
44	For the majority of the classrooms in your district, how are doors closed?	All doors open out of the classroom
45	In your opinion, to what extent has school safety and security improved in your district since the last audit cycle (2008-2011)?	To a great extent

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Please complete the following:

1. ☑ By checking this box, I attest that to the best of my knowledge, all information in this report is true and correct.

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OFFICE OF SUPERINTENDENT

For:	**Board of Trustees**
Date:	**August 25, 2014**
Action:	**Information**

To:	**Board of Trustees**	**From:**	**Dr. James M. Largent**
		Date:	**August 18, 2014**
		RE:	**Policy Update 100**

SUMMARY:

We have Policy Update 100 for a first look this month. It is attached for your review.

Respectfully submitted,



Dr. James M. Largent
Superintendent

GRANBURY INDEPENDENT SCHOOL DISTRICT

INTEROFFICE MEMO

FINANCE AND BUSINESS AFFAIRS

To: Board of Trustees
Date: August 25, 2014
For: Information

TO: Dr. James Largent, Superintendent

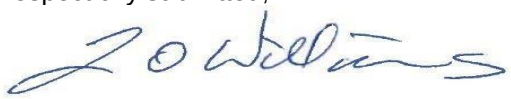
FROM: Dobie Williams
DATE: August 15, 2014
RE: 06/30/14 Financial Statements

SUMMARY:

Attached are the financial statements for the period ended June 30, 2014 for the general operating fund.

The statements for the period ended June 30, 2014 include only those transactions that occurred between the period of September 1, 2013, and June 30, 2014. Revenue collected to date equals 92.29% of the budgeted amount compared to 97.66% last year. Expenditures to date represent 79.46% of the budget compared to 83.27% last year.

Respectfully submitted,



Dobie Williams
Assistant Superintendent for Finance and Operations

Staff Person Responsible: Dobie Williams
Carrie Knight-Mapes

Date Submitted: August 15, 2014